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**Gospel Rescue Mission Ministries**

**Employee Handbook**

**July 2021**

**Gospel Rescue Mission**

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**040 DISCLAIMER ABOUT GOSPEL RESCUE MISSION EMPLOYEE HANDBOOK**

This handbook is designed to acquaint you with the Gospel Rescue Mission (GRM), your employer, and provide you with information about working here. This handbook is not all-inclusive, but is intended to provide you with a summary of some of the GRM guidelines, policies and procedures.

Employment with Gospel Rescue Mission is at-will. Employees have the right to end their work relationship with the Gospel Rescue Mission with or without advance notice, for any reason. The Gospel Rescue Mission Ministries, likewise has the same right. The language is used in this handbook and any verbal statements made by management are not intended to constitute a contract of employment either expressed or implied, nor are they a guarantee of continued employment for a specific period of time.

No employee handbook can anticipate every circumstance or question. After reading this handbook if you have any questions, please talk with your supervisor. This handbook is merely a “guide” to current organizational practices and policies. Therefore, although we plan to keep this handbook up to date and accurately reflecting current organizational practices and policies, you will not be able to rely absolutely when determining what your rights and responsibilities as an employee. The need may arise to change the guidelines described in the handbook. The Gospel Rescue Mission therefore reserves the right to interpret them or to change them without prior notice.

**050 EMPLOYEE ACKNOWLEDGEMENT FORM (July 2020)**

The employee handbook describes important information about Gospel Rescue Mission. I understand that I should consult my department head if I have any questions that are not answered in the handbook.

Please read the following statements and sign below to indicate your agreement and acknowledgement.

I became an employee at Gospel Rescue Mission voluntarily. I understand and acknowledged that there is no specified length to my employment at Gospel Rescue Mission and that my employment is at will. I understand and acknowledge that “at will means that I may terminate my employment at any time, with or without cause or advance notice. I also understand and acknowledge that “at will” means that Gospel Rescue Mission may terminate my employment at any time with or without cause or advance notice, as long as they do not violate federal, state laws or pursuant to the Civil Right Act of 1964.

* I understand and acknowledge that there may be changes to the information, policies, and benefits in this handbook. The only exception is that Gospel Rescue Mission will not change or cancel its employment-at-will policy. I understand that Gospel Rescue Mission may add new policies to the handbook as well as replace, change, or cancel existing policies. I understand that I will be given any handbook changes and I understand that handbook changes can only be authorized by the executive director of Gospel Rescue Mission.
* I understand and acknowledge that this handbook is not a contract of employment or a legal document. I have received the handbook and I understand that it is my responsibility to read and follow the policies contained in the handbook and any changes made to it.

EMPLOYEE NAME (printed):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EMPLOYEE SIGNATURE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**070 Mission, Vision and Guiding Principles**

**Mission:** Partnering with the community to serve those who are in crisis to restore them to freedom and purpose through the transforming power of the Gospel.

**Vision:** To serve those who are experiencing the crisis of hunger, homelessness and hopelessness. To work to restore individuals, families and communities to the designer’s intent.

**Guiding Principles:**

* Gospel Rescue Mission understands that a relationship with Jesus Christ is the basis for life transformation.
* Gospel Rescue Mission believes that God, as the Creator of man, has given His written Word contained in the Old and New Testaments of Scripture as the only authoritative source to instruct man how to live.
* Gospel Rescue Mission will provide grace-based, biblically therapeutic programs to restore the lives of those who have previously failed to live according to God’s instructions.
* Gospel Rescue Mission will embrace practices which demonstrate radical hospitality to those in need.

**080 SEXUAL PURITY**

In an age where society is increasingly confused about sexual identity and sexual purity, we believe it is important to be clear with staff and employees about the Biblical standard of Christ like behavior in reference to human sexuality.

We believe that God’s design for the gift of sexuality is that it be exercised and enjoyed exclusively within the covenant relationship of a legal marriage between one man and one woman. We believe God has clearly expressed that sexual relationships outside of marriage covenant are wrong. This includes adultery, fornication, sexual relationships between unmarried men and women, and sexual relationships between people of the same sex. It is God’s expectation that the unmarried live pure and celibate lives, refraining from sexual intimacy.

Further, we believe that individuals are “*fearfully and wonderfully made*” by God, “*knit together*” in their mother’s womb (Psalm 139:12-16) and that God sovereignly creates each person, male or female (Genesis 1:27). The gift of one’s gender is physically revealed at birth and is not to be altered by the choice of the individual later in life.

Therefore, we require that all staff abide by these Biblical guideline while employed here. If you choose to violate this policy, you are subject to discipline, including termination with Gospel Rescue Mission.

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| --- | --- | --- |
| Leviticus 18:22Leviticus 20:13Romans 1:26-28Romans 13:8-101 Corinthians 6:9-111 Corinthians 6:17-201 Corinthians 7:21 Timothy 1:8-11Hebrews 13:1-5Jude 1:5-8 | 2 Corinthians 12:21Ephesians 5:3Ephesians 5:33Galatians 5:19Genesis 2:24Matthew 5:28Mark 7:22-231 Thessalonians 4:3-5Mark 10:6-9Proverbs 5:15-19 |  |

***Gospel Rescue Mission Ministries***

**Employee Handbook**

**100 Nature of Employment**

This handbook gives a general understanding of the personnel policies of Gospel Rescue Mission. It should help answer many common questions. You should review all the policies in the handbook and become familiar with them.

However, this handbook cannot cover every situation or answer every question about employment at Gospel Rescue Mission. This handbook is also not an employment contract and is not intended to created contractual obligations of any kind.

You became an employee at Gospel Rescue Mission voluntarily and your employment is at will. “At will” means that you may terminate your employment at any time, with or without cause or advance notice. Likewise, “at will” means that Gospel Rescue Mission may terminate your employment at will at any time, with or without cause or advance notice, as long as we do not violate federal or state laws.

Sometimes we may need to change, add, or cancel policies or benefits. We want you to know that this could happen and that Gospel Rescue Mission has the right to make changes. The only exception is that we will not change our employment-at-will policy. The only official changes to this handbook are changes that are authorized and signed by the Executive Director of Gospel Rescue Mission.

**110 Employee relations**

We believe that the work condition, wages, and benefits we offer to Gospel Rescue Mission Employees are competitive with those offered by other employers in this area and in this industry. Annually the Executive Director will access the City Gate Network to ensure that wages for specific jobs are competitive. If you have concerns about work conditions or compensation, we strongly encourage you to express these concerns openly and directly to your department head.

Our experience has shown that when employees deal openly and directly with management, the work environment can be excellent, communications can be clear, and attitudes can be positive. We believe that Gospel Rescue Mission fully demonstrates its commitment to employees by responding effectively to employee concerns.

**120 GRM Equal Employment Opportunity Statement**

The Gospel Rescue Mission Ministries (GRM) believes that spiritual unity among all employees is essential to the fulfillment of its mission. (1Cor. 1:10; Eph. 4:1-4, 16) therefore, all employees must be Christians who believe the Gospel of Jesus Christ. Gospel Rescue Mission Ministries further believes that all such men and women are created equal in the image of God (Gen. 1:27; Acts 17:26) and therefore, are to be afforded equal opportunity. (See also Eph. 9:9)

In order to provide employment and advancement opportunities to Christians who apply or are employed by GRM, employment and advancement opportunities art GRM will be based on merit, qualification, and abilities. Gospel Rescue Mission does not discriminate in employment opportunities or practices on the basis of race, color, gender (as determined at birth and not subject to change), national origin, age disability,(where reasonable accommodation can be made), or any other characteristic protected by law, except when an otherwise protected characteristic is deemed to be a bona fide occupational qualification and except as provided below Pursuant to the Civil Right Act of 1964 (42 U.S.C. 2000e) GRM has the right to and does only hire individuals that agree and attest to our principles and beliefs.

As a religious entity, Gospel Rescue Mission Ministries is legally permitted to make employment decisions based upon religious criteria, including doctrinal and lifestyle issues. It is the policy of Gospel Rescue Mission to employ only staff members of like faith who subscribe without reservation to Gospel Rescue Mission Statement of Faith and Standards of Conduct and who are living out the doctrines and standards in all areas of their lives, both at and away from ministry functions.

Furthermore, Gospel Rescue Mission is legally permitted to make employment decisions concerning its ministerial employees based upon any criteria it deems appropriate, regardless of whether those criterial include otherwise legally protected characteristic, Nothing contained in this GRM Employment Opportunity Policy should be construed to limit Gospel Rescue Mission’s constitutionally and statutorily protected right as faith based, religious organization to make employment decisions based on what might be an otherwise legally protected characteristic. (E.g. see our Sexual Purity statement)

Gospel Rescue Mission 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 selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Staff members with questions or concerns about any type of unacceptable discrimination in the workplace, as described in this statement, are encouraged to bring these issues to the attention of their immediate supervisor or their department head or to any person in leadership who has authority to deal with such matters. Staff members can raise concerns and make reports without fear of reprisal.

Anyone found to be engaging in unacceptable discrimination as defined by this policy statement will be subject to disciplinary action, up to and including termination of service.

**130 Business Ethics and Conduct**

We expect Gospel Rescue Mission employees to be ethical in their conduct. It affects our reputation and success. Gospel Rescue Mission requires employees to carefully follow all laws and regulations, and have the highest standards of conduct and personal integrity.

God is blessing our ministry by allowing continued growth. This growth provides great opportunities and significant challenges, along with these opportunities and challenges comes the risk of making mistakes. Employees owe a duty to Gospel Rescue Mission, our clients, and donors to act in ways that will earn the continued trust and confidence of the public.

As an organization, Gospel Rescue Mission will comply with all applicable laws and regulations. We expect all directors, officers, and employees to conduct business in accordance with the letter, spiritual, and intent of all relevant laws and to not do anything that is illegal, dishonest, or unethical.

If you use good judgement and follow high ethical principles, you will make the right decisions. However, if you are not sure if an action is ethical or proper, you should discuss the matter openly with your department head for advice and consultation.

It is the responsibility of every Gospel Rescue Mission employee to comply with our policy of business ethics and conduct. Employees who ignore or do not comply with this standard of business ethics and conduct may be subject to disciplinary action up to and including termination of employment.

**140 Immigration Law Compliance**

Gospel Rescue Mission is committed to employing only people who are United States citizens or who are aliens legally authorized to work in the United States. We do not illegally discriminate because of a person’s citizenship or national origin.

If you ask questions or want to complain about the immigration law, you will not be punished in any way.

**150 Disability Accommodation**

Gospel Rescue Mission is committed to complying fully with the Americans with Disabilities Act (ADA). We are also committed to ensuring equal opportunity in employment for qualified personnel with disabilities. We conduct all our employment practices and activities on a non-discriminatory basis.

We only make pre-employment inquiries regarding an applicant’s ability to perform the duties of the job.

Reasonable accommodation is available to an employee with a disability when the disability affects the performance of job functions. We make our employment decisions based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as job assignments, classifications, organizational structures, position descriptions, lines of progression, and seniority lists. We make all types of leaves of absence available to all employees on an equal basis.

Gospel Rescue Mission is also committed to not discriminating against any qualified employee or applicant because the person is related to or associated with a person with a disability. Gospel Rescue Mission will follow any state or local law that gives more protection to a person with a disability that the ADA gives.

Gospel Rescue Mission is committed to taking all other actions that are necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and any other applicable federal, state, or Title VII which covers all activities affecting commerce, including those operated for non-profit or charitable purposes.

**200 Access to Personnel Files**

Gospel Rescue Mission keeps personnel files on all employees. The personnel files include the job applications and related hiring documents, training records, performance documentation, salary history, and other employment records.

Personnel files are the property of Gospel Rescue Mission. Because personnel files contain confidential information, the only people who can see them are people with a legitimate business reason. If you wish to review your own file, contact the Executive Director. You will need to give advance notice if you wish to see your file. You may review your file only when a representative of Gospel Rescue Mission is also present.

**210 Personnel Data Changes**

It is important that Gospel Rescue Mission have certain personal information about you in our records. You need to tell us as soon as there is a change to your mailing address, telephone numbers, and marital status, dependent’s information, educational accomplishments, and other possible related information. We also need to have information about who to contact in case of an emergency. To change your personal information or if you have questions about what information is required, contact the Executive Director.

**220 GRM Hiring Procedure**

When a paid position comes available at the Gospel Rescue Mission it is our intention to hire the best person best suited for that position and will utilize best practices in selecting those with the skills and character required for each position.

**230 Performance Evaluation**

We encourage you and your supervisor to discuss job performance and goals on an informal, day-to-day basis. Formal performance evaluations are done every six months. In addition, you and your supervisor will have formal performance evaluations to discuss your work and goals, or identify and correct weaknesses, and to encourage and recognize your strengths.

Performance evaluations are scheduled every three months based on your hire date.

**300 Vacation Benefits**

Gospel Rescue Mission offers vacation time off with pay to eligible employees. Employees in the following employment classifications are eligible for paid vacation time:

* Regular full-time employees
* Regular part-time employees (Minimum 20 hours per week)

The amount of paid vacation time you receive each year depends on how long you have been working. This is the schedule for accruing vacation for regular full time employees:

* Upon initial eligibility the employee is entitled to 80 hours each year
* After 2 years of eligible service the employee is entitled to 120 vacation hours each year
* After 5 years of eligible service the employee is entitled to 144 hours of vacation each year
* After 10 years of service the employee is entitled to 160 vacation hours each year

This is the schedule for accruing vacation for regular part time employees:

* Upon initial eligibility the employee is entitled to 40 hours each year
* After 2 years of eligible service the employee is entitled to 60 vacation hours each year
* After 5 years of eligible service the employee is entitled to 72 vacation hours each year
* After 10 years of service the employee is entitled to 80 vacation hours each year

We calculate the length of your eligible service on the basis of a “benefit year.” A “benefit year” is the 12-month period that begins with you start earning vacation time. Your benefit year may be extended for any significant leave of absence except military leave of absence. (Military leaves do not affect the benefit year calculation.) See the leave of absence policies in this handbook for information on how each type of leave affects vacation accrual.

Once you enter an eligible employment classification, you begin to earn paid vacation time according to the schedule in this policy. You can request to use vacation time after it is earned.

You may not take less than one hour vacation at a time. To schedule your vacation time, you should first ask for advance approval from your supervisor. Each request will be reviewed based on a number of factors, including our business needs and staffing requirements.

You will be paid for vacation time off at your base pay rate as of the time of the vacation. Vacation pay does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differential.

We encourage you to use your available paid vacation time for rest and relaxation. If you do not use your available vacation by the end of a benefit year, you may carry over the unused time to the next benefit year. If the total amount of your unused vacation time reaches the “cap” amount, you temporarily stop accruing vacation. The “cap” amount is two times the annual vacation amount that you are eligible to accrue. When you take vacation again and your total accrued amount falls below the cap, you will start accruing vacation again.

If your employment terminates, you will be paid for any unused vacation time that has been earned through your last day of work.

**310 Holidays**

Gospel Rescue Mission Ministries gives time off to all employees on the following holidays:

* New Year’s Day (January 1)
* Martin Luther King Jr Holiday
* Memorial Day (last Monday in May)
* Independence Day (July 4)
* Labor Day (first Monday in September)
* Thanksgiving (fourth Thursday in November)
* Christmas (December 25)
* The individual staff member’s birthday

If you are eligible for paid holidays and on the holiday you are on a paid absence such as vacation or sick leave, you will get holiday pay instead of the paid time off pay you would have received

If you work on a holiday you can take either the day during that week or the following week.

If a recognized holiday falls on a Saturday, Gospel Rescue Mission will observe it on the Friday before the holiday. If a recognized holiday falls on a Sunday, Gospel Rescue Mission will observe it on the Monday after the holiday.

If you are eligible for paid holidays and on the holiday you are on a paid absence, such as vacation or sick leave, you will get holiday pay instead of the paid time off pay you would have received.

**320 Workers’ Compensation Insurance**

Gospel Rescue Mission provides a comprehensive workers’ compensation insurance program to our employees. This program does not cost you anything.

The workers’ compensation program covers injuries or illnesses that might happen during the course of your employment that require medical, surgical, or hospital treatment. Subject to legal requirements, workers’ compensation insurance begins after a short waiting period, or if you are hospitalized, the benefits begin immediately.

It is very important that you tell your supervisor immediately about any work-related injury or illness, regardless of how minor it might seem at the time. Prompt reporting helps to make sure that you qualify for coverage as quickly as possible and lets us investigate the matter promptly.

Workers’ compensation covers only work-related injuries and illnesses. Neither Gospel Rescue Mission nor its insurance carrier will pay workers’ compensation benefits for injuries that happen if you voluntarily participate in an off-duty recreational, social, or athletic activity that we sponsor.

**330 Sick Leave Benefits**

Gospel Rescue Mission provides paid sick leave benefits to eligible employees who are temporarily absent due to illness or injury.

You will accrue sick leave benefits at the rate of 72 hours of sick leave a year. This will accrue at 6 hours per month. Sick leave benefits are calculated on the basis of a “benefit year.” A “benefit year” is the 12-month period that begins when you start earning sick leave.

You may not take less than one hour sick leave. You may use sick leave benefits to be absent because you are ill or injured. You can also use sick leave to be absent because of the illness or injury of your child, parent, or spouse.

If you cannot report to work because of an illness or injury, you should notify your supervisor before the scheduled start of your workday, if possible. Your supervisor must also be contacted on each additional day of absence.

Your sick leave benefits will be calculated based on your base pay rate at the time of your absence. Sick leave benefits do not include any special forms of compensation.

Unused sick leave benefits will be allowed to accumulate until you have accrued 160 hours of sick leave. If your unused sick leave reaches this maximum, you will temporarily stop accruing sick leave. When you start using sick leave again and the total accrued sick leave falls below 160 hours you will start accruing sick leave again.

Sick leave benefits are meant to provide income protection in the case you are ill or injured. They may be used for any other absence. You will not be paid for unused sick leave benefits while you are employed and you will also not be paid for unused sick leave benefits when your employment terminates.

**340 Bereavement Leave**

Gospel Rescue Mission provides bereavement leave to employees who need to take time off because of immediate family member died. To ask for bereavement leave, see your department head.

While you are on a paid bereavement leave, you will get your base pay rate.

We normally will give you bereavement leave unless there are business reasons that require you be at work. With your supervisor’s approval, you can use any available paid leave benefits you have, such as vacation, if you need more time off.

For bereavement leave, “immediate family” means your spouse, parent, child, brother, or sister; your spouse’s parent, child, brother, or sister; your child’s spouse; your grandparent or your grandchild.

**350 Jury Duty**

Gospel Rescue Mission encourages you to fulfill your civic responsibilities by serving jury duty if you get a summons. Employees in an eligible classification may request up to 2 weeks of paid jury duty leave over any 1 year period.

If you are summoned for jury duty, you will be paid at your base rate of pay for the number of hours you would normally have worked that day.

If you stay on jury duty longer than paid jury duty allows, you may use any available paid time off benefits you have, such as vacation, to be paid for the unpaid jury duty leave.

If you get a jury duty summons, show it to your supervisor as soon as possible. This will help as plan for your possible absence from work. We expect you to come to work whenever the court schedule permits.

Either you or Gospel Rescue Mission may ask the court to excuse you from jury duty if necessary. We may ask that you be relieved from going on jury duty if we think that your absence would cause us serious operational problems for Gospel Rescue Mission.

Your vacation, sick leave, and holiday benefits will continue to accrue during unpaid jury duty leave.

**360 Staff Conferences, Retreats and Training**

Throughout an employees’ tenure they may be offered the chance to attend various conventions, retreats or conferences. These opportunities are seen as training for personal growth, team building and professional development and are intended to benefit the employee. Attendance at these events is considered optional. If any of these events fall on scheduled days off it is your choice to attend as you will not be compensated.

During the time the employee is attending these events, employees will be paid according to their regular salary or if paid hourly the amount of hours they would be scheduled to work that day. The employee will not be compensated extra days off or be given overtime.

**370 Surplus Donations**

Gospel Rescue Mission periodically receives a surplus of donated food items.

Gospel Rescue Mission will seek to share these fairly with employees as these opportunities present themselves. This must be done through your supervisor and must be properly documented.

Items taken for one’s own use of given to individuals outside our ministry without prior approval will be considered stolen and may lead to disciplinary action, up to and including termination of employment.

**400 Paydays**

All employees are paid semimonthly on the 15th and first day of the month. Each paycheck includes pay for all work performed through the end of the previous payroll period as designated on the payroll calendar.

If a payday falls on a weekend or holiday, you will be paid on the last work day before that payday.

**410 Mileage Reimbursements**

Gospel Rescue Mission will reimburse you for your business related driving using your personal vehicle. Mileage for commuting to work or to do personal errands is not reimbursable. Your business related driving must be pre-approved by your supervisor.

If you are involved in an accident in your personal vehicle while driving for business, your personal vehicle insurance will be the coverage.

The mileage reimbursement rate changes periodically. The current rate will be on the mileage reimbursement from which is available from your supervisor.

Some employees choose to have Gospel Rescue Mission provide fuel for their vehicle as reimbursement of their business related driving. You may still proceed this way and also submit for mileage reimbursement. You must attach a copy of fuel receipts that Gospel Rescue Mission has provide for you to your mileage reimbursement for and the total of the receipts will be deducted from your total reimbursement.

**420 Employment Terminations**

Gospel Rescue Mission requests that employees who wish to resign their positions notify their immediate supervisor by submitting a letter of resignation that includes their anticipated departure date and the reason for resignation. The Executive Director will go over the “check out” procedures at separation, arrange for return of property, and delivery of final paycheck. Employees may be considered for reemployment provided they qualify for the position of interest and while they were employed with the Mission maintained satisfactory performance and attendance.

Since your employment with Gospel Rescue Mission is voluntary and at will, you may terminate your employment at any time, with or without cause or advance notice. Likewise, Gospel Rescue Mission may terminate your employment at any time, with or without cause or advance notice.

**430 Administrative Pay Corrections**

Gospel Rescue Mission tries to make sure that you are paid correctly and on scheduled paydays. In case you find a mistake in our pay, tell your supervisor immediately so that the error can be corrected as quickly as possible.

**440 Pay Deductions and Setoffs**

Laws require Gospel Rescue Mission to take deductions from your pay. Deductions are money taken from your pay for certain things such as federal, state, and local taxes. The law also requires us to deduct Social Security taxes from your pay. We must deduct up to a certain amount called the Social Security “wage base.” We also contribute to your Social Security. We pay the same amount of Social Security tax to the government as we deduct from your pay.

**500 Work Schedules**

There are different work schedules at Gospel Rescue Mission. Your supervisor will tell you about your work schedule.

Our staffing needs and work demands may require that we change the starting and ending times of work schedules. We may also need to change the number for work hours that are scheduled each day and week.

Flexible scheduling, or flextime, is available to some employees. Flextime lets you vary the times you start and end work each day within certain time limits. To have flextime, you and your supervisor must agree on the schedule together. Before we can approve flextime, we will also look at our staffing needs, your performance, and the needs of your job. If you are interested in flextime, talk with your department head.

**520 Internet and Email Usage**

Gospel Rescue Mission (GRM) recognizes that use of the Internet has many benefits for GRM and its employees. The e-mail and Internet systems make communication more efficient and effective. Therefore, employees are encouraged to use the Internet appropriately. Unacceptable usage of the Internet can place GRM and others at risk. This policy discusses acceptable usage of the Internet.

The following guidelines have been established for using the Internet and e-mail in an appropriate, ethical and professional manner.

1. The Internet is full of useful programs that can be downloaded, but some of them may contain computer viruses that can extensively damage our computers. Be sure to virus-check downloaded files immediately.
2. Each employee is responsible for the content of all text, audio or images that he/she places or sends over the company’s Internet and e-mail system.
3. E-mail is not guaranteed to be private or confidential. All electronic communications are GRM property. Therefore, GRM reserved the right to examine monitor and regulate e-mail messages, directories and files, as well as internal usage. Also the Internet is not secure so don’t assume that others cannot read-or possible alter-your messages.
4. Internal and external e-mail messages are considered business records and may be subject to discovery in the event of litigation. Be aware of this possibility when sending e-mail within and outside the company.
5. GRM Internet and e-mail access may not be used for transmitting, retrieving, or storing any communications of defamatory, discriminatory or harassing nature of material that are obscene or X-rated. No messages with derogatory or inflammatory remarks about an individual’s race, age disability, religion, national origin, physical attributes or sexual preferences shall be transmitted. Harassment of any kind is prohibited.
6. Disparaging, abusive, profane, or offensive language; materials that would adversely or negatively reflect upon GRM or be contrary to GRM best interests; and any illegal activities-including piracy, extortion, blackmail, copyright infringements, and unauthorized access to any computers on the Internet or e-mail are forbidden.
7. Copyrighted materials belonging to entities other than GRM may not be transmitted by employees on the company’s network. All employees obtaining access to other companies’’ or individual’s materials must respect all copyrights and may not copy, retrieve, modify or forward copyrighted materials, except with permission or as a single copy to reference only.

***GRM’s right to Monitor and Consequences***

*All company supplied technology, including computer systems and company-related work records, belong to GRM and not the employee. Gospel Rescue Mission routinely monitors usage patterns for its email and Internet communications. Although encouraged to explore the vast resources available on the Internet, employees should use discretion in the sites that are accessed.*

*Since all the computer systems and software, as well as the e-mail and Internet connections, are GRM owned, all company policies are in effect at all times. Any employees who abuses the privilege of GRM facilitated access to e-mail or the Internet, may be denied access to the Internet and, if appropriate, be subject to disciplinary action up to and including termination.*

**530 Fraternization**

It is the policy of the Gospel Rescue Mission to have zero tolerance toward counseling, dating or spending time alone between a staff member and guest who are of opposite genders. Additionally, time spent either onsite or offsite between staff and guests must be approved by supervisors. Supervisors who are aware of such relationships must report this activity to the Executive Director. Staff members or shelter guests who fail to abide by this policy will either be terminated from employment or removed from the program.

NOTE: Gospel Rescue Mission’s fraternization policy stays in effect for up to one year after a shelter guest moves out of GRM’s programs. Exceptions can be made in writing from the Executive Director on a case by case basis.

**540 Cell Phone Usage**

**Driving**

Gospel Rescue Mission has a zero tolerance policy regarding using a cell phone while driving. For the safety of our employees and others it is imperative that you pull over and stop at a safe location to dial, receive or converse on the cell phone. Gospel Rescue Mission issues or pays individual cellular phones to company employees who are required to be in close contact with the company at all times. While cell phones are a necessary convenience of the business world, we require that our employees follow the guidelines listed below for their own and others safety.

**Policy**

All employees are required to be professional and conscientious at all times when using cell phones. Please remember to keep your conversations private and quiet. When attending any meetings it’s imperative that the employees are courteous and turn their cell phones to vibrate or off.

**600 Medical Leave**

Gospel Rescue Mission provides unpaid medical leaves of absence to eligible employees who become temporarily unable to work due to a serious health condition or disability. For medical leave purposes, a serious health condition or disability includes impatient care to a hospital, hospice, or residential medical care facility. It also includes continuing treatment by a health care provider. It also includes temporary disabilities associated with pregnancy, childbirth, and related medical conditions.

Employees may request medical leave only after they have completed 365 calendar days of service. To accommodate disabilities, we may make exceptions to the 365 days rule. If you think you will need a medical leave, give your request to your supervisor at least 30 days before the leave would start. This will help us plan for your possible absence. If it is an unexpected situation, make your request as soon as possible.

We require a health care provider’s statement verifying that you need a medical leave, when the leave would start and the expected end dates. You are responsible for telling us if that information changes later. Before you can return to work, we will require verification from a health care provider that says you are fit to return.

Unpaid medical leaves are normally for the period of the disability, up to a maximum of 12 weeks within any 12 month period. The 12 week maximum applies to any combination of both medical leave and extension. Before beginning an unpaid medical leave, you must first use any available paid leave you may have, such as vacation or sick benefits.

If you sustain a work-related injury, you are eligible for medical leave for the period of disability in accordance with the laws covering occupational disabilities.

Subject to the terms, conditions, and limitations of the applicable plans, Gospel Rescue Mission Ministries will continue to provide your health insurance benefits for the full period of an approved medical leave.

Your benefits, such as vacation, sick leave, or holiday benefits, will not accrue during a medical leave. When you return from leave, the benefits will start accruing again.

Please give us a least two weeks advance notice before you plan to return. When you return from medical leave, you will go back to the same job if it is still available. If that job is no longer available, we will place you in an equivalent job that you are qualified for.

If you do not come back to work promptly at the end of a medical leave, we will assume that you have resigned.

**610 Family Leave**

Gospel Rescue Mission provides unpaid family leaves of absence to eligible employees who need to take time off from work duties to meet family obligations that are directly related to childbirth, adoption, or placement of a foster child. Family leave may also be requested to care for a child, spouse or parent with a serious health condition. A serious health condition is an illness, injury, impairment, or physical or mental condition that involves impatient care in a hospital, hospice, or residential, medical care facility. A serious health condition can also include continuing treatment by a health care provider.

Employees may request family leave only after they have completed one year of service. If you think you will need a family leave, give your request to your supervisor at least 30 days in advance of the date the leave would start. This will help us plan for your possible absence. If it is an unexpected situation, make your request as soon as possible.

If you request family leave due to the serious health condition of a child, spouse or parent, you may be required to submit a health care provider’s statement verifying the need for a family leave, the start and expected end dates, and the estimated time required.

An eligible employee may request up to a maximum of 12 weeks of family leave within any 12 month period. The 12 week maximum applies to any combination of both family leave and medical leave during any 12 month period. Before beginning an unpaid family leave, you must first use any available paid leave you may have, such as vacation or sick benefits.

If you spouse is also employed by Gospel Rescue Mission Ministries, as a couple you may be restricted to a combined total of 12 weeks leave within any 12 month period for childbirth, adoption or placement of a foster child, or to care for a parent with a serious health condition.

Your benefits, such a vacation, sick leave, or holiday benefits, will not accrue during a family leave. When you return from leave, the benefits will start accruing again.

Please give us at least two weeks advance notice before you plan to return. When you return from family leave, you will go back to the same job if it is still available. If that job is no longer available, we will palace you in an equivalent job that you are qualified for. If you do not come back to work promptly at the end of a family leave, we will assume that you have resigned.

**620 Military Leave**

Gospel Rescue Mission will grant a military leave of absence if you are absent from work because you are serving in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Ace (ASERRA). You must give your supervisor advance notice of upcoming military service, unless military necessity prevents advance notice or it is otherwise impossible or unreasonable.

You will receive partial pay if you are on leave for a two-week training assignment or a shorter absence. When you return, if you give satisfactory proof of your military pay, we will pay you the difference between your normal base pay and the pay you received while on military duty (excluding expense pay. You will not be paid for military leave beyond two weeks. However, you may use any available accrued paid time off, such as vacation or sick leave, to help pay for the leave.

Your benefits accrual, such as vacation, sick leave, and holiday benefits, will continue during a military leave.

If you are on military leave for up to 30 days you must return to work on the first regularly scheduled work period after your service ends (allowing for reasonable travel time). If you are on military leave for more than 30 days, you must apply for reinstatement in accordance with USERRA and applicable state laws.

When you return form military leave (depending on the length of your military service in accordance with USERA), you will be placed either in the position you would have attained, if you had stayed continuously employed or in a comparable positon. For the purpose of determining benefits that are based on length of service you will be treated as if you have been continuously employed.

If you have question about military leave, contact the Executive Director for more information.

**630 Pregnancy Disability Leave**

Gospel Rescue Mission provides pregnancy disability leaves of absence without pay to eligible employees who are temporarily unable to work due to disabilities related to pregnancy, childbirth, or related medical conditions.

Employees may request pregnancy disability leave only after they have completed 365 calendar days of service. If you think you will need a pregnancy disability leave, give your request to your supervisor at least 30 days before the leave would start. This will help us plan for your possible absence. If it is an unexpected situation, make your request as soon as possible.

We require a health care provider’s statement verifying the need for pregnancy disability leave and the expected start and end dates. You are responsible for telling us about any subsequent changes to that information. Before you can return to work, we will require verification from a health care provider stating that you are fit to return.

Unpaid pregnancy disabilities are normally for the period of the disability, up to a maximum of 12 weeks within any 12 month period. Before beginning an unpaid pregnancy disability leave, you must first use any available paid leave you may have, such as vacation or sick benefits.

Your benefits, such as vacation, sick leave, or holiday benefits, will not accrue during a pregnancy disability leave. When you return form leave, the benefits will start accruing again.

Please give us at least two weeks advance notice before you plan to return. When you return form pregnancy disability leave, you will go back to the same job unless, because of business reasons, the job no longer exists or we could not save it for you because it meant undermining our ability to operate safely and efficiently. If the same job is not available, we will offer you a comparable job in terms of in pay, location, job content, and promotional opportunities.

If you do not come back to work promptly at the end of a pregnancy disability leave, Gospel Rescue Mission will assume that you have resigned.

**700 Employee Conduct and Work Rules**

We expect you to follow certain work rules and conduct yourself in ways that protect the interest and safety of all employees and Gospel Rescue Mission.

While it is impossible to list every action that is unacceptable conduct, the following list some examples. Employees who break work rules such as these may be subject to disciplinary action, up to and including termination of employment:

* Theft or inappropriate removal or possession of property
* Working under the influence of alcohol or illegal drugs
* Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operation employer-owned vehicles or equipment
* Fighting 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 or other disrespectful conduct
* Violation of safety or health rules
* Sexual or other unlawful or unwelcome harassment
* Excessive absenteeism or any absence without notice
* Unauthorized absence from work station during the workday
* Unauthorized use of telephones, mail system, or other employer-owned equipment
* Violation of personnel policies
* Unsatisfactory performance or conduct

Since your employment with Gospel Rescue Mission is voluntary and at will, you may terminate your employment at any time you want, with or without cause or advance notice. Likewise Gospel Rescue Mission may terminate your employment any time, with or without cause of advance notice.

**710 Tobacco, Drug and Alcohol Use**

In keeping with the Gospel Rescue Mission’s intent to model Christlikeness among our employees and within our community, by accepting employment Gospel Rescue Mission you choose not to use alcohol, tobacco, or illegal drugs in any form.

Part of our guest’s recovery program includes helping them become free from disabling addictions some of which includes alcohol, tobacco, and drug use. Our positon is that the effects of alcohol, tobacco, and drugs are addicting and it would be contrary to the stand of Christlikeness to have employees partake in the use of these substances knowing that fellow staff and guests are struggling with the use and effects of these substances. The policy states if there is a reasonable suspicion of an employee a drug test will be ordered.

The legal use of prescribed drugs is permitted on the job only if it does not impair an employee’s ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

In general we cannot regulate or monitor the off duty conduct of employees unless the conduct has some consequence of relation to job performance. Management however, does have the discretion to terminate workers who engage in behavior which creates the appearance of impropriety, embarrasses the organization in the eyes of its employees and donors, or otherwise damages the organization’s reputation in the community. If you violate this policy, it may lead to disciplinary action, up to and including immediate termination of your employment.

If you have question about this policy or issues related to tobacco, drug or alcohol use at work, you can raise your concerns with your department head or the Executive Director without fear of reprisal.

**Work Rules regarding drugs and alcohol**

Whenever employees are working, are operating any Gospel Rescue Mission vehicle, are present on Gospel Rescue Mission premises or are conducting company-related work offsite, they are prohibited from:

* Using, possessing, buying, selling, manufacturing or dispensing any illegal drug to include possession of drug paraphernalia and marijuana (even with a Medical card).
* Being under the influence of alcohol or an illegal drug as defined in this policy.
* Possessing or consuming alcohol.

The presence of any detectable amount of any illegal drug, illegal controlled substance or alcohol in an employee's body system, while performing company business or while in a company facility, is prohibited. (To include medical marijuana)

Gospel Rescue Mission will also not allow employees to perform their duties while taking prescribed drugs that are adversely affecting their ability to safely and effectively perform their job duties. Employees taking a prescribed medication must carry it in a container labeled by a licensed pharmacist or be prepared to produce the container if asked.

Any illegal drugs or drug paraphernalia will be turned over to an appropriate law enforcement agency and may result in criminal prosecution.

**711 Tobacco, Drug and Alcohol Use Testing**

**Randomly**

Every quarter, the executive team will select 10% of their employees by drawing names from a bowl to receive a drug, alcohol and tobacco use drug screen.

**Reasonable suspicion**

Employees are subject to testing based on (but not limited to) observations by at least two members of the GRM executive team of apparent workplace use, possession or impairment. Management must use the Reasonable Suspicion Observation Checklist to document specific observations and behaviors that create a reasonable suspicion that an employee is under the influence of illegal drugs or alcohol.

Reasonable Suspicion Observation Checklist

Odors (smell of alcohol, body odor or urine).

Movements (unsteady, fidgety, dizzy).

Eyes (dilated, constricted or watery eyes, or involuntary eye movements).

Face (flushed, sweating, confused or blank look).

Speech (slurred, slow, distracted mid-thought, inability to verbalize thoughts).

Emotions (argumentative, agitated, irritable, drowsy).

Actions (yawning, twitching).

Inactions (sleeping, unconscious, no reaction to questions).

When reasonable suspicion testing is warranted, the supervisor will meet with the employee to explain the observations and the requirement to undergo a drug and/or alcohol test within two hours. Refusal by an employee will be treated as a positive drug test result and will result in immediate termination of employment

**Post-accident**

Employees are subject to testing when they cause or contribute to accidents that seriously damage a Gospel Rescue Mission vehicle, machinery, equipment or property or that result in an injury to themselves or another employee. The investigation and subsequent testing must take place within two hours following the accident, if not sooner. Refusal by an employee will be treated as a positive drug test result and will result in immediate termination of employment.

**720 Sexual and Other Unlawful Harassment**

Gospel Rescue Mission is committed to providing a work environment for employees that is free from all forms of conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Gospel Rescue Mission will not tolerate any harassing, actions, words, jokes, or comments based on a person’s gender, race, color, national origin, age, or disability.

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.
* Offering employment benefits in exchange for sexual favors.
* Making or threatening reprisals after a negative response to sexual advances.
* Visual conduct that includes jeering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or poster.
* Verbal conduct that includes making or using derogatory comments, epithet, slurs or 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.

Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission or rejection of the conduct is used as a basis for making employment decisions; or, (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

If you experience or witness sexual or other unlawful harassment at work, report it immediately to your supervisor. If you supervisor is unavailable or you believe it would be inappropriate to discuss it with your supervisor, you should immediately contact the department head or any other member of management. There will not be punishment or reprisal if you report sexual harassment or ask questions or raise concerns about it.

All allegations of sexual harassment will be quickly and discreetly investigated

To the extent possible, you confidentiality and the confidentiality of any witnesses and the alleged harasser will be protected against unnecessary disclosure.

When the investigation if completed, you will be informed of the outcome of the investigation.

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

**730 Attendance and Punctuality**

We expect Gospel Rescue Mission employees to be reliable and punctual. You should report for work on time and as scheduled. If you cannot come to work or you will be late for any reason, you must notify your Supervisor or Department Head as soon as possible.

Unplanned absences can disrupt work, inconvenience other employees and affect productivity. If you have a poor attendance record or excessive lateness, you may be subject to disciplinary action, up to and including termination of employment.

**740 Personal Appearance and Hygiene/Dress Standards**

The leadership team of Gospel Rescue Mission (GRM) believes that an important element of fulfilling our mission with excellence is that all staff of GRM presents a modest, pleasing, appropriate, Christ-honoring appearance. It is important that each staff member in each department remember that he or she is always a representative of Gospel Rescue Mission and of the Lord we serve. Therefore, a neat and modest appearance is a requirement for all staff and it is expected that each staff member will exercise good judgment and dress appropriately for his or her job. It is also expected that each staff member will maintain high standards of personal hygiene.

It is the responsibility of executive team to communicate the personal appearance and dress standards for each job placement. See your supervisor if you are not sure about the appropriate dress standard for your job.

The following are examples of personal appearance, hygiene, and dress standards which apply to all department of Gospel Rescue Mission:

* Modesty is always the appropriate standard, so there should be no immodest, see-through, excessively tight clothing.
* Tank tops or shorts may not be worn
* Tube or halter tops may not be worn under any circumstances.
* Mustaches and beards must be clean, well-trimmed, and neat.
* Facial jewelry, such as eyebrow rings, nose rings, lip rings, and tongue studs, are not professionally acceptable and must not be worn during business hours.
* Torso body piercing with visible jewelry or jewelry that can been seen through or under clothing must not be worn during business hours.
* Visible excessive tattoos and similar body art must be covered during business hours.
* All staff are expected to practice a high standard of personal hygiene. Offensive body odor and poor personal hygiene are not professionally acceptable.
* Shoes must provide safe, secure footing, and offer protection against hazards where appropriate.

**750 Return of Property**

Gospel Rescue Mission may loan you property, material or written information to help you do your job. You are responsible for protecting and controlling any property we loan you.

You must also return it promptly if we ask. If you stop working at Gospel Rescue Mission, you must return all Gospel Rescue Mission property, i.e. keys, cellular telephone, and tools immediately.

If you do not return our property and if the law allows, we may take money from your regular or final paycheck to cover the cost. We may also take legal action to get back our property.

**760 Problem Resolution**

Gospel Rescue Mission encourages an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from Gospel Rescue Mission supervisors and management.

Gospel Rescue Mission Ministries tries hard to ensure fair and honest treatment of all employees. We expect supervisors, manager, and employees to treat each other with mutual respect. We encourage employees to give positive and constructive criticism to each other.

If you disagree with Gospel Rescue Mission rules of conduct, policies, or practices, you can state your concerns through the problem resolution procedures described in this policy. You will not be penalized, formally or informally, for making a complaint as long as you do it in a reasonable, business-like manner. You will also not be penalized for using this problem resolution procedure.

If a situation occurs when you believe that a condition of employment of a decision that affects you is not fair, you are encouraged to use the following problem resolutions steps. You may stop the procedure at any step.

1. You present the problem to your supervisor after the incident occurs. If your supervisor is unavailable or you believe it would be inappropriate to discuss to with your supervisor, you may present the problem to the department head or any other member of management.

2. Your supervisor responds to the problem during discussion or after consulting with appropriate management, when necessary. You supervisor documents the discussion.

3. You present the problem to your department head if the problem is not resolved.

5. You present the problem to the Executive Director in writing.

6. The Executive Director reviews and considers the problem. The Executive Director informs you of the decision and forwards a copy of the writing response to the Human Resources Office for your file. The Executive Director has full authority to make any adjustment that is determined to be appropriate to resolve the problem.

Not every problem can be resolved to everyone’s total satisfaction. However, we believe that honest discussion and listening to each other will build confidence between employees and management and help make Gospel Rescue Mission a better place to work.

**770 Workplace Etiquette**

Gospel Rescue Mission can be a better place to work when all employees show respect and courtesy to each other. Sometimes there are problems when employees do not realize that they are bothering or annoying other people. If this happens to you, you should first try to solve the problem by politely telling your co-worker what is bothering you.

In most cases, if you use common sense, the problem can be fixed. We encourage you to keep an open mind. If another employee tells you about something that you are doing that makes it hard for that person to work, try to understand the other person’s point of view.

The following are some guidelines and suggestions for how to be considerate of others at work. You will not necessarily be disciplined if you do not follow these suggestions, but the guidelines will help you get along with others. If you have comments or suggestions about workplace etiquette, contact the Executive Director.

* Avoid public accusations or criticisms of other employees. Address such issues privately with those involved or your supervisor.
* Try to minimize unscheduled interruptions of other employees while they are working.
* Be conscious of how your voice travels, and try to lower the volume of your voice when talking on the phone or to others in open areas.
* Keep socializing to a minimum, and try to conduct conversations in areas where the noise will not be distracting to others.
* Try not to block walkways while carrying on conversations.

**780 Sexual Abuse/Sexual Molestation**

Sexual abuse and molestation has become a very real problem among other non-profit and social service agencies and as a result we have a responsibility to the community and the clients we serve to offer them protection in this area.

The Gospel Rescue Mission is committed to providing an environment that is free of any sexual misconduct or contact by our staff and volunteers. Any report of sexual contact, abuse, or molestation will result in immediate suspension of responsibilities and employment pending a full review of the suspected incident. A review board appointed by the Executive Director consisting of staff, and board members will review the incident. This review will be conducted within two weeks of when the incident was reported. Should it be determined by the review board that inappropriate sexual activity took place, consensual or not, the staff involved will be immediately terminated and reported to the authorities.

If you want to report an incident of sexual abuse or molestation you should promptly report the matter to your supervisor, department head, or any other member of management. You can raise concerns and make reports without fear of reprisal.

Any supervisor or manager who becomes aware of possible sexual abuse or molestation should promptly advise the Executive Director or any member of management who will handle the matter in a timely and confidential manner.

**800 Life-Threatening Illnesses in the Workplace**

Employees with life-threating illnesses, such as cancer, heart disease, and AIDS, often wish to continue their normal lives, including work, to the degree that they can. Gospel Rescue Mission wants to help these employees to work as long as they continue meeting acceptable performance standards.

Medical information on any employee is confidential. Gospel Rescue Mission will take reasonable precautions to protect medical information from inappropriate disclosure. Manager’s and other employees have a responsibility; to respect and maintain the confidentiality of employee’s medical information. Anyone inappropriately disclosing medical information is subject to disciplinary action, up to and including termination of employment.

If you have questions or concerns about life-threatening illnesses, you should contact your department head for information and referral to appropriate services and resources.