

## Reaching Across Borders (RAB) Recruitment, Employment, Workplace Health & Safety Policy

**Effective Date:** January 2022

**Next Review Date:** December 2025

**Current Policy Owner:** CEO and President of the Board

**For all RAB's corporate policies, please visit the website:** <https://ReachingAcrossBorders.org/policies/>

### Scope

1. The Board of Directors has developed and enacted this policy document regarding recruitment, hiring, and general Human Resources (HR) procedures by virtue of the Bylaws of **Reaching Across Borders (RAB)**, and in conjunction with all the other corporate policies (see RAB's website).
2. **This policy document applies to all staff of RAB.** In particular, to any Manager. It is the responsibility of the Manager to acquaint all employees or volunteers at time of recruitment with the information they need to understand RAB's policies, practices and procedures.
3. **However**, be it noted that, currently, RAB does not have any standard full- or part-time employees. All RAB's current staff consists of contractors, consultants, or volunteers.
4. **Disclaimer:** It is not possible to anticipate every situation that may arise in the work place or to provide information that answers every question. Circumstances will undoubtedly require that policies, practices, procedures, and employment benefits may have to be revised from time to time. Accordingly, RAB's management and the Board of Directors reserves the right to modify, supplement, or rescind any of its policies, practices, procedures, and benefits at any time.

### Affirmative Action and Equal Employment Opportunity

5. RAB is an Equal Opportunity Employer and recruits, employs, retains, and promotes persons in all job titles without regard to gender, sexual orientation, race, religion, color, alienage or citizenship, national or ethnic origin, age, transgender status, marital status, veteran status, carrier status or disability, except where there is a *bonafide* occupation qualification for the job tasks to be performed. In such circumstances, reasonable accommodations for qualified individuals with known disabilities will be made unless doing so would result in an undue hardship.
6. RAB will ensure that all personnel actions such as compensation, benefits, transfers, layoffs, recalls, transfers, leaves of absences compensation, and training will be administered in accordance with the principles of equal employment opportunity.

### A Safe and Healthy Workplace

7. It is the policy of RAB to ensure a safe, healthful workplace for all its staff, including contractors, consultants and volunteers. Injury and illness losses from incidents are costly and preventable. RAB will provide an effective accident and illness prevention program that involves all its staff in the effort to eliminate workplace hazards.
8. Managers are accountable for preventing workplace incidents, injuries and illnesses. Management will provide top-level support of safety program initiatives.
9. Management will consider all staff suggestions for achieving a safer, healthier workplace. Management will also keep staff informed about workplace safety and health hazards, and it will regularly review the company safety and health program.

10. Managers/supervisors are responsible for supervising and training workers in safe work practices. Supervisors must enforce company safety rules and work to eliminate hazardous conditions. Supervisors shall lead safety efforts by example.
11. All staff (including, contractors, consultants, employees, and volunteers) are expected and encouraged to participate in safety and health program activities including the following: reporting hazards, unsafe work practices and accidents immediately to their supervisors or a RAB management representative; wearing required personal protective equipment, as applicable; and participating in and supporting and organization-wide safety activities.
12. RAB does not discriminate against any employee, volunteer or consultant on the basis of race, color, cultural heritage, national origin, religion, age, sex, sexual orientation, marital status, physical or mental disability, political affiliation, source of income, veteran status or any other status protected under local, state, or federal law. This policy extends to all personnel decisions, terms and conditions of employment, vendor contracts and provision of services.
13. At RAB, we are committed to providing a safe and respectful work environment for all staff and customers. No one, whether a manager, an employee, a consultant, a volunteer, or a member of the public, has to put up with harassment at RAB, for any reason, at any time. Additionally, no one has the right to harass anyone else, at work or in any situation related to employment.
14. Harassment is any behavior that degrades, demeans, humiliates, or embarrasses a person, and that a reasonable person should have known would be unwelcome. It includes actions (eg, touching, pushing), comments (eg, jokes, name-calling) or displays (eg, posters, cartoons). Sexual harassment includes offensive or humiliating behavior related to a person's sex, as well as behavior of a sexual nature that creates an intimidating, hostile, or "poisoned" work environment, or that could reasonably be thought to put sexual conditions on a person's job or employment opportunities.
15. If you experience any job-related discrimination or harassment based on race, color, religion, sexual orientation, national origin, age, disability, marital status, amnesty, or if you believe you have been treated in an unlawful, discriminatory manner, promptly report the incident to your supervisor.
16. RAB will not disclose a complainant's or alleged harasser's name, or any circumstances related to a complaint, to anyone, except as necessary to investigate the complaint or take disciplinary action related to the complaint, or as required by law. Managers involved in a complaint are reminded to keep all information confidential, except in the above circumstances.

## Employment, Vacancies, and Hiring

17. RAB does not offer tenured or guaranteed employment. Thus, RAB or the employee can terminate the employment relationship at any time for any lawful reason, with or without cause, with or without notice.
18. All positions not filled by internal promotion of existing employees will be advertised, and all applicants will be considered for employment in compliance with all applicable federal, state and local laws.
19. During the recruitment, hiring, and orientation process, no statement is to be made promising permanent or guaranteed employment; and no document should be called a contract unless, in fact, a written employment agreement is to be used. When candidates from outside of the company are to be considered for job openings, the following procedures should be followed:
  - a. All candidates for employment must submit a resume.
  - b. An interview will be arranged between the applicant and the hiring manager or the CEO.
  - c. The hiring manager and the CEO have the responsibility to determine whether an applicant is technically qualified for the position and if the applicant is compatible with the work environment.
  - d. Reference checks are required from all final stage candidates. Written references and notes on verbal references, if any, become part of the employee's personnel file.
  - e. Any offer of employment is contingent on a satisfactory check of references and misrepresentations in the process of application for employment may be grounds for termination.
  - f. Applicants must fill out and sign RAB's **Conflict of Interest** policy and other pertinent employment forms and policy, and, notably,

- g. including RAB's **Anti-Fraud, Bribery, Corruption, Money-Laundering** and **Terrorism Financing** (FBCMLTF or FB\*) policy.
  - h. Following a decision to hire the applicant, the CEO or hiring manager will make an offer of employment which should include any contingencies or disclaimers deemed necessary. This may include a limited term of employment if a specified funding source, of limited duration, is to be used to fund the position.
20. If the background, educational, conflict of interest, or other subsequent investigation discloses any misrepresentation on the resume or any other written material submitted to [org. name] indicating that the individual is not suited for employment the applicant will be refused employment or, if already employed, will be subject to appropriate disciplinary action up to and including termination.
21. A member of an employee's immediate family will be considered for employment provided the applicant possesses qualifications for employment. An immediate family member may not be hired, if such employment would:
- a. Create either a direct or indirect supervisor/subordinate relationship with a family member; or
  - b. Create either an actual conflict of interest or the appearance of a conflict of interest.
22. These criteria will also be considered when assigning, transferring, or promoting an employee. For purposes of this policy, "immediate family" includes: the employee's spouse, common-law spouse, qualified domestic partner, brother, sister, parents, children, step-children, father-in-law, mother-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, and any other member of the employee's household.
23. Employees who marry or become members of the same household may continue employment as long as there is not:
- a. A direct or indirect supervisor/subordinate relationship between such employees; or
  - b. An actual conflict of interest or the appearance of a conflict of interest

## Employment At Will

24. Employees hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with RAB is of an "at-will" nature.
25. Employment at Will Disclaimer: This policy document does not constitute as a contract for employment for any period of time but merely
26. sets forth policies and procedures in effect on the date it was issued. The document may be amended from time to time without prior notice to employees. Furthermore, additional policies and procedures specific to particular job classifications may be added as needed by the CEO or the President of the Board.

## Employment Status (Definitions)

27. A normal workweek is Monday through Friday, during the hours of am to pm and consists of hours. A normal workday consists of eight (8) hours of work with a one hour unpaid lunch period, taken at hours according to local culture and customs. Breaks are considered as time worked except as otherwise provided by law. The exact schedule of hours of work, including lunch and breaks are determined individually by the department or office which employs the employee -- also in accordance to the locally provided service schedule for RAB's beneficiaries.
28. A full-time regular employee is one who works at least 40 hours per week.
29. A part-time employees work less than full-time hours per week.
30. A temporary employee is a person who is hired for a temporary period, generally less than 6 months. Temporary employees should have no expectation of continued or regular employment and cannot become a regular employee unless an offer of regular employment has been made. Unless otherwise specified or as required by law, temporary employees are not eligible for employee benefits.
31. **Contractors, consultants, or volunteers** are contracted for a specific scope of work and/or time period and are not formal employees of RAB.

32. Non-Exempt and Exempt Employees: The Federal Fair Labor Standards Act classifies employees as either non-exempt or exempt. Non-exempt employees receive hourly wages. An exempt employee is salaried and is exempt from the provisions of the Fair Labor Standards Act. This customarily refers to professional, administrative and executive personnel.
33. Safe Harbor for Exempt Employees: Exempt salaried employees receive a salary that is intended to compensate for all hours worked for the company. This salary is established at the time of hire. While it may be subject to review and modification from time to time, such as during salary review times, the salary is a predetermined amount that is not subject to deductions for variations in the quantity or quality of work. Under federal and state law, exempt salaried employees' salaries are subject to certain deductions. E.g., absent contrary state law requirements, exempt salaried employees' salaries are subject to reduction for the following reasons:
  - a. Full day absences for personal reasons;
  - b. Full day absences for sickness or disability;
  - c. Full day disciplinary suspensions for infractions of our written policies and procedures;
  - d. Family and Medical Leave absences (either full or partial day absences);
  - e. To offset amounts received as payment for jury and witness fees or military pay; or
  - f. The first or last week of employment in the event of less than a full week worked.
34. Exempt salaried employees' salaries are also subject to reduction for their portion of health, dental, or life insurance premiums; state, federal, or local taxes; social security; etc. In any workweek in which exempt salaried employees perform any work, their salary is not subject to reduction for any of the following reasons:
  - a. Partial day absences for personal reasons, sickness, or disability;
  - b. Absence due to the Company's decision to close a facility on a scheduled work day;
  - c. Absences for jury duty, attendance as a witness, or military leave in any week in which any work is performed; or
  - d. Any other deductions prohibited by state or federal laws
35. Employees who believe they have been subject to an improper deduction should report the matter to their supervisor immediately. If the supervisor is unavailable or is an inappropriate person to contact, or if a prompt and fully acceptable reply has not been received within five (5) business days, should be contacted.
36. Every report of improper deductions will be fully investigated and corrective action, up to and including discharge, will be taken, as appropriate, for any employee(s) who violates this policy. In addition, RAB will not allow any form of retaliation against individuals who report alleged violations of this policy or who cooperate in the Company's investigation of such reports. Retaliation is unacceptable, and any form of retaliation in violation of this policy may result in disciplinary action, up to and including termination.

## Our Corporate Policies

RAB's corporate policies, collectively, are listed on the organization's official website's **policy page**: <https://ReachingAcrossBorders.org/policies/> these include:

- a. Recruitment & Employment policy;
- b. Anti-Fraud, Bribery, Corruption, Money-Laundering, and Terrorism Financing policy;
- c. Child Safeguarding policy;
- d. Procurement policy;
- e. Prevention of Sexual Abuse and Exploitation policy;
- f. Grievance Procedure policy;
- g. Disciplinary Procedure policy;
- h. Conflict-of-Interest policy;
- i. Privacy policy;
- j. Code of Conduct policy; and
- k. Confidentiality Agreement.

All staff of RAB, including, volunteers, contractors, consultants, full-time as well as part-time and temporary employees are expected to have read and comply to these policies. This, of course, also includes the RAB management team and Board members.