

Living Water Ministries Employee Handbook

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Introduction

Welcome to LIVING WATER MINISTRIES. We are very happy to have you join our team.

This employee handbook contains important key policies, goals, benefits, and expectations of LIVING WATER MINISTRIES as well as other information that you will need. It has been designed as a reference to many aspects of your employment. It is not a contract for employment nor is it an invitation to contract for employment. This handbook supersedes all previous handbooks, policies and memos that have been issued on policies covered in this handbook.

The policies in this handbook are subject to change and may change at any time at the sole discretion of LIVING WATER MINISTRIES, except that the Time Limit for Filing Claims may only be changed by a writing signed by the employee and the Executive Director. From time to time, you may receive updated information as to changes in LIVING WATER MINISTRIES' policies.

Employment at-will means that either you or LIVING WATER MINISTRIES may terminate your employment at any time for any reason, with or without cause or notice.

If you have any questions on anything contained in this handbook, please contact the Executive Director.

Sincerely,

Nicole McCarthy
Executive Director
Living Water Ministries

A Message from Our Board

As a member of the staff of Living Water Ministries, you represent Living Water Ministries, the two ELCA synods in lower Michigan, the Episcopal Diocese of Michigan, and the whole ELCA. You are part of something bigger. Part of the church of Jesus Christ. It is not just a job. It is a calling to be in ministry, a place where your faith can grow and you can be a part of teaching and influencing the faith of others.

To our participants, you could be their first experience of Jesus and the church. That can be an awesome and overwhelming responsibility. You have influence to make an impact on the lives of others. So, we have policies and procedures to protect you, participants, and the church, so that our programs can be a safe place to grow and share God's amazing love demonstrated in Jesus.

From kitchen staff to maintenance staff, to program staff, to administration, and even board members, we expect excellence. This handbook is your guide to navigate life as a member of the staff of Living Water ministries, so being a part of this community, you can depend on each other. Also, so participants and their families can depend on this being a safe, open, and welcome community. We expect you will do your best and be an example of faith in life.

The staff manual has rules, and policies for harassment prevention and sexual conduct. In addition, it is our expectation that sexual conduct be grounded in the understanding that human sexuality is a gift and trust from God, and you are to live in such a way as to honor this gift and trust. It is expected that you reject sexual promiscuity, the manipulation of others for purposes of sexual gratification and all attempts at sexual seduction and sexual harassment, including taking physical or emotional advantage of others. Being a part of Living Water is a ministry of the church and we expect you to reflect that in your lives.

If you feel there has been misconduct by another staff person, participant, or volunteer, please report that to the administration. If you feel like you can't report that to administration or the misconduct is done by administration, then the board of directors has appointed a digital link for reporting that goes to a board member for further investigation. You can visit this link on-line at www.elcalivingwater.com/misconduct

On behalf of the synods and dioceses we thank you for your gifts and talents as we trust you to do your part creating a safe, welcoming, and inclusive place for the entire community of Living Water Ministries.

Sincerely,

LWM Board of Directors



Employment Relationship

Your employment with LIVING WATER MINISTRIES is at-will. This means that you may terminate your employment at any time for any reason, with or without notice. Additionally, LIVING WATER MINISTRIES may terminate your employment at any time, for any reason.

This handbook is not a contract for employment, nor is it an invitation to contract for employment. No employee of LIVING WATER MINISTRIES may enter into an employment contract or alter the at-will employment relationship without the signature of the Executive Director.

Mission, Vision, and Core Values

MISSION

Bringing together all of God's children to experience Christian community, grow in faith, develop leadership skills, and serve others.

VISION

Create communities centered in Christ to transform lives and the world.

CORE VALUES

Excellence

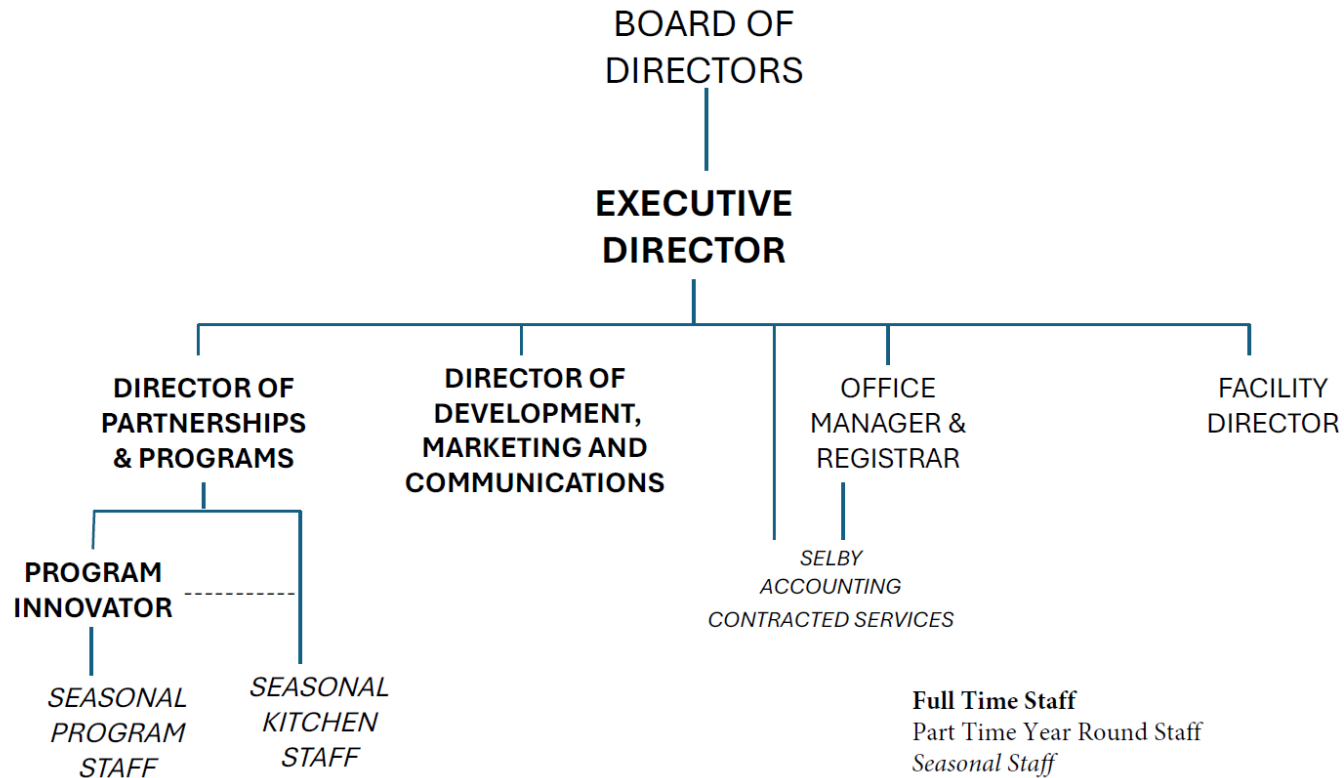
Christian Community

Faith Formation

Welcome to All

Organizational Diagram of Living Water Ministries

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Employee Acknowledgement Form *(Employer Copy)*

This employee handbook contains important key policies, goals, benefits, and expectations of LIVING WATER MINISTRIES as well as other information that you will need. By signing below, you acknowledge the following:

I understand that this handbook cannot contemplate every possible situation that I may encounter at LIVING WATER MINISTRIES. Accordingly, I will contact the Executive Director if I have any questions about the policies or procedures contained in this handbook.

I understand that this handbook is not a contract for employment, nor is it an invitation to contract for employment.

I understand and acknowledge that my employment with LIVING WATER MINISTRIES is at-will. I understand that employment at-will means that I may terminate my employment at any time for any reason, with or without notice. Additionally, LIVING WATER MINISTRIES may terminate my employment at any time, for any reason.

I understand and acknowledge that there may be changes to the policies, goals, benefits and expectations in this handbook, except that the Time Limit for Filing Claims may only be changed by a writing signed by me and the Executive Director. There also may be additions to these policies.

I understand that it is my responsibility to read this handbook. I acknowledge, understand, accept, and agree to comply with the information contained in this handbook.

Employee's Name (printed) _____

Employee Signature _____

Date _____



Employee Acknowledgement Form *(Employee Copy)*

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I understand that it is my responsibility to read this handbook. I acknowledge, understand, accept, and agree to comply with the information contained in this handbook.

Employee's Name (printed) _____

Employee Signature _____

Date _____



Time Limit for Filing Claims *(Employer Copy)*

I agree that any action or suit against LIVING WATER MINISTRIES arising out of my employment or termination of employment, including, but not limited to, claims arising under State or Federal civil rights statutes, must be brought within 180 calendar days of the event giving rise to the claim, or the claim is forever barred. I waive any limitation periods to the contrary.

Employee's Name (printed) _____

Employee Signature _____

Date _____



Time Limit for Filing Claims (*Employee Copy*)

I agree that any action or suit against LIVING WATER MINISTRIES arising out of my employment or termination of employment, including, but not limited to, claims arising under State or Federal civil rights statutes, must be brought within 180 calendar days of the event giving rise to the claim, or the claim is forever barred. I waive any limitation periods to the contrary.

Employee's Name (printed) _____

Employee Signature _____

Date _____



Equal Opportunity Employment Anti-Harassment Notice *(Employer Copy)*

It is the established policy of LIVING WATER MINISTRIES to extend equal employment and advancement opportunities to all qualified individuals, regardless of their race, color, age, sex, gender, sexuality, disability, genetic information, national origin, ethnic background, military service, citizenship, or any other basis protected by state, federal or other applicable law.

All personnel are reminded that each employee is at all times to be treated courteously by fellow employees, so that they are free from harassment or interference based on factors such as those mentioned above.

HARASSMENT

It is LIVING WATER MINISTRIES' policy to provide a workplace that is free from all types of unlawful harassment, including harassment based on race, color, age, sex, sexual orientation, disability, genetic information, national origin, ethnic background, military service, citizenship, or any other basis protected by applicable law. Examples of what may be considered harassment, depending on the circumstances, are:

- Questions or comments that unnecessarily infringe on personal privacy.
- Offensive, sexist, off color or sexual remarks, jokes, slurs.
- Propositions or comments that disparage a person or group on the basis of race, color, age, sex, gender, sexuality, disability, genetic information, national origin, ethnic background, military service, citizenship, or any other basis protected by applicable law.
- Derogatory or suggestive posters, cartoons, photographs, calendars, graffiti, drawings, other materials, or gestures.
- Inappropriate touching, hitting, pushing or other aggressive physical contact or threats to take such action.
- Unsolicited sexual advances, requests, or demands, explicit or implicit, for sexual favors.
- Quid Pro Quo - Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute quid pro quo when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment and, or (2) submission or rejection of such conduct by an individual is used as the basis for employment decisions affecting an individual.
- Ethnic slurs, racial "jokes," homophobic, transphobic or offensive or derogatory comments or other verbal or physical conduct based on an individual's race/color or national origin or because an individual is affiliated with a particular religious or ethnic group or because of physical, cultural or linguistic characteristics.
- Comments based upon cultural traits, clothing or linguistic characteristics such as accent or dress associated with a particular ethnicity, country of origin or religion.



- We will not allow harassment by supervisors, coworkers or non-employees under our control. Employees are required to respect the rights of their coworkers.

DISCRIMINATION

It is LIVING WATER MINISTRIES' policy to treat its employees and applicants for employment without regard to race, color, age, sex, gender, sexuality, disability, genetic information, national origin, ethnic background, military service, citizenship, or any other basis protected by state, federal or other applicable law. Discrimination against any employee or applicant based on any of these conditions will not be allowed or tolerated.

This policy applies to all aspects of employment, including hiring and firing; compensation, assignment, or classification of employees; transfer, promotion, job advertisements; recruitment; testing; use of company facilities; training and apprenticeship programs; fringe benefits; pay, retirement plans, and disability leave; or other terms and conditions of employment.

RETALIATION

We will not fire, demote, harass, or otherwise "retaliate" against an individual for making a good faith complaint of harassment or discrimination, or who otherwise in good faith opposes unlawful harassment or discrimination.

Anyone who feels that they have been harassed, discriminated against, or subject to retaliation should report such incidents to the Executive Director. If the claim of harassment, discrimination, or retaliation to be reported is regarding the Executive Director, please report such incidents to the Board of Directors. Employees may also report misconduct on-line at www.elcalivingwater.com/misconduct. Employees are required to report any complaint that they receive, or any harassment or discrimination they observe or become aware of through these reporting options.

Employees are encouraged to report harassment promptly so that LIVING WATER MINISTRIES can investigate all charges of violation of this policy. The confidentiality of persons reporting violations will be respected so far as practicable in conducting an investigation of such claims. If it is determined that harassment or discrimination has occurred, we will take immediate and appropriate corrective action, up to and including discharge.

I have read and understand the LIVING WATER MINISTRIES Anti-Harassment Notice.

Employee's Name (printed) _____

Employee Signature _____

Date _____



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All personnel are reminded that each employee is at all times to be treated courteously by fellow employees, so that they are free from harassment or interference based on factors such as those mentioned above.

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- Propositions or comments that disparage a person or group on the basis of race, color, age, sex, gender, sexuality, disability, genetic information, national origin, ethnic background, military service, citizenship, or any other basis protected by applicable law.
- Derogatory or suggestive posters, cartoons, photographs, calendars, graffiti, drawings, other materials, or gestures.
- Inappropriate touching, hitting, pushing or other aggressive physical contact or threats to take such action.
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- Comments based upon cultural traits, clothing or linguistic characteristics such as accent or dress associated with a particular ethnicity, country of origin or religion.



We will not allow harassment by supervisors, coworkers or non-employees under our control. Employees are required to respect the rights of their coworkers.

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This policy applies to all aspects of employment, including hiring and firing; compensation, assignment, or classification of employees; transfer, promotion, job advertisements; recruitment; testing; use of company facilities; training and apprenticeship programs; fringe benefits; pay, retirement plans, and disability leave; or other terms and conditions of employment.

RETALIATION

We will not fire, demote, harass, or otherwise "retaliate" against an individual for making a good faith complaint of harassment or discrimination, or who otherwise in good faith opposes unlawful harassment or discrimination.

Anyone who feels that they have been harassed, discriminated against, or subject to retaliation should report such incidents to the Executive Director. If the claim of harassment, discrimination, or retaliation to be reported is regarding the Executive Director, please report such incidents to the Board of Directors. Employees may also report misconduct on-line at www.elcalivingwater.com/misconduct. Employees are required to report any complaint that they receive, or any harassment or discrimination they observe or become aware of through these reporting options.

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I have read and understand the LIVING WATER MINISTRIES Anti-Harassment Notice.

Employee's Name (printed) _____

Employee Signature _____

Date _____



LIVING WATER MINISTRIES Child Abuse Policies

LIVING WATER MINISTRIES strives to ensure that ours is a community of love and care for every person. In order to help protect the safety and well-being of our children, we ask that you carefully review the following policies, guidelines, and code of conduct regarding abuse. If you have cause to suspect that child abuse or neglect with potential to cause injury to a child occurred or is occurring, you should talk with the appropriate person designated below to see what steps could and should be taken to protect the child and help the family. These policies do not constitute an express or implied contract of employment.

As used in this policy, the terms “child,” “youth,” or “minor” mean a person under age 18. An “adult” is a person aged 18 or older. This policy applies to all interactions of staff and volunteers with any child, youth or minor.

CHILD ABUSE POLICIES

No form of child abuse, whether physical, emotional, or sexual, will be permitted or tolerated at LIVING WATER MINISTRIES.

Child abuse is morally and legally wrong. It can come in many forms. Physical abuse can be considered non-accidental injury or pain that is intentionally inflicted upon a child or youth. Emotional abuse can be considered mental or emotional injury to a child or youth that results in an observable and material impairment in the child or youth’s growth, development or psychological or emotional functioning. Anything done to inflict pain while disciplining a camper can be considered child abuse. The physical size and strength of Employees relative to many campers necessitates that you use discretion and restraint in all physical contact activities with campers.

We cannot be too careful in the area of sexual abuse. Even the appearance of wrong or a false allegation can cause irreparable damage to the reputation of the accused Employee, volunteer, and/or LIVING WATER MINISTRIES. Stating which behaviors are appropriate and inappropriate allows LIVING WATER MINISTRIES staff and volunteers to comfortably show positive affection and yet help us to identify individuals who are not maintaining safe boundaries with children or youth.

Child sexual abuse includes, but is not limited to, any contact or interaction between a child and an adult when the child is being used for the sexual stimulation of the adult or third person. Sexual behavior between a child and an adult should be considered forced, whether or not the child has consented. The behavior may or may not involve touching. Sexual abuse perpetrated by one child or youth against another is any contact or activity of a sexual nature that occurs between a child or youth and another child or youth when there is no consent, when consent is not possible, or when one child or youth has power over the other child or youth, such as where there is a significant age difference between the children, typically three years or more. This includes any activity that is meant to arouse or gratify the sexual desires of any of the children or youth.



The following Guidelines for Appropriate Affection are based, in large part, on avoiding behaviors known to be used by child abusers to groom children or youth and their parents for future abuse. The following guidelines are to be carefully followed by all LIVING WATER MINISTRIES staff and volunteers, regardless of gender, working around or with children.

Appropriate Forms of Affection

- Brief hugs
- Pats on the shoulder or back
- Handshakes
- “High-fives” and hand slapping
- Verbal praise
- Touching hands, faces, shoulders and arms of children
- Arms around shoulders
- Holding hands while walking with small children
- Kneeling or bending down for hugs with small children
- Holding hands during prayer

Inappropriate Forms of Affection

- Inappropriate or lengthy embraces
- Kissing
- Touching bottoms, chests or genital areas
- Showing affection in isolated areas such as bedrooms, closets, staff only areas or other private rooms. No laying on campers’ beds or vice versa.
- Any form of unwanted contact or affection
- Tickling or full body wrestling
- Lap-sitting (for males)
- Comments or compliments (spoken, written, or electronic) that relate to physique or body development
- Snapping bras or giving wedgies or similar touch of underwear whether or not it is covered by other clothing
- Private meals with individual children or youth
- Providing gifts or privileges of more than token or small value, such as cell phones, or tickets to movies or concerts

CHILD ABUSE REPORTING

If you have reasonable cause to suspect abuse or neglect with potential to cause injury to a child has occurred, you should talk with an appropriate person, as designated below, to see what steps could and should be taken to protect the child. In addition, you should immediately report violations of these policies, including behaviors that are inconsistent with LIVING WATER MINISTRIES’ guidelines for appropriate affection, and code of conduct.

Procedures for Reporting Child Abuse and Policy Violations

- Any actions you observe that involve abuse or that are otherwise not acceptable behavior according to LIVING WATER MINISTRIES’ policies, guidelines, or code of conduct, or any other inappropriate or suspicious behavior, should be reported as soon as possible to the Executive Director. An incident report should be filled out as well. If you have questions about whether abuse has occurred, contact the Executive Director.



- In the event of a report, the Executive Director will be responsible to direct and/or oversee internal and external action.
- The Executive Director or their appointee will be the official spokesperson for LIVING WATER MINISTRIES in any of these matters. All Employees and volunteers must be sensitive to the need for confidentiality in the handling of this information, and therefore, no other Employees or volunteers shall speak to the media, to each other, or to any third party, but only to the Executive Director regarding issues related to matters of abuse, except with respect to mandatory reporting and cooperation with investigations as noted below.
- If the claim of abuse or misconduct is regarding the Executive Director, please report such incidents to the Board of Directors. Employees may also report misconduct on-line at www.elcalivingwater.com/misconduct

In the event that there is an accusation of child abuse, LIVING WATER MINISTRIES will take prompt and immediate action as follows:

- All allegations will be taken seriously and LIVING WATER MINISTRIES staff will take appropriate action in accordance with state laws, insurance requirements, and based upon advice of legal counsel. This includes full cooperation by LIVING WATER MINISTRIES staff with any internal investigation and with an investigation by the authorities with the understanding that failure to do so may be grounds for termination.
- At the first report of reasonable cause to believe that a child-abuse incident or neglect with potential to cause injury to a child has occurred, the Employee or volunteer receiving the report will notify the Executive Director. The Executive Director will assist the Employee in filling out an incident report.
- The Executive Director will either make a report to appropriate authorities or coordinate and/or support other staff in making a report, in accordance with relevant state or local child abuse reporting requirements and will cooperate with any legal authority involved to the fullest extent appropriate.
- In the event the reported incident(s) involves a Employee or volunteer at camp, the Executive Director will take personnel or remedial action which they determine necessary, which can include, but is not limited to, immediate suspension and/or termination. As determined appropriate by the Executive Director, the parents or legal guardian of the child(ren) involved in the alleged incident, as well as LIVING WATER MINISTRIES staff with a need to know, will be notified in accordance with the directions, if any, of the relevant state or local agency.

CODE OF CONDUCT FOR ABUSE PREVENTION OF CHILDREN AND YOUTH

- Employee or volunteer agrees that their first responsibility is the health, safety and welfare of the campers.
- Employee or volunteer will not physically, emotionally, or sexually abuse a child or youth.



- Employee or volunteer will do their best to prevent abuse of and neglect with potential to cause injury to children and youth involved in camp activities and services.
- Employee or volunteer agrees that they have not engaged in and have not been accused or convicted of child abuse, a violent crime, indecency with a child, injury to a child, any other offense against a child, or sexual misconduct of any kind.
- Employee or volunteer agrees that in the event they become aware of or observe any abuse or other inappropriate behaviors or possible policy violations with children or youth, such behaviors or violations will be immediately reported by the Employee or volunteer to the Executive Director.
- Employee or volunteer is prohibited from using physical punishment in any way for behavior management of children and youth. No form of physical discipline is acceptable. This prohibition includes spanking, slapping, pinching, hitting, or any other physical force. Physical force may only be used to stop a behavior that may cause immediate harm to the individual or to a child, youth, or others.
- Employee or volunteer is prohibited from participating in or allowing others to conduct any hazing activities relating to children's or youth ministry or camp activities.
- Employee or volunteer agrees to avoid being alone with a child or youth where other adults cannot easily observe them unless it is an emergency or unavoidable circumstance. In the event of an emergency or unavoidable circumstance, Employee or volunteer shall notify their supervisor of the situation immediately prior to or directly following the emergency or circumstance.
- Employee or volunteer agrees that one-to-one conversations with children or youth will be done in an open or public or other place where private conversations are possible but occur in full view of others.
- Employee or volunteer agrees that when supervising or assisting private activities such as dressing or showering, the Employee or volunteer will remain observable by others or work in pairs.
- Employee or volunteer will not ask youths to keep any secrets.
- Employee or volunteer agrees to dress and undress in a modest way in the presence of children or youth.
- Employee or volunteer will dress appropriately and avoid wearing provocative or revealing attire.
- Employee or volunteer will not engage in inappropriate electronic communication with a child or youth or other behavior contrary to LIVING WATER MINISTRIES policies.
- Employee or volunteer will adhere to the guidelines of appropriate affection as outlined in LIVING WATER Ministries' child abuse policies.
- Employee or volunteer is prohibited from dating or becoming romantically involved with a child or youth.
- Employee or volunteer is prohibited from having sexual contact with a child or youth.
- Employee or volunteer is prohibited from possessing any sexually oriented materials



(magazines, cards, videos, films, clothing, etc.) on camp property or in the presence of children or youth except as expressly permitted as part of a pre-authorized educational program.

- Employee or volunteer is prohibited from discussing their own sexual activities, including dreams and fantasies, or discussing their use of sexually oriented or explicit materials such as pornography, videos, or materials on or from the Internet, with children or youth.
- Employee or volunteer is prohibited from using the Internet to view or download any sexually oriented materials on camp property or in the presence of children or youth.
- LIVING WATER Ministries' Code of Conduct and policies (staff and camper) extend to online activities while in employment or volunteering and apply in all contexts, media and forms of communication. For example, no Employees or volunteers shall engage in private forms of social media communication with campers including, but not limited to, private Facebook messaging, direct messaging on Instagram and Twitter, or any other form of communication on Snapchat or the like.

I have read and understand the LIVING WATER MINISTRIES Child Abuse Policies and Code of Conduct.

Name (printed) _____

Signature _____

Date _____



Reasonable Accommodation for Persons with Disabilities

We will provide reasonable accommodation to qualified persons with a disability who need an accommodation in order to apply for a job, perform a job, or enjoy benefits equal to those we offer to other employees to the extent required by law. We will not provide an accommodation that poses an undue hardship to LIVING WATER MINISTRIES.

An individual who believes they have a disability and who requires an accommodation to perform the essential functions of their job should notify the Executive Director of the need for an accommodation. Once an accommodation is requested, we will discuss with the employee their needs and identify the appropriate reasonable accommodation. We may ask for documentation as to why the requested accommodation is needed.

Under Michigan law, employees have 182 days from the date the employee knew or should have known of the need for an accommodation to file a written request for such accommodation(s). Failing to do so may affect an employee's rights under Michigan law. All requests for accommodation should be directed to the Executive Director.

Anti-Racism Training

As a requirement, LIVING WATER MINISTRIES will provide regular full-time employees and regular part-time employees intensive anti-racism training (typically "Analyzing & Understanding Systemic Racism" offered as a 2.5 day intensive from Crossroads) within the first 2 calendars years of employment.

Temporary employees will be provided a comparable intensive anti-racism training, or an introductory session when available.

Workplace Violence

Violence is strictly prohibited in the workplace. Prohibited conduct includes, but is not limited to:

- Injuring another person physically.
- Engaging in behavior that creates a reasonable fear of injury to another person.
- Engaging in behavior that subjects another individual to extreme emotional distress.
- Possessing or using a weapon that is not required by the individual's position.
- Intentionally damaging property.
- Threatening to injure an individual or to damage property.
- Committing injurious acts motivated by, or related to, domestic violence or sexual harassment.
- Retaliating against any employee who, in good faith, reports a violation of this policy.



Employees who violate this policy will be subject to disciplinary action, up to and including termination.

Alcohol and Drug Policy

It is the policy of LIVING WATER MINISTRIES to maintain a safe, drug-free work environment conducive to effective business operations. We require that our personnel and operating practices be consistent with the highest standards of health and safety. To meet these objectives, we have adopted the following alcohol and drug policy for all employees.

An employee's use, possession, purchase, distribution, dispensation, manufacture or being under the influence of any drug during the work day, while on LIVING WATER MINISTRIES' premises or while performing services for LIVING WATER MINISTRIES is prohibited. The term "drug" means alcohol, inhalants, illegal drugs, prescription drugs for which the prescription is no longer valid, or prescription drugs used contrary to the prescription. The term "drug" does not include lawful possession or use of prescription drugs taken by the employee as directed by the employee's doctor, or the possession or use of over-the-counter medications taken according to label directions. Notwithstanding the foregoing, the Executive Director may approve the moderate use of alcohol by employees at LIVING WATER MINISTRIES sponsored events or at other business functions, in their sole discretion.

Employees convicted of a substance related offense occurring in the workplace are required to report such conviction within five days of the conviction.

Any employee who may be called upon to drive a LIVING WATER MINISTRIES vehicle at any time or a personal vehicle in furtherance of their job duties must immediately report any accusation of a vehicle offense involving alcohol or drugs and immediately report any restriction placed on their driver's license.

Compliance with this policy is a condition of employment. Violation of this policy or refusal to submit to search shall result in termination.

Employees needing assistance in dealing with drug abuse problems are encouraged to seek counseling, medical treatment and/or rehabilitation before a violation of this policy occurs.

LIVING WATER MINISTRIES reserves the right to conduct random substance abuse tests as necessary to ensure compliance with this policy. Questions about this policy should be directed to the Executive Director.

Right to Search

At all times, LIVING WATER MINISTRIES retains the right to conduct searches of its property (facilities, desks, lockers, vehicles, living quarters, etc.) and employee personal belongings (luggage, storage, personal electronic devices, computer, personal vehicle, etc.) located on LIVING WATER MINISTRIES premises for alcohol, drugs or contraband or as part of a work place investigation. Thus, employees should expect that any



personal belongings brought to or left on LIVING WATER MINISTRIES' property are subject to being searched.

Tobacco Use

Smoking is prohibited in all buildings, company vehicles or personal residences owned by LIVING WATER MINISTRIES. Smoking and the use of snuff or chewing tobacco is discouraged and may not be done at any time in the presence of guests under the age of 18. Smoking will be allowed in designated outdoor areas only.

Employee/Camper Interaction

Romantic relationships between all classifications of employees are prohibited. Suspected cases of romantic involvements between employees should be reported to the supervisor or Executive Director.

Romantic relationships or physical contact with campers is strictly prohibited. Any employee suspecting that any such conduct has occurred must report it to their supervisor or to the Executive Director immediately.

Selecting Employees

Prospective LIVING WATER MINISTRIES employees seeking regular full-time, regular part-time, or temporary employment must submit an application or résumé, 3 references, and undergo at least one personal interview with the supervisor before an offer for employment can be made.

Compliance with Immigration Law

LIVING WATER MINISTRIES will employ only United States citizens and those non-United States citizens who are authorized to work in the United States. We will comply with all aspects of the Immigration Reform and Control Act of 1986.

As a condition of employment, each new employee must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and substantiating employment eligibility.

Former employees who are rehired must also complete the form if they have not completed an I-9 with LIVING WATER MINISTRIES within the past three years or if their previous I-9 is no longer retained or valid.

LIVING WATER MINISTRIES will not discriminate based on national origin or citizenship.

Background Review Policy

LIVING WATER MINISTRIES will conduct background reviews on all prospective employees. Background reviews will also be conducted annually for all employees and any person over the age of 18 attending a LIVING WATER MINISTRIES' youth or child program. Background reviews include:



- State of Michigan background check
- Federal background check for out-of-state residents
- National sex offender registry check
- DHS central registry clearance check
- A voluntary disclosure statement attesting to the non-conviction of violent crimes and crimes against children

Additionally, credit checks and driving motor vehicle history may also be used when deemed necessary or applicable.

Conviction of a crime will not necessarily disqualify you from employment. Factors such as age at the time of the offense, seriousness and nature of the violation, job relatedness, and rehabilitation will be considered when making employment decisions. Notwithstanding the foregoing, subject to applicable law, persons convicted of specific crimes, or perpetrators of child abuse or child neglect may not hold certain positions in LIVING WATER MINISTRIES or be permitted on premises for a LIVING WATER MINISTRIES' youth or child program.

Classification of Employees and Constituents

It is the intent of LIVING WATER MINISTRIES to clarify the definitions of employment classifications so that all employees understand their employment status and benefit 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 LIVING WATER MINISTRIES.

Each employee is designated as either nonexempt or exempt from federal and state wage and hour laws. Nonexempt employees are entitled to overtime pay under the specific provisions of federal and state laws. Exempt employees are excluded from specific provisions of federal and state wage and hour laws. An employee's exempt or nonexempt classification may be changed only upon written notification by LIVING WATER MINISTRIES' management. If you feel you have been inappropriately categorized as either exempt or nonexempt, or if you are unsure of your status, please ask the Executive Director.

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

- **REGULAR FULL-TIME** employees are those who are not in a temporary status and who are regularly scheduled to work at least 40 hours per week. Generally, they are eligible for LIVING WATER MINISTRIES' benefit package, subject to the terms, conditions, and limitations of each benefit program. Benefits available to all regular full-time employees include paid vacation, continuing education, contributions to a 403B plan, health insurance, life insurance, and disability insurance.
- **REGULAR PART-TIME** employees are those who are not assigned to a temporary status and who regularly work less than 40 hours per week. While they do receive all legally mandated benefits (such as Social Security and



workers' compensation insurance), they are ineligible for all of LIVING WATER MINISTRIES' other benefit programs.

- **TEMPORARY** employees are those who are hired as interim replacements, seasonal staff to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change. While temporary employees receive all legally mandated benefits (such as workers' compensation insurance and Social Security), they are ineligible for all of LIVING WATER MINISTRIES' other benefit programs.
- **CONSTITUENTS** are individuals not employed by LIVING WATER MINISTRIES who are present and involved in the life and ministry of the organization. Interactions with constituents should always avoid inappropriate personal relationships and be conducted in a professional manner. Specific groups of constituents include:

Adult Leaders: Adult leaders typically accompany groups of students and reside on camp in sleeping quarters exclusive to adults. While not paid staff, state licensing & accreditation considers adult leaders to be staff, requiring basic orientation and background checks.

Volunteers: Volunteers serve in a variety of capacities from program delivery to clerical support. While not paid staff, state licensing & accreditation considers volunteers with access to summer programs to be staff, requiring basic orientation and background checks.

Participants: Campers/Participants are individuals enrolled in LIVING WATER MINISTRIES programs. Summer camp participants are checked in to the care of LIVING WATER MINISTRIES while hotel-based participants remain in the care of an adult designated by the affiliated congregation or partner organization.

Changes to Personal Information

LIVING WATER MINISTRIES needs to have correct information about you for our records. It is your responsibility to keep us informed as to any changes in your personal information. To inform us of any changes, please contact the Executive Director.

Social Security Number Privacy

It is the policy of LIVING WATER MINISTRIES to protect the confidentiality of social security numbers obtained in the course of its business. No employee, agent, or contractor of LIVING WATER MINISTRIES shall knowingly obtain, store, transfer, use, disclose, or dispose of a social security number that LIVING WATER MINISTRIES obtains or possesses except in accordance with the Michigan Social Security Number Privacy Act, other applicable state and federal law, and this policy. LIVING WATER MINISTRIES has established the following guidelines to assist all concerned in



protecting the privacy of social security numbers:

- Employees, agents, and contractors shall treat as confidential all social security numbers to which they have access by reason of their employment or business relationship with LIVING WATER MINISTRIES.
- Employees, agents, and contractors are prohibited from disclosing, using, copying, or displaying to another person, any social security number to which they have access by reason of their employment or business relationship with LIVING WATER MINISTRIES.
- Access to files containing social security numbers shall be limited to those employees, agents, or contractors who have been authorized for such access.
- Documents that contain social security numbers will be destroyed at such time and in such manner so as to comply with applicable law. The destruction process shall ensure that the confidentiality of social security numbers is not compromised.

Attendance and Punctuality

LIVING WATER MINISTRIES expects every employee to report to work each day that they are scheduled and to report in a timely manner. Absenteeism and tardiness place a burden on other employees and on LIVING WATER MINISTRIES and prevents us from operating in an efficient and effective manner.

If you are unable to report to work, you must notify your supervisor at least 30 minutes prior to your regular starting time, unless extenuating circumstances exist.

Excessive absenteeism and tardiness will not be tolerated and may be a cause for disciplinary action up to and including termination of employment.

A continuity of supervision must be maintained for summer camp participants that are checked in to the care of Living Water Ministries. Failure to be present and attentive to participants checked in to our care will be cause for disciplinary action up to and including termination of employment.

Personal Appearance

Employees of LIVING WATER MINISTRIES are expected to maintain good personal cleanliness, modest attire, and good hygiene. Bikinis and speedos are discouraged as they limit ability to complete job functions.

If an employee's supervisor finds an employee's attire to be unacceptable, the employee will be asked to change into acceptable attire.



Customer Contact

It is the policy of LIVING WATER MINISTRIES to be service-oriented and customer-oriented. This means that our employees should treat all customers with courtesy and respect.

Each contact with our customers and clients, whether in person, by phone or by electronic communication should be professional. Any customer-related problems, including customers who are abusive or harassing, should be reported to your supervisor, or the Executive Director.

Disciplinary Action

It is the policy of LIVING WATER MINISTRIES to discipline an employee whenever they violate a rule or perform unsatisfactorily. The following policy describes the procedure for administering fair and consistent discipline. The purpose of this policy is to correct the problem and prevent it from happening again.

In each instance, the disciplinary action taken is to be consistent and in proportion to the seriousness of the violation. In addition, discipline is to be administered by the employee's supervisor as soon as it is practical. However, a violation which is serious in nature is to be corrected by any supervisor immediately, whether the employee is a subordinate or not.

Nothing in this policy should be interpreted to alter the at-will employment relationship. Both you and LIVING WATER MINISTRIES have the right to terminate employment at-will, with or without cause or advance notice. LIVING WATER MINISTRIES may use this discipline policy at its discretion.

These rules are published for your information and to minimize the likelihood of any employee, through misunderstanding or otherwise, to become subject to any disciplinary action. Violation of any LIVING WATER MINISTRIES rule will not be ignored by supervisors.

1. Violation of any of the following rules, or any other actions deemed extremely serious by LIVING WATER MINISTRIES, may be considered adequate justification for discharge for the first offense:

- a) Possession, carrying, or being under the influence of intoxicating beverages or drugs on LIVING WATER MINISTRIES' property.
- b) Providing alcohol or legal drugs to anyone under the legal age, or the use of illegal drugs by any staff member.
- c) Possession, carrying or being under the influence of intoxicating beverages or drugs in the presence of an employee under the legal age.
- d) Stealing or attempting to steal property from any individual on LIVING WATER MINISTRIES' premises or stealing or attempting to steal property from LIVING WATER MINISTRIES.
- e) Bodily assault upon any person or fighting on LIVING WATER MINISTRIES'



premises.

- f) Possession of firearms or any dangerous weapons or explosives on LIVING WATER MINISTRIES' property, except as provided in this handbook and approved by the Executive Director.
 - g) Threatening, intimidating, or coercing other employees.
 - h) Violation of Anti-Harassment Policy.
 - i) Violation of Child Abuse Policy.
 - j) Insubordination to supervisor, refusal to perform supervisor's assignments, or directing abusive or threatening language at any supervisor, employee, or representative of LIVING WATER MINISTRIES.
 - k) Disclosing business information of a confidential nature to unauthorized persons.
 - l) Falsification of employment applications, timecards, production reports, or other records of LIVING WATER MINISTRIES.
 - m) Fraud committed by knowingly accepting pay for operations not performed or time not worked.
 - n) Defacing LIVING WATER MINISTRIES' property.
 - o) Conviction of certain felonies.
 - p) Absence for three consecutive working days **without notifying** LIVING WATER MINISTRIES as required in this handbook (*except in extenuating circumstances*).
 - q) Unsafe operation of equipment in a negligent manner or destruction of LIVING WATER MINISTRIES' material or property or the property of fellow employees.
 - r) Occupying sleeping quarters in LIVING WATER MINISTRIES' temporary housing with a person with whom staff have a romantic or physical relationship unless such housing has been assigned to a married couple.
 - s) Sleeping in areas not defined as sleeping quarters for staff, including but not limited to staff lounge, lodge, whitehouse or activities building without permission of the summer director, program innovator or executive director.
2. **The following process may be used for violation of any rules in 3.a. through n. below.** The existence of a Disciplinary policy is not a guarantee of its use. Living Water Ministries reserves the right to terminate employment at any time, with or without reason.
- 1. First offense – Oral reprimand (memo to personal file.).
 - 2. Second Offense – Written reprimand and warning.
 - 3. Third offense – Suspension for a three-day period without pay.
 - 4. Fourth offense – Discharge.
3. **The following rule violations, as well as other offenses deemed appropriate by LIVING WATER MINISTRIES, will be cause for disciplinary action prescribed above:**
- a) Removing packages from the premises without written permission of a supervisor.



- b) Ignoring safety rules or common safety practices.
- c) Failing to report an occupational injury promptly to a supervisor.
- d) Unauthorized soliciting of funds or distributing of literature on LIVING WATER MINISTRIES' property in work areas or while employees are working.
- e) Unauthorized removal of notices or signs from bulletin boards on LIVING WATER MINISTRIES' property.
- f) Unexcused or excessive tardiness or absence (to the extent not covered above).
- g) Gambling on LIVING WATER MINISTRIES' property and during working time, including the distribution of gambling material.
- h) Leaving work before the end of the shift or not being ready to begin work at the start of a shift or working overtime without the permission of your supervisor.
- i) Spending unnecessary time away from the job.
- j) Inefficiency, negligence, or lack of effort on the job.
- k) Unauthorized possession or use of any LIVING WATER MINISTRIES' property, equipment or materials.
- l) Contributing to unsanitary conditions or poor housekeeping or eating at workstations.
- m) Smoking in unauthorized or restricted areas.
- n) Use of LIVING WATER MINISTRIES' property or time for the personal financial gain of an employee other than the full-time employment as a LIVING WATER MINISTRIES' employee.

The lists in this discipline policy are examples only and are not all-inclusive. In serious circumstances, some problems will justify a suspension or termination without going through the above-described discipline process.

Performance Evaluations

LIVING WATER MINISTRIES will perform periodic performance appraisals for its employees based on the employee's essential job functions. Appraisals will be performed in a fair, objective, and non-discriminatory manner. For regular full-time and regular part-time employees, performance appraisals will be conducted at 3 months, 6 months, and 1-year benchmarks during the first year of employment and on an annual basis thereafter.

Performance appraisals will be used to recognize the employee for their accomplishments. Performance appraisals will also be helpful in determining areas in which the employee needs to improve. Supervisors and employees may also use this opportunity to set goals for the future.

Problem Resolution

LIVING WATER MINISTRIES' policies and procedures emphasize open-door practices



in which employees are encouraged to deal directly with their supervisor and other members of management regarding complaints and problems.

Under normal conditions, if an employee has a job-related problem, question, or complaint, it should be discussed with their supervisor. The simplest, quickest, and most satisfactory solution often will be reached at this level.

If discussion with the employee's supervisor does not answer the question or resolve the matter satisfactorily, the complaint then may be presented, orally or in writing, to the Executive Director.

If the matter still is not resolved satisfactorily, the employee may present the complaint to the Board of Directors, which will render an objective analysis of the situation and options.

When the issue personally involves the supervisor with whom the employee ordinarily would discuss a problem, the employee may bypass that individual and proceed to the next person in authority without fear of reprisal. At any time, an employee may seek the advice and guidance of the Executive Director. Difficulties in using this complaint procedure should be brought to the attention of the Executive Director.

Payroll

Employees of LIVING WATER MINISTRIES are paid bi-weekly. Supervisors are to submit staff time information to the administrative office at least five business days prior to the end of the pay period.

If you feel there is an error in your paycheck, contact the Executive Director immediately.

The following mandatory deductions will be made from every employee's gross wages:

- Federal Income Tax
- Social Security FICA Tax
- Applicable City Taxes
- Applicable State of Michigan Taxes

Each employee must complete and sign a federal withholding allowance certificate, an Internal Revenue Service (IRS) Form W-4 and Form 1-9, and a State W-4 on or before their first day of employment. These forms must be completed in accordance with federal regulations. The employee may complete a new Form W-4 at any time.

Employees who paid no federal income tax the previous year and who do not expect to pay federal income taxes for the current year may complete an Exemption from Withholding Certificate, IRS Form W-4E. Employees are expected to comply with the instructions on Form W-4. Questions regarding the propriety of claimed deductions may be referred to the IRS in certain circumstances.

Overtime

Overtime will be paid to non-exempt employees at a rate of one and one-half the employee's regular rate of pay for all hours worked over 40 in a workweek.



All overtime work performed by non-exempt workers must be approved in advance by their supervisor. Failure to obtain supervisory approval will result in disciplinary action.

Gratuities

Employees are prohibited from accepting gratuities and anything other than nominal gifts from campers or parents/guardians. Any gratuities or gifts received by employees contrary to this policy must be reported to your supervisor immediately.

Vacation Policy

All regular full-time employees of LIVING WATER MINISTRIES are entitled to paid vacations under the following conditions:

- Employees with one to four years of continuous service are entitled to the equivalent of two weeks (10 days) of paid vacation.
- Employees with five to eight years of continuous service are entitled to the equivalent of three weeks (15 days) of paid vacation.
- Employees with nine or more years of continuous service are entitled to the equivalent of four weeks (20 days) of paid vacation.
- All requests for vacations must be submitted in writing to your supervisor at least one month in advance of the requested vacation. The supervisor is required to respond to the request within one week of receiving the request.
- Vacations may be requested and granted in various increments of time. For example, an employee may wish to take their vacation in 'long weekends' in lieu of blocks of time in weeks. Such arrangements are subject to negotiation between the employee and the supervisor.
- Vacation time does not carry over from one year to the next.
- Upon resignation or termination, there is no compensation for unused vacation days.

Holidays

Regular full-time employees receive 8 paid holidays per year. Holidays may be selected from the approved holidays listed below, in List A. However, employees may choose to exchange holidays in List A for those in List B. Options not listed in List A or List B may be submitted for consideration and approval by the employee's supervisor. All requests for holidays must be submitted in writing to your supervisor at least one month in advance of the requested holiday. The supervisor is required to respond to the request within one week of receiving the request.

- **List A:** New Year's Day, Martin Luther King Jr.'s Birthday, Good Friday, Easter, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas, Day after Christmas.
- **List B:** Memorial Day, Fourth of July, Presidents' Day, St. Patrick's Day, Mother's Day, Father's Day, Yom Kippur, Veterans' Day, First day of Hanukkah,



First day of Kwanzaa.

Peak summer activities often require that employees work on holidays such as Labor Day. When this occurs, regular full-time employees are to exchange the worked holiday with another holiday from List B or present an alternative option to their supervisor for approval.

Regular part-time employees who are scheduled to work on any of the nine approved holidays in List A will receive one and a half (1.5) hours compensation for every hour worked during the holiday. Regular part-time employees who are scheduled to work on any of the holidays from List B receive their normal rate of pay. No compensation is provided if regular part-time employees do not work on the designated holiday(s) in either List A or List B.

Temporary employees do not receive holiday benefits.

When a recognized holiday occurs on a Saturday, it will be observed on the Friday before the holiday. Recognized holidays that occur on a Sunday will be observed on the following Monday.

If a designated holiday occurs within an employee's vacation period, the holiday is not considered a vacation day. Employees may take religious holidays not designated as a recognized holiday, either as a floating holiday or without pay. Prior approval for such absences must be obtained from the employee's supervisor. Seasonal employees do not receive holidays or holiday pay.

Sick Leave

Regular full-time employees receive 5 days of paid sick leave after six months of continuous employment. Regular part-time employees do not receive a paid sick leave benefit, but these employees are entitled to take up to 5 days per year of unpaid sick leave after six months of continuous employment.

If an employee is going to be absent from work due to illness or injury, the employee is expected to notify their supervisor at least 30 minutes prior to the start of their shift, absent extenuating circumstances. Exceptions to this policy include serious accidental injury, hospitalization and when it is known in advance that the employee will be absent for a certain period of time.

Time taken for routine appointments with physicians or dentists is not to be charged to sick leave. Employees are encouraged to make such appointments before arriving for work or after leaving for the day. If time off is required for such appointments, arrangements should be made in advance with the employee's supervisor.

Employees who are ill should not remain at work. Employees handling or preparing food should not report to work if they have been diagnosed with or suspect that they have an infectious disease. It is the supervisor's responsibility to excuse employees who are incapacitated by illness.

In cases of work-related accidents or injuries LIVING WATER MINISTRIES will compensate an employee for any lost LIVING WATER MINISTRIES work hours, beginning on the day of the accident or injury and for any remaining hours of the



scheduled workday lost because of that accident or injury. The employee's sick leave is not to be used for this purpose. The employee must use accumulated sick leave, in conjunction with workers' compensation or other disability income (as applicable) to achieve full pay for as long as possible. However, at no time can the combinations of income exceed normal earnings.

A Medical Release Statement must be submitted to the employee's supervisor for review before the employee returns to work in the following situations:

- When absent five or more consecutive workdays due to illness or injury.
- In all cases of work-related injury when the employee has been unable to work after an injury
- When returning from medical leaves of absence.

Sick days are not earned while an employee is on a leave of absence.

Sick days do not accumulate from year to year, but simply remain as 5 days per year for each calendar year.

At termination of employment there is no compensation for unused sick days.

Medical Leave

If an employee is unable to perform the essential functions of their job due to a serious health condition, the employee may be eligible for medical leave, as provided in this policy. A "serious health condition" is an illness, injury, impairment, or physical or mental condition that involves (a) inpatient care in a hospital, hospice, or residential medical care facility, or (b) continuing treatment by a health care provider that renders the employee incapable of performing the functions of their job for a period of five or more days.

Regular full-time employees may receive up to eight weeks (40 days) of paid medical leave after six months of continuous employment. Regular part-time employees do not receive a paid medical leave benefit, but these employees may take up to eight weeks (40 days) per year of unpaid medical leave after six months of continuous employment.

Employees that are medically disabled due to pregnancy, childbirth or complications arising from these conditions will be treated the same as employees disabled due to other causes.

During a medical leave, an employee may be eligible for third party benefits (such as workers' compensation or disability insurance programs). The amount of paid medical leave (if any) that an employee receives will be offset and coordinated with any such benefits.

Employees who wish to apply for a medical leave should contact the Executive Director. Satisfactory medical documentation of the employee's serious health condition and the need for a medical leave may be required.



Bereavement Leave

When a death occurs in an employee's immediate family, all regular full-time employees may take up to 3 days off with pay to attend the funeral or make funeral arrangements. The pay for time off will be prorated for regular part-time employees if the funeral occurs on a scheduled workday. LIVING WATER MINISTRIES may require verification of the need for the leave.

Immediate family is defined as spouse, parent, child, sibling, spouse's parent, child, sibling, grandparent, and grandchild.

It is the policy of LIVING WATERS MINISTRIES to work with employees in an attempt to accommodate requests for Bereavement Leave for individuals other than those who meet the definition of immediate family. We understand that other relationships may be as significant to you as your immediate family and will endeavor to the extent possible, without undue disruption to our operations, to provide reasonable time off without pay when you request it.

Parental Leave

For regular full-time employees, LIVING WATER MINISTRIES provides two weeks (10 days) paid parental leave for the birth or adoption of a child. For regular part-time employees, LIVING WATER MINISTRIES provides two weeks (10 days) unpaid parental leave for the birth or adoption of a child.

Jury Duty Leave

Regular full-time employees will be granted up to 5 days of paid time off to serve on jury duty. For periods of jury duty service that extend beyond this benefit, you may use available vacation time during your time off for jury duty in order to receive pay.

Regular part-time and temporary employees will be granted time off to serve on jury duty without pay.

You must notify your supervisor as soon as you receive notice to report for jury duty and present a copy of the jury duty summons.

Depending upon how long your jury duty lasts, you may lose eligibility under our benefits programs. In such an event, we will provide you with information on how you may continue benefits. Your options may include state continuation or individual conversion depending upon the particular benefit.

Military Service Leave

Employees will be granted a leave of absence for duty in the uniformed (military) services of the United States to the extent required by law.

Workers' Compensation



LIVING WATER MINISTRIES complies with all state and federal laws pertaining to worker's occupational safety and any occupational injuries or illnesses arising out of and in the course of employment.

Any work-related injury or illness should be reported to your supervisor immediately, no matter how slight or inconsequential it may seem.

If you have questions regarding your Workers' Compensation claim, please contact the Executive Director.

Unemployment Benefits

LIVING WATER MINISTRIES employees do not have "covered employment" under the Michigan Employment Security Act (the unemployment statute), and therefore are not entitled to unemployment benefits.

Medical Benefits

LIVING WATER MINISTRIES offers medical insurance benefits to eligible regular full-time employees. The Summary Plan Description (SPD) and official plan documents contain information regarding eligibility requirements, coverage limits, deductibles, premiums and fees. Please read the SPD and official plan documents carefully to understand your rights and responsibilities. Should a conflict exist between the official plan documents and this handbook or the SPD, the official plan documents will control. If you have any questions, contact the Executive Director.

Personal Property

LIVING WATER MINISTRIES provides you with the supplies and equipment necessary to perform your job. LIVING WATER MINISTRIES maintains the supplies and equipment that we provide to you in a manner we believe will allow you to work efficiently and safely. If you do not believe that you have the necessary tools, supplies or equipment to perform your job safely and efficiently, please discuss your concerns with your supervisor. It is not acceptable for you to bring your own tools, supplies or equipment into the workplace without the approval of your supervisor.

LIVING WATER MINISTRIES is not responsible for any lost, stolen, or damaged personal property. Your personal property is not covered under our business insurance policy. Your personal property away from home may be covered under your Homeowners' Policy. You should check with your personal insurance agent to learn about the best way to protect your personal property.

Although LIVING WATER MINISTRIES provides you with some flexibility regarding the decoration of your work area, we ask that you not bring valuable personal items to work. Additionally, you may not bring any of the following items onto company premises.

- Intoxicating beverages or drugs.
- Firearms or weapons of any kind.



- Sexually suggestive objects, pictures, cartoons, or posters
- Items that are demeaning or offensive on the basis of race, color, age, sex, gender, sexuality, disability, genetic information, national origin, ethnic background, military service, citizenship, or any other basis protected by state, federal or other applicable law.

LIVING WATERS MINISTRIES reserves the right to prohibit other items that we believe may be disruptive to the workplace or constitute an unacceptable risk of loss.

Telephone Use

LIVING WATER MINISTRIES' LAND-LINE PHONES

The use of telephones, including cell phones, is a necessary part of day-to-day employment for many LIVING WATER MINISTRIES employees. Personal use of LIVING WATER MINISTRIES' land line telephones or cell phone (personnel or employer provided) is permitted with the following restrictions:

- Personal calls are not allowed during office hours without the consent of a supervisor.
- Personal calls should be limited to 10 minutes.

Employees may be responsible for charges incurred by LIVING WATERS MINISTRIES as a result of violations of this policy.

PERSONAL CELL PHONES

The personal use of personal mobile phones and other communication devices may be a source of distraction for our constituents and in some instances may present a safety hazard. Personal cell phone usage must comply with the following restrictions:

- Possession or use of personal cell phones in sleeping quarters with campers is prohibited.
- Possession or use of personal cell phones in the presence or within view of campers is prohibited.
- **Under no circumstances are employees to use a mobile phone while transporting campers in a company vehicle.** This policy applies regardless of the ownership of the communication device, applying equally to devices owned by LIVING WATER MINISTRIES and devices which are the personal property of the employee. If it is necessary to receive or place a work-related call while driving, employees are required to pull over and park the vehicle in a safe place before using the telephone.

Technology Use

The use of technology is a necessary part of day-to-day employment for many LIVING



WATER MINISTRIES employees. Unfortunately, inappropriate technology use may cause a number of serious problems. LIVING WATER MINISTRIES has established this technology use policy to help employees understand the expectations LIVING WATER MINISTRIES has in regards to the use of company-provided technologies.

INTERNET USAGE

Internet access, including by Wi-Fi, provided by LIVING WATER MINISTRIES is primarily for business purposes. Personal use should be kept to a minimum.

Employees may only access the internet for personal use during off time when it does not conflict with business operations, and with the following restrictions:

- Downloading software, updates, or apps on LIVING WATER MINISTRIES owned devices without the consent of a supervisor is prohibited.
- Pornographic or adult oriented internet activity is prohibited.
- Registration of LIVING WATER MINISTRIES or its entities via the internet without consent of a supervisor is prohibited.

SOCIAL NETWORKING

In general, LIVING WATER MINISTRIES views social networking sites (e.g. Facebook), personal web sites, blogs, and text messaging positively and respects the right of employees to use them as a medium of self-expression (but only consistent with the internet usage restrictions). If an employee chooses to identify themselves as an employee of LIVING WATER MINISTRIES or its entities on such internet venues, some readers may view the employee as a representative or spokesperson of the LIVING WATER MINISTRIES.

In light of this possibility, LIVING WATER MINISTRIES requires as a condition of employment that employees observe the following guidelines when referring to LIVING WATER MINISTRIES, its entities, its programs or activities, its campers, and/or other employees, in a blog, social networking sites, or on a web site.

- Staff members must make clear that they are speaking for themselves and not for LIVING WATER MINISTRIES.
- Staff members are prohibited from using LIVING WATER MINISTRIES' logo in a manner which suggests that the staff member is speaking for LIVING WATER MINISTRIES.
- Staff members must ensure that their postings are consistent with the policies contained in this handbook. Inappropriate postings, such as those which include discriminatory remarks, harassment, and threats of violence or other similarly inappropriate or unlawful conduct will not be tolerated and may subject staff members to disciplinary action up to and including termination
- Staff members are prohibited from sending or receiving text messages to or from campers. If a camper attempts to communicate with staff via text, staff members must notify their supervisor immediately.
- Staff members are prohibited from communicating with campers using personal



social networking services like Facebook, Twitter, or others. Staff members with profiles on social networking sites may not request to be friends with campers or approve friend requests from campers.

- Staff members are prohibited from messaging with campers and from emailing campers using their personal e-mail accounts. All e-mail communications with campers should occur from camp e-mail accounts, and a copy of all e-mail communication must be sent to supervisory personnel and the camper's parents or guardians, if requested.
- If a camper attempts to communicate with staff via personal email or message of any kind, staff members must notify their immediate supervisor.
- Staff may not post pictures of campers unless done so as part of specifically designated job duties and with specific permission of management.
- Staff members are prohibited from posting images or video of LIVING WATER MINISTRIES' employees, agents, or campers that would be discriminatory, harassing, vulgar, obscene or similarly inappropriate or offensive.

E-MAIL

The e-mail at LIVING WATER MINISTRIES exists to facilitate communication among LIVING WATER MINISTRIES' employees and clients. You should take care to use e-mail appropriately. Remember that e-mail messages are considered official correspondence. Guidelines to follow include:

- Do not send any e-mail message that you would not put on letterhead or in a memo.
- Use business-like and clear language.
- No use of profanity.
- No racist or sexist, homophobic, or transphobic remarks, or derogatory remarks.
- No sending or viewing pornographic or similarly questionable material.

If you receive an "executable" or "click able" program as an attachment or part of an e-mail from an unknown outside source, please **do not open**. This is often the means that hackers use to spread computer viruses through a business. **These types of e-mails should be deleted immediately. Do not open or forward these messages.**

MONITORING

LIVING WATER MINISTRIES may monitor your computer usage, internet access and e-mail usage to ensure compliance with this and other LIVING WATER MINISTRIES policies. You should have no expectation of privacy when using LIVING WATER MINISTRIES' systems. Misuse of LIVING WATER MINISTRIES' computers, data processing equipment, internet access or e-mail systems may result in disciplinary action up to and including termination.

Housing

TEMPORARY HOUSING



Temporary housing is any building provided for use by temporary employees for a period of one week or more. Housing provided for regular full-time employees, with housing in their contract, is not considered temporary housing.

Personal privacy in temporary housing is highly respected, but there may be times when a visitor asks to see where employees live, the facility may need maintenance, or a supervisor is attempting to locate a missing employee or camper. For these and obvious hygienic reasons, temporary housing must be kept clean at all times. Occupying sleeping quarters with a person with whom staff are romantically or physically involved while on site is grounds for dismissal unless they are a married couple.

PRIVATE RESIDENCES

Private residences are any building provided for use only by regular full-time employees with housing in their contract.

Private residences and their yards are treated as the personal homes of the employee and are not for general employee or camper use. LIVING WATER MINISTRIES will provide maintenance and yard care for these residences. Employees in these residences are expected to abide by all state and federal laws in their homes. Additionally, these residences are subject to the LIVING WATER MINISTRIES' policies for firearms. Pedophiles and sex-offenders are prohibited from visiting or living in these residences.

Vehicle Use

COMPANY VEHICLES

LIVING WATER MINISTRIES' vehicles (including golf carts) are to be used only for LIVING WATER MINISTRIES sponsored activities. Personal use of LIVING WATER MINISTRIES owned vehicles must be specified in individual contracts. Only employees with valid driver's licenses and authorization by the Camp Director may operate LIVING WATER MINISTRIES' owned vehicles. All operators transporting campers must be at least 21 years of age. Operators of vehicles that do not transport campers must be at least 18 years of age and have permission from their supervisor. Operators must be at least 16 years of age for operating a golf cart. All operators must have passed the driving record check.

LIVING WATER MINISTRIES prohibits the transportation of persons in vehicles or parts of vehicles not designed for passengers. Seatbelts are required for all persons in company owned vehicles.

PERSONAL VEHICLES

Employee-owned vehicles may not be used for the transportation of persons registered into the care of LIVING WATER MINISTRIES.

LIVING WATER MINISTRIES provides parking facilities for our employees. LIVING WATER MINISTRIES is not responsible for any damage to your personal vehicle while using our parking facilities or when you are using your personal vehicle for company business. This parking area is not actively monitored.

Firearms

The possession and use of firearms on LIVING WATER MINISTRIES' properties is



normally prohibited. An exception can be made by the Executive Director or a designated supervisor for purposes of dispatching injured animals such as deer injured by motor vehicles or by hunters. Firearms may also be used for dispatching sick animals such as rabid foxes and raccoons. The conditions for safe use and storage of firearms must be user-specific and requires firearms and ammunition are stored under lock and key. All conditions for a firearm should be submitted to the Executive Director in writing.

Safety

LIVING WATER MINISTRIES strives to maintain a safe work environment which complies with federal and state safety requirements. Each employee is expected to obey all safety rules and to exercise caution and common sense in all work activities. Employees are expected to notify their supervisors immediately of any unsafe situation or equipment. No employee will knowingly be asked to work in unsafe conditions.

If you violate LIVING WATERS Ministries' safety policies or procedures, it may be cause for discipline, up to and including termination.

Hazardous Materials

Gas and liquid flammable materials, explosives, medications for livestock and other hazardous materials must be handled only by persons trained and experienced in their safe use and disposal. Access to hazardous materials must be limited to authorized personnel and the materials must be stored in locked, closed, safe containers that are clearly labeled as to their contents. Containers with hazardous materials must be located in areas separate from food.

Power Tools

All power tools must be equipped with the industry standard safety devices and kept in good repair. Only employees and volunteers who have been trained by a LIVING WATER MINISTRIES employee or who have demonstrated previous past experience with a power tool may operate that same LIVING WATER MINISTRIES power tool. No one under the age of 18 may use a power tool or other owned power tool on a LIVING WATER MINISTRIES project or other project. Youth 14 and older may use a drill.

First Aid

In the event of a life-threatening accident or condition, immediately dial 911. **Do not assume that someone else has already called 911.** If you are not personally aware of the call being made, call 911. It is better for there to be multiple 911 calls for the same incident than none at all.

If a participant is injured and treatment is required, first aid should be administered by the most medically qualified person present. Emergency medical help should be sought immediately. If a Health Officer is on the premises, they should also be contacted



immediately. Every employee should only respond to the limit of their qualification.

To promote the safety and wellbeing of our employees, LIVING WATER MINISTRIES has purchased Automated External Defibrillators (AEDs). AEDs are only to be used in the event of cardiac arrest. They are potentially lifesaving but also potentially dangerous if used improperly. LIVING WATER MINISTRIES has provided training to designated employees in the proper use and operation of the AED. In the event of an emergency, a trained employee should operate the AED if a trained employee is available.

Notify your supervisor immediately of **any** accident or illness.

Confidential Information

All employees' personal information relating to job applications, letters of reference, medical reports, health history, licenses, results of background checks, etc. is secured in the main office and only released to authorized persons after permission has been granted by the Executive Director.

Amending & Reviewing Policy

The Board of Directors has the authority to amend this document. Situations may occur where changes in operations are mandated because of changes in federal or state regulations. In such an event the Executive Director is expected to make the necessary changes to assure compliance with safety and other regulations. The Board of Directors is to be informed of such changes as soon as possible. If the revised regulations are considered permanent, the Executive Director should so inform the Board of Directors and should also make suggestions to the Board of Directors regarding amendments to this document to ensure full compliance with the regulations.

Notwithstanding the foregoing, the Time Limit for Filing Claims may only be changed by a writing signed by the employee and the Executive Director.