



Employee Handbook

12/2013

This Employee Handbook ("Handbook") is designed to summarize certain personnel policies and benefits of the Arkansas Cancer Coalition (the "Coalition" and/or "ACC") and to acquaint employees with many of the rules concerning employment with the Coalition.

Arkansas Cancer Coalition (ACC) Welcome & History

Starting a new job is exciting, but at times can be overwhelming. This Employee Handbook has been developed to help new employees become acquainted with the Coalition and answer many of your initial questions. The Handbook is also meant to be a guide for staff over time and may undergo updates and revisions as appropriate and as approved by the ACC Board of Directors.

The contribution made by the employees of the ACC cannot be overstated. It is the hope of ACC Management (meaning the ACC Board and hereinafter referred to as Management), that all employees will feel valued and will find their work with ACC to be both challenging and rewarding.

The mission of the Arkansas Cancer Coalition is to facilitate and provide partnerships to reduce the human suffering and economic burden from cancer for the citizens of Arkansas.

Although the Arkansas Cancer Coalition (ACC) serves to fight all cancer diseases, the group was first formed to help support the state's efforts in fighting breast cancer. In 1992, Arkansas' breast cancer control program began, and a year later, the Arkansas Cancer Control Coalition formed to support and monitor the program. At the time, the Coalition joined forces with the Arkansas Department of Health's Breast and Cervical Cancer Control Program to initiate a five-year agreement with the Centers for Disease Control and Prevention to provide services for early detection for breast and cervical cancer. Through partnerships with YWCA Encore Plus, the American Cancer Society, The Witness Project and the Arkansas affiliate of the Susan G. Komen Breast Cancer Foundation, Arkansans were given access to early detection services in 1995.

The Coalition led the way for the passage of The Breast Cancer Act of 1997. This act appropriated \$3.5 million per year in state general revenue, with backup funding from a tobacco tax in 1999, to provide breast cancer education, screening, diagnosis and treatment for eligible Arkansas women.

In 2000, the Arkansas Cancer Control Coalition created the state's first comprehensive cancer conference, the Arkansas Cancer Summit. From that summit, a framework for a statewide comprehensive cancer control plan began to emerge. By the end of 2000, the Arkansas Cancer Control Coalition and ADH's comprehensive cancer planning taskforce merged to form the Arkansas Cancer Coalition (ACC). In November 2001, the Arkansas Cancer Plan: A Framework for Action was published and led the way for implementation funding from the CDC.

Over the next decade the Arkansas Cancer Coalition grew to serve almost 1,000 members, more than doubled in dedicated staff and increased sustainability through acquisition of multiple grant awards.

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Section 1 - Introduction

1.1 Employee Handbook: This Handbook applies to all employees, and compliance with the Company's policies is a condition of employment. This Handbook supersedes all previous employment policies, written and oral, expressed and implied. Management reserves the rights to modify, rescind, delete, or add to the provisions of this Handbook from time-to-time in its sole and absolute discretion. This Employee Handbook is not a binding contract between the Coalition and its employees, nor is it intended to alter the at-will employment relationship between the Coalition and its employees. ACC Management reserves the right to interpret the policies in this Handbook and to deviate from them when, in its discretion, it determines it is appropriate.

1.2 Changes in Policy: ACC expressly reserves the right to revise, modify, delete, or add to any and all policies, procedures, work rules, or benefits stated in this handbook or in any other document, except for the policy of at-will employment as described below. Nothing in this employee handbook or in any other document, including benefit plan descriptions, creates or is intended to create a promise or representation of continued employment for any employee. Any changes to one's at-will employment status, described below, must be in writing and must be signed by the Coalition Management.

With respect to all other changes to the Coalition's policies, employees will be notified of these changes in writing. No oral statements or representations can in any way alter the provisions of this Handbook. Changes will be effective on dates determined by the Arkansas Cancer Coalition leadership and earlier policies should not be relied upon.

1.3 Employment – At – Will: Employment with ACC is on an at-will basis, unless otherwise specified in a written employment agreement. Employees are free to resign at any time, for any reason, with or without notice. Similarly, ACC is free to end the employment relationship at any time for any lawful reason, with or without cause, and with or without notice.

Nothing in the Handbook will limit the right of either party to terminate an at-will employment arrangement. No section of this Handbook is meant to be construed, nor should be construed, as establishing anything other than an employment – at – will relationship. This Handbook does not limit management's discretion to make personnel decisions such as reassignment, change of wages and benefits, demotion, etc.

Section 2 – Employment Policies

2.1 Employee Classifications: The following terms are used to describe employees and their employment status:

Exempt Employees are employees whose positions meet specific tests established by the Federal Labor Standards Act ("FLSA") and Arkansas state law. In general, exempt employees are those engaged in executive, management, high-level administrative and professional jobs that are paid a fixed salary and perform certain duties. Exempt employees are not subject to the minimum wage and overtime laws.

Nonexempt Employees are employees whose positions do not meet specific tests established by the FLSA and Arkansas state law. All employees who are covered by the federal or state minimum wage overtime laws are considered nonexempt. Employees working in nonexempt jobs are entitled to be paid at least the minimum wage per hour and a premium for overtime.

Regular Employees are employees who are hired to work on a regular schedule. Such employees can be either full-time or part-time. The distinction between full time and part time depends upon the number of hours that an employee works.

Full - Time Employees are employees who are not temporary employees, independent contractors, or independent consultants and who are regularly scheduled to work a schedule of 40 hours per work week.

Part - Time Employees are employees who are not temporary employees, independent contractors, or independent consultants and who are regularly scheduled to work less than 40 hours per work week.

Temporary Employees are employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project. Employment assignments in this category are of limited duration and the temporary employee can be terminated before the end of the defined period. Short-term assignments generally are periods of three (3) months or less, however, such assignments may be extended. All Temporary employees are considered at-will employees regardless of the anticipated duration of the assignment. Temporary employees retain that status unless and until notified in writing of a change.

Independent Contractor or Consultant – These individuals are not employees of the Company and are self-employed. An independent contractor or consultant is engaged to perform a task according to his/her own methods and is subject to control and direction only as to the results to be accomplished. Independent contractors or consultants are not entitled to benefits.

Each employee will be advised of his or her status at the time of hire and any change in status. Regardless of the employee's status, the employee is employed at will and the employment relationship can be terminated by ACC or the employee at any time, with or without cause.

2.2 Equal Employment Opportunity & Americans with Disabilities Act: It is the policy of ACC to provide equal employment opportunities to all employees and employment applicants without regard to unlawful considerations of race, religion, creed, color, national origin, sex, sexual orientation, gender identity, age, ancestry, physical or mental disability, or medical condition including medical characteristics, marital status or any other classification protected by applicable local, state or federal laws. This policy prohibits unlawful discrimination based on the perception that anyone has any of those characteristics, or is associated with a person who is perceived as having any of those characteristics. This policy applies to all aspects of employment including but not limited to, hiring, job assignment, working conditions,

compensation, promotion, benefits, scheduling, training, discipline and termination. Reasonable accommodation is available for qualified individuals with disabilities, upon request.

ACC Management expects all employees to support our equal employment opportunity policy, and to take all steps necessary to maintain a workplace free from unlawful discrimination and harassment.

In compliance with the Americans with Disabilities Act (ADA), ACC provides accommodation to the disabled to the full extent required by law. ACC may require medical certification of both the disability and the need for accommodation. It should be noted that ACC can only seek to accommodate the known physical or mental limitations of an otherwise qualified disabled individual. Therefore, it is the responsibility of the employee to come forward if he/she is in need of an accommodation. ACC will engage in an interactive process with the employee to identify possible accommodations, where it is appropriate for job performance. It is further recognized that employees with life threatening illnesses, including but not limited to cancer, heart disease and AIDS, may wish to continue engaging in as many of their normal pursuits as their condition allows, including work. As long as these employees are able to meet acceptable performance standards with or without reasonable accommodation, and medical evidence indicates that their working does not present a substantial threat to themselves or others, they will be permitted to do so.

2.3 Employment of Minors: ACC strictly adheres to the FLSA in regards to the employment of minors. Generally speaking, the FLSA sets the minimum age for employment (14 years for non-agricultural jobs), restricts the hours youths under the age of 16 may work, and prohibits youth under the age of 18 from being employed in hazardous occupations. In addition, the FLSA establishes subminimum wage standards for certain employees who are less than 20 years of age, full-time students, student learners, apprentices, and workers with disabilities. Employers generally must have authorization from the U.S. Department of Labor's Wage and Hour Division (WHD) in order to pay sub-minimum wage rates.

The FLSA's child labor provisions are designed to protect the educational opportunities of youth and prohibit their employment in jobs that are detrimental to their health and safety.

2.4 Probationary Period: The first 90 days of employment are considered a Probationary period for all newly hired employees. During this time, new employees will learn their responsibilities, get acquainted with fellow employees, and determine whether they are happy with the position. Also, during this time, their manager will monitor their performance. Upon completion of the probationary period, the Executive Director will review the employee's performance. If The ED finds the employee's performance satisfactory and decides to continue their employment, the new employee will be advised of any improvements expected. .

2.5 Personnel Records and Employee References: A personnel file and payroll records for each employee are maintained in the Coalition offices as required by law. Personnel files and payroll records are the property of ACC and may not be removed from the premises without written authorization. Because personnel files and payroll records are confidential, access to the records is restricted. Generally, only those who have a legitimate reason to review information in an employee's file are allowed to do so. Disclosure of personnel information to outside sources will be limited. However, ACC will cooperate with requests from authorized law enforcement or

local, state, or federal agencies conducting official investigations and as otherwise legally required.

Employees may contact the authorized representative to request a time to review their payroll records and/or personnel file. With reasonable advance notice, an employee may review his or her own records in the Coalition's offices and in the presence of an individual appointed by ACC to maintain the records. No copies of documents in your file may be made, with the exception of documents that you have previously signed. You may add your comments to any disputed item in your file. By policy, Management may provide only the former or present employee's dates of employment and position(s) held with ACC and eligibility for rehire, if asked. Compensation information may also be verified if written authorization is provided by the employee.

2.6 Privacy: Management is respectful of employee privacy. Employee demographic and personal information will be shared only as required in the normal course of business, and could include resume or curriculum vitae (CV), name, or credentials. Healthcare enrollment information is kept in your personnel file. Workers' Compensation information is not considered private healthcare information; however, this information will be released only on a need-to-know basis.

Management does not make or receive any private healthcare information through the course of normal work. If any employee voluntarily shares private healthcare information with a member of management, this information will be kept confidential. If applicable, Management will set up guidelines for employees and supervisors to follow to ensure that coalition employees conform to the requirements of the Health Insurance Portability and Accountability Act (HIPAA).

2.7 Immigration Law Compliance: In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 on day of hire and present documentation establishing identity and employment eligibility within three business days of date of hire. Former employees who are rehired must also complete an I-9 form if they have not completed an I-9 form with ACC within the past three years, or if their previous I-9 form is no longer retained or valid. Questions may be raised or complaints shared about immigration law compliance without fear of reprisal.

Section 3 – Work Hours and Payroll

Arkansas Cancer Coalition Business Hours are 8:00 a.m. to 4:30 p.m. Monday - Friday

3.1 Pay Periods and Paydays: Employees are paid on a bi-weekly basis. All employees will be paid every other Friday. All employees are paid by check or direct deposit on the above-mentioned payday. If the regular payday falls on a holiday, employees will be paid on the last business day before the holiday.

3.2 Overtime: Nonexempt employees will be paid in accordance with federal and Arkansas state law. All overtime work by non-exempt employees must be authorized in advance by their manager. Only hours actually worked will be used to calculate overtime pay.

3.3 Rest and Meal periods: All rest and meal periods will be in accordance with Arkansas state law. Nonexempt and full-time employees scheduled to work more than a five-hour period will be provided a 30-minute meal period.

3.4 Time/Activity Sheets: Nonexempt employees are required to keep a record of their attendance, activities and hours worked. Time sheets are official business records and may not be altered without the approval of the employee's supervisor.

3.5 Payroll Deductions: Various payroll deductions are made each payday to comply with federal and state laws pertaining to taxes and insurance. Deductions will be made for the following: Federal and State Income Tax Withholding, Social Security, Medicare, and other items designated by you or required by law (including a valid court order). Employees can adjust their federal and state withholding by completing the proper federal or state form and submitting it to the approved person processing payroll. At the start of each calendar year, the employee will be supplied with their Wage and Tax Statement (W-2) form for the prior year. This statement summarizes income and deductions for the year.

3.6 Wage Garnishment: A garnishment is a court order requiring an employer to remit part of an employee's wages to a third party to satisfy a just debt. Once Management receives the legal documents ordering a garnishment, the organization is required by law to continue making deductions from the employee's check until the full amount has been withheld, the employee leaves ACC service, or until legal papers are received from the court to stop the garnishment. Even if the debt has already been paid, documentation must be received from the court to discontinue the garnishment.

3.7 Direct Deposit: All employees are encouraged, but not required, to use direct deposit and have their paychecks deposited into a bank account of an accredited participating bank or credit union.

Section 4 – Employee Leave

4.1 Holidays

Arkansas Cancer Coalition observes the following paid holidays:

- New Year's Day
- Martin Luther King Jr. Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Eve
- Christmas Holiday
- Floating Holiday (To be determined by the ED, i.e. Employee Birthday)

All eligible employees will be granted holiday time off. Holiday pay for regular full-time employees will be calculated based on the employee's base pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day. Regular part-time employees are not eligible for holiday pay.

If an eligible non-exempt employee works on a recognized holiday with supervisor approval, he/she will receive holiday pay plus wages at his or her regular pay rate for the hours worked on the holiday.

4.2 Sick Leave: Full-time employees are eligible for paid sick leave each year. Eligible employees earn eight hours for each month worked during the year, up to a maximum of ninety-six hours. Sick leave may be taken as it is earned.

Exempt staff members will receive sick pay in compliance with state and federal wage and hour laws.

Accrued sick leave may be used to care for first degree relatives as appropriate. First degree relatives include grandparents, parents, children, grandchildren, etc.

Employees are not paid for any unused sick days. However, if sick leave hours are not used, up to a maximum of 96 hours may be carried over into the next year.

4.3 Annual Leave: Full-time eligible employees are eligible for paid annual leave and will earn eight hours of annual leave each month, effective on the last day of the month. Annual Leave is calculated based on a calendar year.

Full-time new hires begin to earn annual leave as of their date of hire. However, full-time new hires cannot use annual leave within their probationary period.

- After three years of employment full-time employees will earn ten hours of vacation each month, accrued on the last day of the month.
- After five years of employment full-time employees will earn 12 hours of annual leave each month, accrued on the last day of the month.
- After ten years of employment, full-time employees will earn 14 hours of annual leave each month, accrued on the last day of the month.

Annual Leave approval is at the discretion of the Executive Director. Annual Leave can be carried over to the following year, up to a maximum of 80 hours.

Upon discharge, eligible staff members will be paid for accrued but unused annual leave up to a maximum of 80 hours, unless state law dictates otherwise.

4.4 Worker's Compensation Leave: Any employee who is unable to work due to a work related injury or illness and who is eligible for Workers' Compensation benefits will be provided an unpaid leave for the period required. The first 12 weeks will be treated concurrently as a family and medical leave under the federal Family Medical Leave Act ("FMLA") for eligible employees.

4.5 Bereavement Leave: In the event of a death of a first degree relative, employees may have up to three working days, with pay, at their regular straight time rate or base salary, to handle family affairs and attend the funeral. "Immediate Family" is defined as: father, mother, brother, sister, spouse, domestic partner, child, mother-in-law, father-in-law, grandparents and grandchildren.

4.6 Jury Duty: U.S. Citizens have a civic obligation to provide jury duty service when called. Employees summoned for jury duty are granted an unpaid leave in order to serve. Exempt staff members may be provided time off with pay when necessary to comply with state and federal wage and hour laws. Management reserves the right to request proof of jury service issued by the Court upon return. The employee is expected to return to work immediately following the conclusion of jury duty if during regular working hours.

4.7 Voting Leave: Employees who are registered voters and who lack sufficient time outside of work to vote in any local, state, and national election may take up to two hours off work with pay at the beginning or end of the day for this purpose. Employees should provide at least two working days' notice when time off is required.

Section 5 – Employee Benefits

5.1 Group Health, Dental, Vision, Life Insurance and Short-term Disability: The Arkansas Cancer Coalition offers a group health, dental, vision, life and 3 month Short-term disability plan for eligible employees so they may enroll in a single, a single plus one dependent, or a family contract within the first 30 days of employment, during open season or as the result of a qualifying life event. Life events are defined as “life changing” or “status changing” events such as marriage, divorce, birth or adoption of a child.

To assist with the cost of this insurance, ACC pays the full cost of the employee only. If dependent coverage is chosen, the employee is responsible for paying the difference through payroll deduction.

You must complete any and all insurance forms within a timely manner and designate a beneficiary for your life insurance.

5.2 401 (K) Plan: The Arkansas Cancer Coalition’s 401(K) Plan is a convenient payroll deductible method to help supplement employees’ retirement benefits and provide a long-term vehicle to accumulate savings.

5.3 COBRA: Under the provisions of the Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1986, if an employee is covered under the Coalition’s group health insurance plan(s), that employee is entitled to continue his/her coverage in the event that their employment with ACC ends. Under COBRA, ACC must offer each qualified beneficiary (the employee and any covered dependents) who would otherwise lose coverage under the plan as a result of a qualifying event an opportunity to continue their coverage. A qualifying event is defined as termination of employment, a reduction in the number of hours of employment, death of covered employee, divorce or legal separation, a dependent child ceases to be dependent, eligibility of the covered employee for Medicare, or an employer’s bankruptcy.

5.4 Workers’ Compensation: All states have Workers’ Compensation laws whose purpose is to promote the general welfare of people by providing compensation for accidental injuries or death suffered in the course of employment. These laws are designed to provide protection to workers suffering occupational disabilities through accidents arising out of, and in the course of employment. Arkansas Cancer Coalition carries Workers’ Compensation Insurance for all employees and pays the entire cost of the insurance program. An employee who suffers an injury or illness in connection with the job is usually eligible to receive payment through the

insurance company for lost wages. In addition to disability payments, necessary hospital, medical and surgical expenses are covered under Workers' Compensation, with payments being made directly to the hospital or physician. Workers' Compensation benefits to injured workers also include assistance to help qualified injured employees return to suitable employment.

5.5 Social Security Benefits (FICA): While employed with ACC, the employee and ACC contribute funds to the federal government to support the Social Security Program. This program is intended to provide employees with retirement benefit payments and medical coverage once retirement age is reached.

5.6 Unemployment Insurance: ACC pays state and federal tax to provide employees with unemployment insurance coverage in the event they become unemployed through no fault of their own or due to circumstances described by law. This insurance is administered by applicable state agencies, who determine eligibility for benefits, the amount of benefits (if any), and duration of benefits.

5.7 Tuition Assistance Policy: All full-time employees of Arkansas Cancer Coalition are eligible for educational assistance in accordance with this policy upon completion of six (6) months of continuous employment prior to the time of course enrollment. Employees who receive the tuition benefit agree to remain employed at the Arkansas Cancer Coalition for a period of one (1) year after they complete the last paid course. An employee will be required to refund their tuition if they terminate employment prior to completion of an approved course.

The employee should complete the Request for Tuition Reimbursement Form 14 days prior to each course the employee wants to take in conjunction with this program. The Executive Director must approve the request.

Whenever possible, approved coursework must be completed on the employee's own time. If approved coursework is only available during the employee's work hours, a schedule of proportional compensatory time may be arranged (at the sole discretion of Arkansas Cancer Coalition Management), provided normal services of the employing department are not disrupted or impaired.

Arkansas Cancer Coalition will pay up to \$2,500 annually per employee for tuition, including required course fees and books, with a maximum of \$2,500 per year for undergraduate studies and \$2,500 per year for graduate and post-graduate studies as funds are available. Payment may be made either to the institution or reimbursed to the employee. **(Approval is based on available funding)**

An employee will not be eligible for tuition reimbursement if they withdraw from an approved course or if the approved course is canceled. The employee is required to immediately notify their supervisor and Human Resources if they withdraw from an approved course or if the course is canceled.



Request for Tuition Reimbursement

Employee Name (Last, First MI)			Executive Director		
Job Title			Employee Hire Date		
Term (check appropriate boxes and fill in blanks) <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer			<input type="checkbox"/> Quarter <input type="checkbox"/> Semester <input type="checkbox"/> Year		Term Dates
School Name & Information					
Course #	Course Title	Course Begins	Course Ends	Times (e.g. 2-4)	Fees \$
<p>Check the appropriate box below</p> <p><input type="checkbox"/> Tier 1 College Degree or Specialty Certificate. Requires approved Employee Development Plan.</p> <p><input type="checkbox"/> Tier 2 Coursework only.</p> <p>Will this course help advance your position within the coalition? Yes No</p> <p>If no, explain how the course is career related.</p> <p>_____</p> <p>_____</p>					

I, _____, understand that in accordance with the tuition policy, and upon completion of six (6) months of continuous employment prior to the time of course enrollment, I am eligible to receive tuition assistance. Upon receipt of the tuition benefit, I agree to remain employed at the Arkansas Cancer Coalition for a period of one (1) year after I have completed my last paid course. I will be required to refund the received tuition if I terminate employment prior to completion of an approved course.

Employee Signature	Date	ACC Executive Director Signature	Date
ACC Personnel Committee Chair Signature	Date		

<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	If denied, state why:
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Section 6 – Standards of Conduct, Employee Performance & Policies

6.1 Anti – Harassment and Discrimination: ACC Management is committed to providing a work environment free of sexual or any form of unlawful harassment or discrimination. Harassment or unlawful discrimination against individuals on the basis of race, religion, creed, color, national origin, sex, sexual orientation, gender identity, age, ancestry, physical or mental disability, and medical condition including medical characteristics, marital status or any other classification protected by local, state or federal laws is illegal and prohibited by Coalition policy. Conduct as such by or towards any employee, contract worker, customer, vendor or anyone else who conducts business with ACC will not be tolerated. Any employee or contract worker who violates this policy will be subject to disciplinary action, up to and including termination of his or her employment or engagement. To the extent a customer, vendor or other person with whom ACC does business engages in unlawful harassment or discrimination, ACC will take appropriate corrective action.

6.2 ACC Whistleblower Policy: The ACC Whistleblower Policy and acknowledgement sheet is contained at the end of this document. All new employees should read the Policy, sign the acknowledgement and provide a copy to his/her supervisor.

6.3 Attendance: Punctuality and regular attendance are essential to the successful operation of ACC. If an employee is unable to report to work (or to report to work on time) for any reason, the employee must notify his or her supervisor before his or her starting time. If an employee desires to leave work for any reason during the workday, the employee must obtain the approval of his or her supervisor prior to leaving. In the event that the employee fails to call his or her supervisor or report for work for three consecutive workdays, the employee will be deemed to have voluntarily resigned from his or her employment with ACC and will be removed from the payroll. Excessive absenteeism or tardiness may subject the employee to disciplinary action, up to and including termination.

6.4. Discipline and Standards of Conduct: As an at-will employer, ACC may impose discipline whenever it determines it is necessary or appropriate. Discipline may take various forms, including verbal counseling, written warnings, suspension, demotion, reassignment or termination. The discipline imposed will depend on the circumstances of each case. Therefore, discipline will not necessarily be imposed in any particular sequence. Moreover, at anytime if ACC determines it is appropriate, an employee may be discharged immediately.

Every organization must have certain standards of conduct to guide the behavior of employees. Although there is no possible way to identify every rule of conduct, the following is an illustrative list (not intended to be comprehensive or to limit ACC's right to impose discipline for any other conduct it deems inappropriate). These standards of conduct apply to all employees whenever they are on ACC property and/or conducting ACC business elsewhere. Engaging in any conduct ACC deems inappropriate may result in disciplinary action, up to and including termination.

- a. Dishonesty;
- b. Falsification of ACC records;

- c. Unauthorized use or possession of property that belongs to ACC, a coworker, or of the public;
- d. Possession or control of illegal drugs, weapons, explosives, or other dangerous or unauthorized materials;
- e. Fighting, engaging in violence or threats of violence, use of vulgar or abusive language, horseplay, practical jokes, or other disorderly conduct that may endanger others or damage property;
- f. Insubordination, failure to perform assigned duties or failure to comply with ACC's health, safety or other rules;
- g. Unauthorized or careless use of ACC's materials, equipment or property;
- h. Unauthorized and/or excessive absenteeism or tardiness;
- i. Lack of teamwork, poor communication, unsatisfactory performance, unprofessional conduct, or conduct improper for the workplace;
- j. Sexual or other illegal harassment or discrimination;
- k. Unauthorized use or disclosure of ACC's confidential information;
- l. Violation of any ACC policy.
- m. Inappropriate use of the Internet or social media (see policy description in 6.8 and 6.9)

6.5 Dress Code: Work attire is a reflection of the pride that employees have in ACC, in what they do, and in themselves. Although dress code requirements will vary according to job responsibilities, it is requested that employees at all times show discretion and good taste, and not present a hazard in the performance of your job.

6.6 Workplace Safety: ACC Management is committed to providing a safe workplace. Accordingly, Management emphasizes "safety first." It is the employee's responsibility to take steps to promote safety in the workplace and work in a safe manner. By remaining safety conscious, employees can protect themselves and their coworkers. Employees are expected to promptly report all unsafe working conditions, accidents and injuries, regardless of how minor so that any potential hazards can be corrected.

6.7 Substance Abuse: ACC Management maintains a strict policy against the use of tobacco, alcohol and illegal drugs in the workplace. Consequently, no employee may consume or possess tobacco, alcohol, or use, possess, sell, purchase or transfer illegal drugs at anytime while on ACC premises or at any business partner location during work time.

No employee may report to work with illegal drugs or alcohol in his or her bodily system. The only exception to this rule is that employees may engage in moderate consumption of alcohol that may be served and/or consumed as part of an authorized ACC social or business event.

Any violation of this policy will result in disciplinary action, up to and including termination of employment.

6.8 Internet, Email and Computer Use Policy: Coalition operations rely on various forms of electronic communication including, but not limited to: computers, email, telephones, voicemail, text message, Internet, cell phones, and smart phones (hereafter referred to as "electronic communications"). The electronic communications, including all software, databases, hardware, and digital files, remain the sole property of ACC and are to be used only for ACC business and not for personal use.

Access to the Internet, websites and other types of computer access are to be used for ACC related business only. Any information about ACC or other types of information that will appear in the electronic media must be approved before the information is made accessible to others.

6.9 Social Media Policy: ACC is committed to utilizing social media to enhance its profile and reputation, to listen and respond to customer opinions and feedback, and to drive revenue, loyalty and advocacy. We encourage employees to support our activities through their personal social networking channels while adhering to the guidelines outlined in this section.

For the purpose of this section, social media and networking refers to the use of web-based and mobile applications for social interaction and the exchange of user-generated content. Social media channels can include, but are not limited to: Facebook, Twitter, LinkedIn, YouTube, Blogs, review sites, forums, online communications and any similar online platforms.

Employees are expected to conduct themselves in a professional manner, to respect the views and opinions of others, and to demonstrate respect for ACC, its partners, board, members, guests, vendors and employees. ACC and its employees are committed to conducting ourselves in accordance with best industry practices in social networking, to being responsible citizens and community members, to listening and responding to feedback, and to communicating in a courteous and professional manner. Behavior and content that may be deemed disrespectful, dishonest, offensive, harassing or damaging to ACC's interest or reputation are not permitted.

Employees must not disclose private or confidential information about ACC, its employees, partners, members, or vendors on social networks. Employees must respect trademarks, copyrights, intellectual property and proprietary information. No third-party content should be published without prior permission from the owner.

6.10 Cell Phone Policy: Employees are encouraged to take appropriate safety precautions when using their cellular telephones or PDAs. Conversations should be held away from areas where other employees are working. As a courtesy to others, please shut cell phones off or place on vibrate mode during meetings. Employees may receive reimbursement for a portion of the cell phone cost each month. **(Based on available funding)**

Arkansas Cancer Coalition Whistleblower Protection Policy

The Arkansas Cancer Coalition (ACC or the Coalition) requires directors, officers, employees and volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. Employees and representatives of the Coalition must practice honesty and integrity in fulfilling responsibilities and must comply with all applicable laws and regulations.

Reporting Responsibility

This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns internally so that the Coalition can address and correct inappropriate conduct and actions. It is the responsibility of all board members, officers, employees and volunteers to report concerns about violations of the ACC's code of ethics or suspected violations of law or regulations that govern ACC's operations.

No Retaliation

It is contrary to the values of ACC for anyone to retaliate against any board member, officer, employee or volunteer who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of ACC. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

Reporting Procedure

The Coalition has an open door policy and suggests that employees share their questions, suggestions, concerns or complaints with their supervisor. If such persons are not comfortable speaking with the supervisor, or if the response from the supervisor is not satisfactory, those persons are encouraged to speak with a member of the Board Personnel Committee, who has the responsibility to investigate all reported complaints. Employees with concerns or complaints may also submit their concerns in writing directly to their supervisor or the Executive Director.

Board Personnel Committee (serving in Compliance Role)

The Board Personnel Committee is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The Compliance Officer will advise the Executive Director or Board of Directors as appropriate, of all complaints and their resolution and will report at least annually to the Treasurer/Chair of the Finance Committee/Audit Committee as appropriate on compliance activity related to accounting or alleged financial improprieties.

Accounting and Auditing Matters

The Board Personnel Committee (serving in Compliance Officer capacity) shall immediately notify the Audit Committee/ Finance Committee of any concerns or complaint regarding corporate accounting practices, internal controls or auditing, and work with the committee until the matter is resolved.

Acting in Good Faith

Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations

The ACC's Compliance Officer (or Committee serving as such) will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation within ten business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

NOTE: The Compliance Officer may be a board member, a board committee, the Executive Director, or a third party designated by the Coalition board to receive, investigate and respond to complaints.

ACC 2013 Board Personnel Committee (Compliance)

Lewis Leslie, leslie4815@sbcglobal.net

Rachel Wallis, r.whitewallis@gmail.com

Lauren Talbot, laurenetalbot@gmail.com

Sara Eichmann, sbeichman@yahoo.com

Tina Gill, tinagill@swbell.net

I acknowledge that I have read and understand the above policy:

Name

Date