



# EMPLOYEE HANDBOOK

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**Table of Contents**

<b>WELCOME AND INTRODUCTION</b>	<b>5</b>
<b>MISSION AND PURPOSE</b>	<b>5</b>
<b>POLICY CHANGES</b>	<b>5</b>
<b>NATURE OF EMPLOYMENT: AT-WILL</b>	<b>5</b>
<b>EQUAL EMPLOYMENT OPPORTUNITY</b>	<b>6</b>
<b>DISABILITY ACCOMMODATION</b>	<b>6</b>
<b>POLICY AGAINST HARASSMENT, DISCRIMINATION AND RETALIATION</b>	<b>7</b>
Sexual Harassment	8
General Harassment	8
Reporting Process	9
Investigation Process	10
Resolution	10
Sanctions	
False Accusations	
Management Responsibility	11
Retaliation	11
<b>INTRODUCTORY PERIOD</b>	<b>11</b>
<b>PERFORMANCE EVALUATIONS</b>	<b>12</b>
<b>PAYDAYS AND PAYCHECKS</b>	<b>12</b>
PAY DEDUCTIONS	12
<b>WORK SCHEDULES</b>	<b>13</b>
TIME RECORDING	13
<b>ATTENDANCE</b>	<b>14</b>
Accruing points	
<b>MILITARY LEAVE</b>	<b>15</b>
<b>BEREAVEMENT LEAVE</b>	<b>16</b>
<b>JURY DUTY</b>	<b>16</b>
<b>WITNESS DUTY</b>	<b>16</b>
<b>FEELING SICK?</b>	<b>17</b>



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<b>EMPLOYEE CONDUCT &amp; DISCIPLINARY ACTION</b>	<b>17</b>
EMPLOYEE CONDUCT AND WORK RULES	17
CONFLICTS OF INTEREST	18
<b>ATTIRE AND GROOMING POLICY</b>	<b>19</b>
Reasonable accommodation of religious beliefs	
Addressing workplace attire and hygiene problems	
VISITORS IN THE WORKPLACE	20
<b>INSPECTIONS OF WORKSTATIONS AND PERSONAL BELONGINGS</b>	<b>20</b>
DEFINITIONS	20
INSPECTIONS AND SEARCHES	21
Approvals for Inspections	22
Disciplinary Action	22
Confidentiality	22
<b>COMPANY PROPERTY; CONFIDENTIAL AND PROPRIETARY INFORMATION</b>	<b>23</b>
Proprietary and Confidential Information.	
Obligations on Termination.	
Security to Avoid Loss of Company Property.	
OPEN-DOOR POLICY	24
<b>WORKPLACE SAFETY AND HEALTH</b>	<b>24</b>
SAFETY PROGRAM	24
Security and Report Policy	25
SMOKING	25
DRUG AND ALCOHOL-FREE WORKPLACE	25
Definitions	26
Prohibited Conduct	26
Disciplinary Action	27
Management Awareness	28
Criminal Convictions	28
Use of Legal Drugs	28
Unregulated or Authorized Conduct	29



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<b>Confidentiality</b>	<b>29</b>
<b>Counseling/Rehabilitation</b>	<b>29</b>
<b><i>WORKERS' COMPENSATION INSURANCE</i></b>	<b>29</b>
<b><i>VIOLENCE PREVENTION</i></b>	<b>30</b>
<b>Statement of Policy</b>	<b>30</b>
<b>Workplace Violence Defined</b>	<b>30</b>
Reporting	
Investigation	
Corrective Action and Discipline	
<b><i>Welcome again to the family!</i></b>	<b>31</b>
<b>APPENDIX A</b>	<b>32</b>
<b>Rev 4.0 Non Discrimination Policy and Procedure</b>	<b>32</b>
<b>Rev 4.0 Procurement Policy and Procedure</b>	<b>34</b>
<b>Rev 4.0 Grievance Policy and Procedure</b>	<b>37</b>
<b><i>Acknowledgment of Receipt</i></b>	<b>41</b>



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## **WELCOME AND INTRODUCTION**

Welcome to PhilanthroFilms! We are glad that you chose to work with us and we are excited to have you on our team!

This handbook is designed to inform you of our personnel policies, work rules and regulations, and employee benefits. As an employee, you will be expected to uphold and fulfill all company policies. We encourage you to ask questions and/or express any concerns that you may have.

PhilanthroFilms reserves the right to amend or modify any of the provisions of this handbook as necessary, with the exception of the At-Will Employment policy. All employees will be notified of policy changes. This handbook cannot anticipate every situation regarding employment. The Manager will administer issues contained in this handbook with flexibility as necessary. The Manager's interpretation of these policies and procedures are final and binding.

## **MISSION**

PhilanthroFilms works with communities to attract the film industry to the region, facilitates film production, education and training, and provides support for media projects with positive themes of inspiration and hope.

## **PURPOSE**

This handbook should answer most of your questions regarding our benefit programs, policies, and procedures, including our responsibilities to you and your responsibilities to PhilanthroFilms. If anything is unclear, please discuss the matter with your immediate manager. You are responsible for reading and understanding this Employee Handbook, and your performance evaluations will reflect your adherence to PhilanthroFilms' policies. In addition to clarifying responsibilities, we hope this Employee Handbook also indicates our interest in the welfare of all who work here.

## **POLICY CHANGES**

Occasionally, the information included in our Employee Handbook may change. Every effort will be made to keep you informed through suitable lines of communication, including e-mail, public postings, and/or other notices sent directly to you in-house.

## **NATURE OF EMPLOYMENT: AT-WILL**

During your employment with PhilanthroFilms, you are free to leave PhilanthroFilms at any time for any reason or no reason, and PhilanthroFilms reserves a similar right. Thus, you and PhilanthroFilms have the right to terminate your employment relationship at any time, with or without advance notice, and with or without cause. This is called "employment at will."



In addition, PhilanthroFilms retains the right to establish compensation, benefits, and working conditions for all its employees. Accordingly, PhilanthroFilms retains the sole discretion to modify its employees' compensation and benefits, position, duties, and terms and conditions of employment, including the right to impose discipline of whatever type and for whatever reasons PhilanthroFilms, at its sole discretion, determines to be appropriate.

No one other than the Manager of PhilanthroFilms has the authority to alter this at-will employment arrangement, enter into an employment agreement for a specified period, or make any express or implied agreement contrary to this policy. Furthermore, any such agreement must be in writing and signed by the Manager of PhilanthroFilms.

Nothing in this handbook shall be deemed to restrict or in any way modify PhilanthroFilms' right to terminate any employee's employment or alter the at-will employment relationship.

### **EQUAL EMPLOYMENT OPPORTUNITY**

In order to provide equal employment and advancement opportunities to all individuals, PhilanthroFilms does not discriminate in employment opportunities or practices on the basis of race, color, national origin, gender, age, religion, sexual orientation, disability, gender identity or expression, political affiliation, marital or parental status, genetic information, military service or any other characteristic protected by law. This policy applies whether the individual has or is perceived to have any of the characteristics protected by law or is associated with a person who has or is perceived to have any of the characteristics or conditions protected by law.

Employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate manager.

Employees may raise concerns and make reports without fear of retaliation. Anyone found to be engaging in any type of inappropriate behavior following a complaint of discrimination will be subject to disciplinary action, up to and including termination of employment.

### **DISABILITY ACCOMMODATION**

PhilanthroFilms is committed to complying fully with the Americans with Disabilities Act (ADA), ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

Hiring procedures have been reviewed to provide persons with disabilities with meaningful employment opportunities. Pre-employment inquiries are made only regarding an applicant's ability to perform the position's duties, with or without reasonable accommodation. A reasonable accommodation is available to all disabled employees where their disability affects the performance of job functions. All employment decisions are 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, other forms of compensation (or changes in compensation), job assignments, classifications, organizational structures, position descriptions, lines of progression, and seniority lists. Leave of all types will be available to all employees equally.

PhilanthroFilms is also committed to not discriminating against any qualified employees or applicants because they are related to or associated with a person with a disability. PhilanthroFilms will follow any state or local law that provides individuals with disabilities greater protection than the ADA.

This policy is neither exhaustive nor exclusive. PhilanthroFilms is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws, including, but not limited to, providing reasonable accommodation required as a result of pregnancy. If you require accommodation, please direct your request in writing to the President or a supervisor.

### **POLICY AGAINST HARASSMENT, DISCRIMINATION AND RETALIATION**

PhilanthroFilms is committed to providing a workplace free of sexual and all other unlawful harassment (which includes harassment based on sex, gender or gender identity, sexual orientation, pregnancy, childbirth, or related medical conditions), as well as harassment based on such factors as race, color, national origin, gender, age, religion, sexual orientation, disability, gender identity or expression, political affiliation, marital or parental status, genetic information and military service. PhilanthroFilms strongly disapproves of and will not tolerate harassment of employees by managers, supervisors, or co-workers. Similarly, PhilanthroFilms will not tolerate harassment by its employees or non-employees with whom PhilanthroFilms employees have a business, service, or professional relationship. PhilanthroFilms also will attempt to protect employees from harassment by non-employees in the workplace.

Harassment may take many forms, but most commonly includes the following examples:

- (a) **Verbal harassment** such as jokes, epithets, slurs, and unwelcome remarks about an individual's body, dress, clothing, color, physical appearance or talents, derogatory comments, questions about a person's sexual practices and/or patronizing terms or remarks;
- (b) **Physical harassment** such as physical interference with normal work, impeding or blocking movement, assault, unwelcome physical contact or touching, staring at a person's body, and threatening, intimidating, or hostile acts that relate to a protected characteristic; and
- (c) **Visual harassment** such as offensive or obscene photographs, calendars, posters, cards, cartoons, drawings and gestures, displays with sexually suggestive or lewd objects, unwelcome letters or notes, or any other graphic material that denigrates or shows hostility or aversion toward an individual because of the individual's protected characteristics.

## **SEXUAL HARASSMENT**

Sexually harassing behavior includes unwelcome sexual advances, requests for sexual favors, unwelcome touching, or other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
2. Submission to, or rejection of such conduct by an individual is used as the basis for employment decisions affecting that individual; or
3. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment can take many forms that involve verbal and/or non-verbal behavior. While no conscious intent to harass may be involved, any sexually oriented behavior perceived by an individual as hostile, abusive or unwelcome might be considered sexual harassment. Examples of specific conduct that would violate this policy include, but are not limited to, the following activities on company premises or during work hours:

1. Visual displays of sexually suggestive or sexually explicit materials, such as posters, calendars, postcards, catalogs, drawings, cartoons, magazines, or photographs.
2. Sexually suggestive or explicit comments, jokes, epithets, or name-calling.
3. Sexually suggestive, obscene or explicit gestures.
4. Sending or receiving sexually suggestive or sexually explicit emails or texts.
5. Logging onto, viewing, or downloading sexually suggestive or sexually explicit material from the Internet.
6. Viewing or showing sexually suggestive or sexually explicit films or videotapes.
7. Touching any co-worker or other person in an unwelcome or sexually explicit manner.
8. Any act of "hazing" involves removing any item of clothing from an employee, involving actual or threatened physical contact, or any sexually suggestive or sexually explicit element.

Such conduct may constitute sexual harassment regardless of whether the conduct is between members of management, staff to staff, between management and staff, or directed at staff by non-employees conducting business with the company, regardless of gender or sexual orientation. Parties subject to this policy include supervisors, management, employees, customers, vendors, service providers, and municipal employees. The company will endeavor to protect employees, to the extent possible, from reported harassment by non-employees in the workplace.

It should be noted that men and women can be victims of sexual harassment and that sexual harassment may involve persons of the same sex.

## **GENERAL HARASSMENT**

General Harassment is defined as:

1. A course of conduct directed at a specific person that causes substantial emotional distress in such a person and serves no legitimate purpose.



2. Words, gestures, and actions that tend to annoy, alarm, and verbally abuse another person.
3. The use of obscene or profane language or language, the natural consequence of which is to abuse the hearer or reader.

In addition, conversations or activities that are purely voluntary and consensual may make third persons uncomfortable and, thus, may violate this policy. It is the responsibility of all employees to conduct themselves in ways that ensure that others can work in an atmosphere free from all forms of harassment. All employees must comply with this policy in all respects and at all times.

It is the responsibility of every manager employed by the company to ensure that anti-harassment policies are strictly enforced. Every manager is responsible for ensuring that each employee under his or her supervision is aware of our harassment policies. It is further the responsibility of all managers to ensure that any work sections are free from sexual conduct that causes, or reasonably can be considered to cause, an intimidating or offensive working environment. In addition, managers must comply with all reporting requirements within this policy.

Any employee who feels that he or she is a victim of any form of harassment shall immediately report the matter to any member of management. You may report your concerns to any manager with whom you feel comfortable in making such a report. A prompt and confidential investigation will be conducted on every complaint. All such reports shall be treated confidentially. No employee shall be subject to any form of reprisal or retaliation for having made a good-faith complaint under this policy. Sustained violations of the Harassment Policies will result in immediate disciplinary action, which may include termination of the offender.

The company cannot resolve allegations of harassment unless these incidents are reported. Therefore, each employee must bring to the company's attention any evidence of sexual harassment and promptly report any act or event that is believed to be a violation of this policy so that the matter can be investigated as soon as practicable and appropriate action can be taken. Further, all employees are required to cooperate fully, honestly, completely, and truthfully in any such investigation.

### **REPORTING PROCESS**

If you experience or witness sexual or other unlawful harassment in the workplace, report it immediately to the Manager. You can raise concerns and make reports without fear of reprisal or retaliation.

All allegations of sexual harassment will be quickly and discreetly investigated. To the extent possible, your confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, you will be informed of the outcome of the investigation.

Any employee who becomes aware of possible sexual or other unlawful harassment must immediately advise your supervisors or the President so it can be investigated promptly and



confidentially. Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

Both PhilanthroFilms and federal law prohibit any form of retaliation against somebody claiming sexual harassment.

Service members, volunteers, employees, and applicants for Federal employment who wish to file a discrimination complaint may do so by sending an email message to [eo@americorps.gov](mailto:eo@americorps.gov) or by leaving a voice message on the Civil Rights Hotline at 1-202-606-3461. Calls to the hotline will be returned within 24 hours.

### **INVESTIGATION PROCESS**

Once a formal complaint is made, the investigation will be conducted in a confidential and discreet manner as far as is possible without hampering the investigation. Complaints will be investigated by the investigator as appointed. A complainant will be kept informed at all stages of the investigation and resolution. At all times throughout the investigation, the alleged offender and/or complainant may have private legal counsel as their representative.

Necessary steps in conducting an investigation include:

- providing the alleged offender with a copy of the written complaint.
- providing disclosure of the nature of the complaint to the alleged offender and inviting the alleged offender to provide a response.
- interviewing all witnesses and obtaining such evidence that is relevant to the complaint.
- reviewing the investigation findings with the complainant and the alleged offender and receiving any further information.
- finding out what outcome the complainant would like to see occur.

Upon completion of the investigation, the investigator should immediately communicate his/her findings to the manager.

### **RESOLUTION**

The complainant and the alleged harasser will be informed of the findings and intended sanctions as soon as the investigation is concluded.

Upon receiving the investigation findings, the company and the investigator should communicate the findings and intended actions to the complainant and the alleged harasser.

If the investigator and company determine no sexual harassment has occurred, this finding will be communicated to the complainant.

If the investigator and company find harassment has occurred, the harasser will be subject to discipline.



### **Sanctions**

Where a charge of sexual harassment is substantiated, the company will act fairly in imposing an appropriate sanction as the investigator recommends. The sanctions range from a written apology, referral or counseling, a reprimand, written report to that person's file, reassignment, suspension, to discharge from the company. Seniority or status at the company will not affect the decision regarding the appropriate sanction in the circumstances.

### **False Accusations**

Suppose the investigation reveals evidence that the complainant falsely accused another of sexual harassment. In that case, the complainant will be appropriately disciplined, and the documentation will be retained on the complainant's personnel file.

### **MANAGEMENT RESPONSIBILITY**

It is the responsibility of a president, manager, supervisor, or any other person within PhilanthroFilms, who supervises one or more employees to take immediate and appropriate action to report or deal with incidents of sexual harassment of any type, whether brought to their attention or personally observed.

Under no circumstances should a complaint be dismissed or downplayed, nor should the complainant be told to deal with it personally.

### **RETALIATION**

Any act of retaliation against a person using this policy in good faith to report an incident of sexual harassment or a person who is assisting in an investigation of an incident of sexual harassment under this policy is inappropriate and appropriate disciplinary action will be taken against persons found to have committed such an act.

PhilanthroFilms seeks to provide a safe, healthy, and rewarding work environment for its employees, clients, and customers. Sexual harassment will not be tolerated within our company. If you feel that you are being harassed, contact us.

**The Leadership of PhilanthroFilms takes the harassment policy very seriously.** Diligently following all harassment policies and procedures by all employees will help to ensure that PhilanthroFilms maintains a workplace culture supportive of employee personal and professional success. Nothing is more important.

Questions regarding this policy should be directed to the President or manager.

### **INTRODUCTORY PERIOD**



The introductory period is intended to allow new employees to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. PhilanthroFilms uses this period to evaluate employee capabilities, work habits, and overall performance. Either the employee or PhilanthroFilms may end the at-will employment relationship at any time during or after the introductory period, with or without cause or advance notice.

All new and rehired employees work on an introductory basis for the first **90 calendar** days after their date of hire. Any significant absence will automatically extend an introductory period by the length of the absence. If PhilanthroFilms determines that the designated introductory period does not allow sufficient time to evaluate the employee's performance thoroughly, the introductory period may be extended for a specified period.

Upon satisfactory completion of the initial introductory period, employees enter the "regular" employment classification. However, the successful completion of any introductory period does not mean that the employee is guaranteed employment for any specific duration, nor does it change the at-will employment relationship of regular employees.

### **PERFORMANCE EVALUATIONS**

Managers and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Formal performance evaluations are conducted at the end of an employee's initial period in any new position and/or 6 months after their start date. This period, known as the introductory period, allows the managers and the employee to discuss the new position's job responsibilities, standards, and performance requirements. Additional formal performance evaluations for employees in production are conducted thereafter annually.

Please remember that an evaluation does not guarantee an increase in salary. Although a raise may be given during the evaluation, it is not given automatically, nor is any increase guaranteed.

### **PAYDAYS AND PAYCHECKS**

Salaried employees are paid on the 7th and 21st of every month. For contract workers, paydays are every two weeks. Corrections to pay and pay adjustments will be made on the following paycheck. VISTA employees are paid through Americorp (for payday/check inquiries please reach out to a manager or Americorp).

In the event that a regularly scheduled payday falls on a holiday, employees will receive their paychecks on the preceding workday.

PhilanthroFilms does not provide pay advances on unearned wages to employees.

PhilanthroFilms utilizes direct deposit for paying employees. Direct deposit is an electronic payment method that allows employers to deposit employee salaries directly into their bank accounts. This method eliminates the need for paper checks and ensures timely and secure



salary distribution. This option is becoming increasingly popular among employers due to its convenience, efficiency, and security. To sign up for direct deposit, you must fill out the Direct Deposit Authorization Form during your onboarding process.

### **PAY DEDUCTIONS**

The law requires that PhilanthroFilms make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. PhilanthroFilms also must deduct Social Security taxes on each employee's earnings up to a specified limit called the Social Security "wage base."

As stated above, PhilanthroFilms offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their paychecks to cover participation costs in these programs.

PhilanthroFilms is required by law to recognize certain court orders, liens, and wage assignments or garnishments. Usually, these documents contain a date by which PhilanthroFilms must take action. Wage garnishment will occur on the date provided on the record unless an individual can provide written authorization or a court order to stop the garnishment from the agency or court originating the request for garnishment.

Questions concerning paycheck deductions may be directed to the Management team or the President.

### **WORK SCHEDULES**

The basic work day is five (5) hours, excluding meal breaks and extra events. Various factors, such as workloads, operational efficiency, and staffing needs, may require variations in an employee's or an entire department's starting and ending times and total hours worked each day or each week. Business hours are from 11:00 AM to 4:00 PM, Monday through Friday. The lunch break is 30 minutes. PhilanthroFilms is closed on the following holidays: New Years Eve, New Years Day, 4th of July, MLK day, Memorial Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas eve, and Christmas day.

PhilanthroFilms reserves the right to assign employees to jobs other than their usual assignment when required. All employees are expected to be at their workstations at the start of their scheduled working hours, ready to perform their work.

Any schedule changes must be approved by the Manager.

### **TIME RECORDING**

Contractors or Contracted employees are responsible for submitting their timekeeping sheet on the Friday of their last pay week.



Approval from management must be received before working past your shift. If you have made a timekeeping error, notify management immediately so that it may be corrected.

**TIME OFF**

Requesting time off, for any reason, should be submitted via the corresponding Google Form to the supervisor.

Automatic days off: New Years Eve, New Years Day, 4th of July, MLK day, Memorial Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas eve, and Christmas day.

**TRAVEL POLICY**

If we request them to travel for work related purposes, we will reimburse at IRS standard which is 65.5 cents per mile.

**ATTENDANCE**

In the event that something happens and you may be late or absent for work, please contact your supervisor or manager immediately to inform them of the reasoning for your late arrival or absence along with your expected date of when you expect to return to work.

We will not take or threaten adverse action against you for refusing to report to or leaving a workplace or worksite because you have a reasonable belief that the workplace or work site is unsafe due to an emergency condition, including natural disasters or criminal acts.

If you fail to call in or show up for three (3) consecutive days or on three (3) separate instances, you will be considered to have voluntarily quit at the close of business day unless your Manager accepts the reason for your absence.

Absences protected by law will not count as a violation of this attendance policy.

Guidelines for Attendance Control: Based on the number of incidents in a quarterly period, an employee will be subject to disciplinary action under the following guidelines:

1 Point in a quarterly period	Verbal Warning
2 Points in a quarterly period	Coaching
3 Points in a quarterly period	Written Warning
4 Points in a quarterly period	Suspension of 2 days without pay
5 Points in a quarterly period	Termination

All points accrued during a quarter are dropped off at the end of every quarter.

Accruing points

Regular attendance and punctuality are essential for the smooth operation of this company. We want to establish uniform guidelines that will ensure a consistent and fair approach to solving attendance problems. Therefore, we have developed the following attendance policy, which supersedes all previous attendance policies.

**A) Definitions**

- 1) **Occurrence:** An occurrence is a term used to tabulate deviations from a perfect attendance record.
- 2) **Perfect attendance:** No absences or tardies in any quarterly period.
- 3) **Absence:** An absence from work is defined as the failure of any employee to report to work when scheduled. This does not include excused absences. One day of absence will be considered one (1) point. A second day of absence is considered a second occurrence, and so on. If, however, a physician releases the employee from work in writing, the entire time of absence is only counted as one (1) point.
- 4) **Tardy:** Tardiness occurs when an employee needs to be present and ready to begin working at their workstation at their scheduled time. Tardiness of less than two (2) hours will be considered one-half (½) points. Tardiness of two (2) or more hours will be considered one (1) point.
- 5) **Early Departure:** An early departure indicates an employee has left their assigned work area, assignment or the work premises before the scheduled end of their assigned shift. This will result in a half (½) point. Leaving without notifying your Manager will be an automatically written warning.
- 6) **No Call/No Show:** Employees must report their absence each day; failure to do so is considered a no call/no show, resulting in a final written warning. A second no-call/no-show results in termination.

Unscheduled Absence	1 point
Tardy Less than 2 hours	½ point
Tardy More than 2 hours	1 point
No Call No show 1 Day	Written Warning
No Call No Show 2 Days	Final Warning
No Call No Show 3 Days	Termination

**Exception:** Approved vacation, paid sick leave, paid holidays, jury duty, paid funeral leave, job-related injuries, lack of work, and military leave will not count as incidents. Pre-approved time off requests and pre-approved leaves of absence will not count as incidents, and time away is protected by State and Federal law.

Any employee who fails to call in and/or report to work for three (3) consecutive workdays is VOLUNTARILY terminating their employment.



- B) Reporting Requirements: Employees must notify their Manager prior to the start of their scheduled shift if they are going to be absent or late.

### **MILITARY LEAVE**

Upon submission of written verification from the appropriate military authority, military leave of absence will be granted to employees, except those occupying temporary positions, to attend scheduled drills or training or if called to active duty with the U.S. armed services.

All military leaves of absence will be unpaid. However, eligible employees may use available accrued vacation time off for the absence.

Employees on two-week active-duty training assignments or inactive duty training drills are required to return to work for the first regularly scheduled shift after the end of training, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with all applicable state and federal laws.

Every reasonable effort will be made to return eligible employees to their previous position or a comparable one. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service, such as the rate of vacation accrual and job seniority rights.

### **BEREAVEMENT LEAVE**

If an employee wishes to take time off due to the death of a family member, the employee should notify his or her manager immediately. A family member is defined as an immediate member, i.e. spouse, child, parent, grandparent, grandchild, or parent-in-law.

Employees may use any available accrued vacation benefits while on bereavement leave. Approval of bereavement leave will occur in the absence of unusual operating requirements.

### **JURY DUTY**

When called to serve on jury duty, any employee shall be entitled to be absent from work. Employees are expected to report to work whenever the court schedule permits. Time off for jury duty is unpaid, but eligible employees may use any available accrued vacation benefits. Employees must show the jury duty summons to their manager as soon as possible so that the manager may make arrangements to accommodate their absence.

### **WITNESS DUTY**

PhilanthroFilms will grant employees a leave of absence if they have been served with a subpoena or other court order requiring them to appear as a witness in any judicial or quasi-judicial proceeding.



Exempt employees will be paid for a leave of absence under this section, provided they perform some work during the workweek in which they take the witness leave of absence. For non-exempt employees, the leave of absence is unpaid, but eligible employees may use accrued vacation or sick leave in lieu of unpaid time off. Paid time off benefits will not accrue, and employees are not eligible for paid holidays during such unpaid leave.

Employees requesting leave under this section are expected to give at least two (2) weeks' written notice, if possible, of their need for time off. When two (2) weeks advance notice is not possible, employees must provide as much advance notice as possible under the circumstances. A copy of the court order or subpoena or other explanatory documentation should be attached to the request.

### **FEELING SICK?**

- If you are feeling sick such as, a fever, headache, coughing, nausea, etc., we encourage you to stay home and heal. Please inform a manager if you are sick and unable to come into work.
- Employees have 10 sick days a year.

*Recognizing the importance of being able to continue to work, an employee may return to work once they are feeling better and no longer sick or symptomatic.*

### **EMPLOYEE CONDUCT AND WORK RULES**

To ensure orderly operations and provide the best possible work environment, PhilanthroFilms expects employees to follow rules that protect the interests and safety of all employees and the organization. Following are some examples of behavior that typically will result in corrective action up to and including immediate termination. PhilanthroFilms expects employees to be on time, knowledgeable about the company and their job role, dress appropriately, able to adapt to any pace work environment, and perform their duties in a professional manner.

This list is not meant to be exhaustive. There may be other types of employee behavior that would warrant corrective action, discipline, or termination. Furthermore, nothing in this policy is intended to or should be construed to, alter the at-will employment relationship maintained by PhilanthroFilms with its employees. Examples of behaviors that may result in immediate termination are as follows:



- *Theft or inappropriate removal or possession of the property.*
- *Refusing to adhere to the Inspections Policy.*
- *Falsification or alteration of timekeeping records or other Company records, including employment applications.*
- *Working under the influence of alcohol or illegal drugs.*
- *Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace or while on duty.*
- *Fighting or threatening violence in the workplace or while on duty.*
- *Boisterous or disruptive activity in the workplace or while on duty.*
- *Negligence or improper conduct leading to damage of Company-owned or customer-owned property.*
- *Unauthorized disclosure or use of business "secrets" or confidential information.*
- *Violation of personnel policies.*
- *Unsatisfactory work performance or conduct.*
- *Excessive absenteeism, tardiness or abuse of break or lunch privileges.*
- *Inappropriate car markings, or apparel that is not conducive to PhilanthroFilms principles.*
  
- *Being charged or convicted of a crime that indicates unfitness for the job or raises a threat to the safety or well-being of PhilanthroFilms, its employees, customers, or property.*
- *Refusing to cooperate with an investigation.*
- *Concealing errors or mistakes.*

### **CONFLICTS OF INTEREST**

Employees are expected to devote their best efforts and attention to the full-time performance of their positions. Employees are expected to use good judgment, to adhere to high ethical standards, and to avoid situations that create an actual or potential conflict between the employee's personal interests and the interest of PhilanthroFilms. A conflict of interest exists when the employee's loyalties or actions are divided between PhilanthroFilms' interests and those of another, such as a competitor, supplier, or customer/client. Both the fact and the appearance of a conflict of interest should be avoided. If an employee is determined to have a conflict of interest, they will be first approached by their supervisor with a verbal warning of the conflict. After this verbal warning, which the supervisor will document after the fact, the employee will have a one-month window to address the conflict. Should the employee refuse or fail to address the conflict, the board of directors will provide a formal written letter which will provide the employee another month to address the interest, with an expectation of position termination should they refuse or fail to address the conflict.

Consequently, no employee may engage in any outside business activity, pursuit, action or investment which could, by its nature or scope, with or without personal gain:



- Be objectively construed as preventing, or potentially preventing, an impartial performance of duties.
- Interfere with the satisfactory performance of assigned duties within PhilanthroFilms.
- Reflect a compromise or misuse of Company information.
- Adversely affect the interest or reputation of PhilanthroFilms. This policy does not attempt to describe all possible conflicts of interest that could develop. Some of the more common conflicts from which employees should refrain, however, include the following:
  - 1) Working for a competitor, supplier, or customer/client;
  - 2) Engaging in self-employment in competition with PhilanthroFilms;
  - 3) Using proprietary or confidential information of PhilanthroFilms for personal gain or to PhilanthroFilms detriment;
  - 4) Using assets or labor of PhilanthroFilms for personal use;
  - 5) Developing a personal relationship with a subordinate employee of PhilanthroFilms that might interfere with the exercise of impartial judgment in decisions affecting PhilanthroFilms or any of its employees.

### **ATTIRE AND GROOMING POLICY**

PhilanthroFilms strives to maintain a workplace environment that functions well and is free from unnecessary distractions and annoyances. As part of that effort, the company requires employees to maintain a neat and clean appearance that is appropriate for the workplace setting and the work being performed. To that end, PhilanthroFilms may determine and enforce workplace-appropriate attire and grooming guidelines.

All PhilanthroFilms staff members are expected to present a professional, businesslike image to clients, visitors, customers, and the public. Acceptable personal appearance, like proper maintenance of work areas, is an ongoing requirement of employment with PhilanthroFilms.

Employees are expected to present a neat appearance and are not permitted to wear sweatpants, t-shirts, ripped, frayed, or disheveled clothing. Likewise, tight, revealing, or otherwise workplace-inappropriate attire is not permitted.

#### ***Reasonable accommodation of religious beliefs***

PhilanthroFilms recognizes the importance of individual religious beliefs to persons within its workforce. PhilanthroFilms will reasonably accommodate a staff member's religious beliefs regarding workplace attire unless the accommodation creates an undue hardship.



Accommodation of religious beliefs in terms of attire may be difficult in light of safety issues for staff members. Those requesting workplace attire accommodation based on religious beliefs should be referred to the President or the manager.

### **Addressing workplace attire and hygiene problems**

Policy violations can range from inappropriate clothing items to offensive perfumes and body odor. If a staff member comes to work in inappropriate attire, he or she will be required to go home, change into conforming attire or properly groom, and return to work.

If a staff member's poor hygiene or use of too much perfume/cologne is an issue, the manager should discuss the problem with the staff member in private and should point out the specific areas to be corrected. If the problem persists, Management should follow the normal corrective action process.

## **VISITORS IN THE WORKPLACE**

Only authorized visitors are allowed in the workplace to provide for the safety and security of employees and the facilities at PhilanthroFilms. Restricting unauthorized visitors helps maintain safety standards for staff and employees, protects against theft, ensures equipment security, protects confidential information, safeguards staff and employee's welfare, and avoids potential distractions and disturbances. Please speak with a supervisor or manager before inviting visitors.

All visitors should enter PhilanthroFilms at the reception area. Authorized visitors will receive directions or be escorted to their destination. Employees are responsible for the conduct and safety of their visitors.

If an unauthorized individual is observed on PhilanthroFilms premises, employees should immediately notify their manager or, if necessary, direct the individual to the reception area.

## **INSPECTIONS OF WORKSTATIONS AND PERSONAL BELONGINGS**

PhilanthroFilms believes that maintaining a workplace that is free of drugs, alcohol, and other harmful materials is vital to the health and safety of its employees and to the success of PhilanthroFilms business. PhilanthroFilms also intends to protect against the unauthorized use and removal of company property. In addition, PhilanthroFilms intends to ensure its access at all times to company premises and company property, equipment, information, records, documents, and files. Accordingly, PhilanthroFilms has established this policy concerning inspections and searches on Company premises. This Policy applies to all employees of PhilanthroFilms.

## **DEFINITIONS**

For purposes of this policy:

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*This handbook is the property of PhilanthroFilms, and it is intended for personal use and reference by employees only.*



- 1) **Prohibited materials** mean explosives and/or hazardous materials or articles; illegal drugs or other controlled substances; drug-related paraphernalia; alcoholic beverages; company property; and/or proprietary and confidential information belonging to a third party that an employee is not authorized to have in his or her possession.
- 2) **Company property** includes all documents, records, software, data, and files relating to PhilanthroFilms business; and all equipment, vehicles, and other property of any kind, whether owned, leased, rented, or used by PhilanthroFilms.
- 3) **Company premises** include all premises and locations owned or leased by PhilanthroFilms or under the control of PhilanthroFilms using parking lots, lockers, and storage areas.
- 4) **Reasonable suspicion** includes a suspicion that is based on specific personal observations such as an employee's manner, disposition, muscular movement, appearance, behavior, speech or breath odor; information provided to management by an employee, by law enforcement officials, by a security service, or by other persons believed to be reliable; or a suspicion that is based on other surrounding circumstances.
- 5) **Possession** means an employee has the substance or Company property on his or her person or otherwise under control.

## **INSPECTIONS AND SEARCHES**

### ***A. Access to Company Property***

1. To ensure access at all times to company property, and because employees properly in possession of company property or information related to company business may not always be available to produce the property or information when needed in the ordinary course of PhilanthroFilms' business, PhilanthroFilms reserves the right to, and will from time to time, conduct a routine inspection or search at any time for company property on company premises. In addition, PhilanthroFilms reserves the right to and will, from time to time, access information and communications stored in company computer files, on Company disk drives, and in employee voicemail boxes and electronic-mail systems.
2. Routine searches or inspections for company property will include an employee's office, desk, file cabinet, closet, computer files, voice mail, electronic mail, or similar places where employees may store company property or company-related information, such as employee vehicles, whether or not the places are locked or protected by access codes and/or passwords.
3. Because even a routine search for Company property may well result in the discovery of an employee's personal possessions, all employees are encouraged to refrain from bringing any item of personal property they do not wish to reveal to PhilanthroFilms.

**B. Inspections and Searches for Prohibited Materials**

1. Inspections or searches for prohibited materials in or on company premises will be conducted whenever PhilanthroFilms has reasonable suspicion to believe that a particular employee (or group of employees) may have materials violating this Policy.
2. Inspections or searches for prohibited materials may be conducted by an independent security service or by company personnel. Personal possessions or information, whether or not the places are locked or password protected. Inspections or searches for prohibited materials may include an employee's locker or an employee's pockets, purse, briefcase, lunch box, or other items of personal property that are being worn or carried by the employee while on company premises.
3. In cases involving an inspection or search of an employee's pockets, purse, briefcase, or other items of personal property that is being worn or carried by the employee, the employee will be requested to conduct a self-search (i.e., by turning out or emptying pockets, purses, etc.) in the presence of an observer who will be a person of the same gender.
4. Employees who refuse to cooperate during an inspection or search will not be forcibly detained or searched. They will be informed, however, that PhilanthroFilms will base any disciplinary decision on the information that is available, including their refusal to consent to the search as well as the information that gave rise to a reasonable suspicion that the employees were in possession of prohibited materials, if applicable, and that their failure or refusal to cooperate could deprive PhilanthroFilms of information that may clear them of suspicion. In addition, PhilanthroFilms reserves the right to take appropriate action to prevent the unauthorized removal from company premises of company property.

**APPROVALS FOR INSPECTIONS**

In instances in which the inspection or search is conducted because there is reasonable suspicion that a particular employee or group of employees may be in possession of prohibited materials in violation of this Policy or maybe using company property in an unauthorized manner, and in instances in which an item of the employee's personal property will be searched, the inspection or search will be approved in advance by PhilanthroFilms Management, or their designated alternates in the event of unavailability.

**DISCIPLINARY ACTION**

Employees who are found to be in possession of prohibited materials in violation of this Policy or employees who are found to have used company property in an unauthorized manner will be subject to discipline, up to and including discharge, regardless of PhilanthroFilms reason for conducting the search or inspection.

**CONFIDENTIALITY**



Managers or the President will make their best effort to restrict communications concerning a violation or possible violation of this Policy to persons with an important work-related reason to know.

### **COMPANY PROPERTY: CONFIDENTIAL AND PROPRIETARY INFORMATION**

The security of Company property is of vital importance to PhilanthroFilms. Company property includes not only tangible property (i.e. cameras, etc.), but also intangible property, such as information. All employees are responsible for ensuring that proper security is always maintained.

#### **Proprietary and Confidential Information.**

Proprietary information includes all information relating to the business of PhilanthroFilms and/or its affiliates, consultants, customers, and business associates obtained by Company employees during their work. This handbook, for example, contains proprietary information. Confidential information is any Company information that is generally unknown to the public or the industry. Customer lists, personnel files, computer records, financial and marketing strategies and data, and trade secrets are examples of confidential information.

Given the nature of PhilanthroFilms business, protecting proprietary and confidential information is of vital concern to PhilanthroFilms. This information is one of the most important assets of PhilanthroFilms. It enhances PhilanthroFilms' opportunities for future growth and indirectly adds to the job security of all employees.

Employees must not use or disclose any proprietary or confidential information obtained during employment with PhilanthroFilms except as required by their jobs. This obligation remains even after an employee's employment relationship with PhilanthroFilms ends.

#### **Obligations on Termination.**

On termination of employment, whether voluntary or involuntary, all Company documents, computer records, and other tangible Company property in the employee's possession or control, and any and all copies thereof, must be returned to PhilanthroFilms.

#### **Security to Avoid Loss of Company Property.**

All employees must observe good security practices. Employees are expected to keep proprietary and confidential information secure from outside visitors and all other persons who do not have a legitimate reason to see or use such information.



Any employee who improperly uses or discloses trade secrets or confidential business information will be subject to disciplinary action, up to and including termination of employment and legal action, even if he or she does not benefit from the disclosed information.

All employees discarding originals, copies, or drafts of documents containing trade secrets or confidential business information are required to shred those documents in the office shredding machine or through the company shredding service.

### **OPEN-DOOR POLICY**

PhilanthroFilms has an open-door policy that encourages employee participation in decisions affecting them and their daily professional responsibilities. Employees who have job-related concerns or complaints are encouraged to discuss them with their supervisor or any other management representative with whom they feel comfortable. PhilanthroFilms believes that employee concerns are best addressed through this type of informal and open communication. For complaints regarding sexual or other unlawful harassment or discrimination, please refer to the Policy Against Harassment and Retaliation contained within this handbook.

Employees are encouraged to raise these issues as soon as possible after the events that caused the concern. Employees are further encouraged to pursue discussion of their work-related concerns until the matter is fully resolved. Although PhilanthroFilms cannot guarantee that in each instance, the employee will agree with PhilanthroFilms' decision or be satisfied with the result, PhilanthroFilms will attempt in each instance to explain the result to the employee.

There will be no retaliation against employees who use this process. Any employee who is found to have retaliated against another employee for using this open-door policy will be subject to discipline up to and including termination of employment.

### **WORKPLACE SAFETY AND HEALTH**

#### **Set and Film Equipment Safety**

Before an employee is allowed to work with any set or film equipment, they must go through a set safety and etiquette training that is conducted by CineVantage Production company. If any equipment is broken, on or off set, it needs to be reported to the lead on set or a supervisor in the office immediately. If an injury occurs, that should also be reported to a supervisor or set lead.

#### **SAFETY PROGRAM**

PhilanthroFilms is committed to providing and maintaining a healthy and safe work environment for all employees.



All employees must know and comply with PhilanthroFilms' General Safety Rules and follow safe and healthy work practices at all times. Employees may be subject to discipline for engaging in unsafe or unhealthy work practices or violating established safety rules. Employees are also required to immediately report any potential health or safety hazards and injuries or accidents to a manager. If you have any additional questions, please refer to the President or the management team.

### **SECURITY AND REPORT POLICY**

Security is a vital aspect of any organization, and it is everyone's responsibility to ensure that it is maintained. This means that each individual must be aware of the potential security risks that may arise in their day-to-day activities and take necessary precautions to prevent them.

If you encounter any suspicious activity or notice any potential security threats, it is crucial to report it immediately. Reporting such incidents to your supervisor or manager can help prevent them from escalating and causing harm to the organization or any individuals.

It is essential to understand that security is not just the responsibility of the Manager or a specific team but everyone's responsibility. Every individual must play their part in maintaining the security and integrity of the organization.

As we work together, we can all work towards creating a secure and successful environment for everyone. As an employee of PhilanthroFilms, we are all responsible for reporting potential risks and making security a part of our daily routine.

### **SMOKING**

In keeping with PhilanthroFilms' commitment to providing a healthy and safe workplace, smoking is strictly prohibited inside any of PhilanthroFilms' facilities, including breakrooms, restrooms, lounges, and Company vehicles. PhilanthroFilms is a tobacco, smoke, and vape free workplace.

### **DRUG AND ALCOHOL-FREE WORKPLACE**

It is the intent of PhilanthroFilms to maintain a workplace that is free of drugs and alcohol and to discourage drug and alcohol abuse by its employees. Employees who are under the influence of a drug or alcohol on the job compromise PhilanthroFilms' interests, and endanger their own health and safety and the health and safety of others. Substance abuse in the workplace can also cause a number of other work-related problems, including absenteeism and tardiness, substandard job performance, increased workloads for co-workers, behavior that disrupts other employees, and disruption of customer relations and inferior quality in products or services.

To further its interest in avoiding accidents, to promote and maintain safe and efficient working conditions for its employees, and to protect its business, property, equipment, and operations, PhilanthroFilms has established this Policy concerning the use of alcohol and drugs. As a



condition of continued employment with PhilanthroFilms, each employee must abide by this Policy.

### **DEFINITIONS**

For purposes of this Policy:

1. **Illegal drugs or other controlled substances** means any drug or substance that (a) is not legally obtainable, or (b) is legally obtainable but has not been legally obtained, or (c) has been legally obtained but is being sold or distributed unlawfully.
2. **Legal drug** means any drug, including any prescription or over-the-counter drug, that has been legally obtained and is not unlawfully sold or distributed.
3. **Abuse of any legal drug** means the use of any legal drug (a) for any purpose other than the purpose for which it was prescribed or manufactured; or (b) in a quantity, frequency, or manner that is contrary to the instructions or recommendations of the prescribing physician or manufacturer.
4. **Reasonable suspicion** includes a suspicion that is based on specific personal observations such as an employee's manner, disposition, muscular movement, appearance, behavior, speech, or breath odor; information provided to management by an employee, by law enforcement officials, by a security service, or by other persons believed to be reliable; or a suspicion that is based on other surrounding circumstances.
5. **Possession** means an employee has the substance on his or her person or is otherwise under control.

### **PROHIBITED CONDUCT**

#### **A. Scope**

The prohibitions of this section apply whenever the interests of PhilanthroFilms may be adversely affected, including any time the employee is:

- On Company premises;
- Conducting or performing Company business, regardless of location;
- Operating or responsible for the operation, custody, or care of Company equipment or other property; or
- Responsible for the safety of others in connection with, or while performing Company-related business.

#### **B. Alcohol**

The following acts are prohibited and subject an employee to discharge:



- Being under the influence of alcohol while working is prohibited.

### **C. Illegal Drugs**

The following acts are prohibited and subject an employee to discharge:

- The use, possession, purchase, sale, manufacture, distribution, transportation, or dispensation of any illegal drug or other controlled substance; or
- Being under the influence of any illegal drug or other controlled substance.

### **D. Legal Drugs**

The following acts are prohibited and subject an employee to discharge:

- The abuse of any legal drug;
- The purchase, sale, manufacture, distribution, transportation, dispensation, or possession of any legal prescription drug in a manner inconsistent with law; or
- Working while impaired by the use of a legal drug whenever such impairment might: (a) Endanger the safety of the employee or some other person; (b) Pose a risk of significant damage to Company property or equipment; or (c) Substantially interfere with the employee's job performance or the efficient operation of PhilanthroFilms' business or equipment.

## **DISCIPLINARY ACTION**

### **A. Discharge for Violation of Policy**

A first violation of this Policy will result in immediate discharge, whenever the prohibited conduct:

- Caused injury to the employee or any other person or, in the sole opinion of management, endangered the safety of the employee or any other person;
- Resulted in significant damage to Company property or equipment or, in the sole opinion of management, posed a risk of significant damage;
- Involved the sale or manufacture of illegal drugs or other controlled substances;
- Involved the possession, distribution, or dispensation of illegal drugs or other controlled substances;
- Involved an employee under the influence of alcohol or the unauthorized use, possession, purchase, sale, manufacture, distribution, transportation, or dispensation of alcohol;
- Involved an employee who had not completed the introductory period or was a casual, seasonal, or temporary employee; or

### **B. Discretion Not to Discharge**



In circumstances other than those described by PhilanthroFilms, in the discretion of the President or manager, they may choose not to discharge an employee for a first violation of this Policy but reserves the right to terminate or otherwise discipline employees in the sole discretion of the President or manager.

### **C. Effect of Criminal Conviction**

An employee who is convicted under a criminal drug statute for a violation occurring in the workplace or during any Company-related activity or event will be deemed to have violated this Policy.

### **D. Written Warning**

An employee who is not discharged for a first violation of this Policy will receive a final written warning and other discipline as determined in the sole discretion of management.

### **E. Effect of Second Violation**

A second policy violation at any time will result in immediate discharge.

### **F. Effect of Discharge on Eligibility for Rehire**

Employees discharged for violating this Policy will not be eligible for rehire by PhilanthroFilms.

## **MANAGEMENT AWARENESS**

Managers and Supervisors should be attentive to the performance and conduct of those who work with them and should not permit an employee to work in an impaired condition or to otherwise engage in conduct that violates this Policy. When management has reasonable suspicion to believe that an employee or employees are working in violation of this Policy, prompt action will be taken to address the violation.

## **CRIMINAL CONVICTIONS**

Employees must notify PhilanthroFilms of any conviction under a criminal drug statute for a violation occurring in the workplace or during any Company-related activity or event.

Employees must notify PhilanthroFilms within five days after any such conviction.

## **USE OF PRESCRIBED DRUGS**

PhilanthroFilms recognizes that employees may sometimes be prescribed legal drugs that may result in impairment when taken as prescribed or according to the manufacturer's instructions. Employees may not work while impaired by legal drugs or any drugs/alcohol of any kind.



If the impairment might endanger the employee or someone else, pose a risk of significant damage to Company property, or substantially interfere with the employee's job performance. If the appropriate use of legal drugs so impairs an employee, he or she should not report to work but must contact his/her manager to report the absence as outlined in this handbook. The employee may use accrued sick leave or vacation time to accommodate the absence. The employee may also contact the manager to determine whether or not he or she qualifies for an unpaid leave of absence, such as family care or medical leave. Nothing in this Policy is intended to sanction the use of accrued sick leave or vacation time to accommodate absences due to the abuse of legal drugs.

Further, nothing in this Policy is intended to diminish PhilanthroFilms' commitment to employ and reasonably accommodate qualified disabled individuals. PhilanthroFilms will reasonably accommodate qualified disabled employees who must take legal drugs because of their disability and who cannot perform the essential functions of their positions adequately or safely because of their appropriate use of such drugs.

#### **UNREGULATED OR AUTHORIZED CONDUCT**

##### **A. Customary Use of Over-The-Counter Drugs**

Nothing in this Policy is intended to prohibit the customary and ordinary purchase, sale, use, possession, or dispensation of over-the-counter drugs, so long as that activity does not violate any law or result in an employee being impaired by the use of such drugs in violation of this Policy.

#### **CONFIDENTIALITY**

Disclosures made by employees to the Manager concerning their use of legal drugs will be treated confidentially. They will only be revealed to managers or The President if there is an important work-related reason to do so to determine whether it is advisable for the employee to continue working. Disclosures made by employees to the Manager concerning their participation in any drug or alcohol rehabilitation program will be treated confidentially.

#### **WORKERS' COMPENSATION INSURANCE**

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

Employees who sustain work-related injuries or illnesses should inform their manager immediately. No matter how minor an on-the-job injury may appear, it is important that it be



reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

Neither PhilanthroFilms nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by PhilanthroFilms or if an employee is injured while under the influence of alcohol or drugs, fighting, or because of his or her own serious and willful misconduct.

Each employee should be aware of the fact that “Any person who makes or causes to be made a knowingly false or fraudulent material statement or material representation to obtain or deny Workers’ Compensation benefits is guilty of a felony.”

To ensure that you receive any Worker's Compensation benefits to which you may be entitled, you will need to:

- *Immediately report any work-related injury to Management.*
- *Seek medical treatment.*

Employees must provide the manager with certification from your healthcare provider regarding the need for worker's compensation disability leave and your ability to return to work from leave. The location of the facility that provides medical treatment to employees who are injured in a work-related incident at our Center is listed on informational posters that are on display in our Center. All employees will be referred to the indicated location. Employees who do not pre-designate their own physicians will be treated by the physician with the Medical Provider Network.

## **VIOLENCE PREVENTION**

### **STATEMENT OF POLICY**

PhilanthroFilms recognizes workplace violence is a growing concern among employers and employees nationwide. PhilanthroFilms is committed to providing a safe, violence-free workplace and strictly prohibits employees, consultants, vendors, visitors, or anyone else on Company premises or engaging in a Company-related activity from behaving violently or threateningly. As part of this policy, PhilanthroFilms seeks to prevent workplace violence before it begins and reserves the right to deal with behavior that suggests a propensity towards violence even before any violent behavior occurs.

PhilanthroFilms believes that prevention of workplace violence begins with recognition of awareness of potential early warning signs and has established procedures for responding to any situation that presents the possibility of violence.

### **WORKPLACE VIOLENCE DEFINED**

Workplace violence includes:

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- Threats of any kind;
- Threatening, physically aggressive, or violent behavior, such as intimidation of or attempts to instill fear in others;
- Other behavior that suggests a propensity toward violence, which can include belligerent speech, excessive arguing or swearing, sabotage, or threats of sabotage of Company property, or a demonstrated pattern of refusal to follow Company policies and procedures;
- Defacing Company property or causing physical damage to the facilities

### **Reporting**

Suppose employees observe or become aware of any of the above-listed actions or behavior by another employee, consultant, vendor, visitor, or anyone else. In that case, they should notify management immediately. Employees should not put themselves in personal peril. If there appears to be an immediate emergency related to violent behavior, employees should telephone 911 immediately. PhilanthroFilms requests that employees cooperate fully with security, law enforcement, and medical personnel that respond to a call for help.

Further, employees should notify a manager if they are aware of any restraining orders in effect or if a potentially violent non-work-related situation could result in workplace violence.

### **Investigation**

All reports of workplace violence will be taken seriously and will be investigated promptly and thoroughly. PhilanthroFilms will not tolerate retaliation against any employee who reports workplace violence.

### **Corrective Action and Discipline**

If PhilanthroFilms determines that workplace violence has occurred, PhilanthroFilms will take appropriate corrective action and will impose discipline on offending employees. The appropriate discipline will depend on the particular facts, but may include written or verbal warnings, probation, reassignment of responsibilities, suspension, or termination. If the violent behavior is that of a non-employee, PhilanthroFilms will take appropriate corrective action in an attempt to ensure that such behavior is not repeated.

Under certain circumstances, PhilanthroFilms may forego disciplinary action on the condition that the employee takes a medical leave of absence. In addition, PhilanthroFilms may request that the employee participate in counseling, either voluntary or as a condition of continued employment.

### **WELCOME AGAIN TO THE FAMILY!**

We hope this employee handbook provides you with general information to help you get started, and we encourage you to take it upon yourself to ask questions when you need further information.



We ask that you sign the following acknowledgment and return it to the President or Manager for inclusion in your file.

Your success at PhilanthroFilms is as important to us as it is to you.

## **APPENDIX A**

### **Non-Discrimination Policy and Procedure**

**Effective Date:** November 1, 2024

#### **Purpose:**

This policy ensures that PhilanthroFilms provides equal employment opportunities and fosters an inclusive workplace free from discrimination, harassment, and retaliation. It outlines the organization's commitment to diversity, compliance with federal, state, and local laws, and the procedure for addressing discrimination and disability accommodations.

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#### **Policy:**

PhilanthroFilms is committed to equal employment and advancement opportunities for all individuals. Employment practices and decisions will not be influenced by race, color, national origin, gender, age, religion, sexual orientation, disability, gender identity or expression, political affiliation, marital or parental status, genetic information, military service, or any other characteristic protected by law.

This policy applies whether individuals currently have, are perceived to have, or are associated with someone who has a protected characteristic. Any employee who experiences or witnesses discriminatory practices is encouraged to report the matter through the outlined procedure.

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#### **Procedures for Reporting Discrimination:**

##### **1. Informal Complaints:**

- Employees are encouraged to bring concerns about discrimination to their immediate supervisor or the Executive Director.
- Supervisors will attempt to resolve complaints informally within 10 business days.

##### **2. Formal Complaints:**



- If the issue cannot be resolved informally, employees may submit a formal complaint in writing to the Executive Director or the appropriate supervisor.
  - All formal complaints will be acknowledged within 5 business days and investigated promptly.
- 3. Investigation and Resolution:**
- Investigations will include interviews with the involved parties and review of relevant documentation.
  - Findings and corrective actions will be communicated to the complainant within 30 calendar days of the filing.
- 4. No Retaliation Policy:**
- Employees may raise concerns without fear of retaliation. Any form of retaliation will be treated as a separate violation subject to disciplinary action.
  - Anyone found engaging in retaliation or inappropriate behavior after a complaint is made will face disciplinary action, up to and including termination of employment.
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## **Disability Accommodation Policy:**

PhilanthroFilms complies fully with the Americans with Disabilities Act (ADA) and other applicable laws to ensure equal employment opportunities for individuals with disabilities.

- 1. Non-Discriminatory Employment Practices:**
- All employment practices and activities (hiring, pay, promotions, etc.) are conducted on a non-discriminatory basis.
  - Pre-employment inquiries are limited to determining whether applicants can perform essential job functions, with or without reasonable accommodation.
- 2. Reasonable Accommodations:**
- Reasonable accommodations are provided for employees with disabilities to perform their job functions. Requests for accommodations must be made in writing to the Executive Director or the employee's supervisor.
  - Accommodations related to pregnancy or related medical conditions will also be provided as required by law.
- 3. Equal Pay and Benefits:**
- Individuals with disabilities are entitled to equal pay, job assignments, promotions, and leave in accordance with organizational policy and applicable law.
  - PhilanthroFilms will also comply with state or local laws that provide greater protection than the ADA.



## **Policy Against Harassment, Discrimination, and Retaliation:**

PhilanthroFilms is committed to providing a workplace free of unlawful harassment. This includes harassment based on:

- **Sex, gender identity, sexual orientation, pregnancy, or childbirth**
- **Race, color, national origin, religion, age, or disability**
- **Political affiliation, marital or parental status, genetic information, military service**

PhilanthroFilms prohibits harassment by anyone in the workplace, including managers, supervisors, co-workers, contractors, or business partners. The organization will also take steps to protect employees from harassment by non-employees when they interact in professional or business settings.

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## **Training and Awareness:**

### **1. Training:**

- All employees will receive annual training on non-discrimination, harassment, and disability accommodation policies to ensure understanding and compliance.
- Documentation of completed training will be maintained by the Grant Administrator for compliance purposes.

### **2. Policy Review and Updates:**

- This policy will be reviewed annually to ensure alignment with regulatory requirements and organizational needs. Updates will be communicated promptly through written notifications and staff training.

## **Procurement Policy and Procedure**

**Effective Date:** November 1, 2024

### **Purpose:**

This policy establishes the framework for purchasing goods and services for PhilanthroFilms using grant or organizational funds. It ensures procurement practices promote fair competition, compliance with regulations, and inclusion of minority-owned businesses, Veteran-owned businesses, women's business enterprises, and labor surplus area firms.

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**Policy:**

All procurement activities must be conducted in a fair, transparent, and competitive manner to ensure the best value for PhilanthroFilms. When possible, the organization will actively seek to engage minority businesses, Veteran-owned businesses, women’s business enterprises, and labor surplus area firms in the procurement process.

In certain circumstances, vendor competition may not be required. This policy outlines acceptable exceptions, including single-source provisions, and the steps necessary to ensure compliance with diversity and regulatory standards.

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**Procurement Procedures:**

**I. General Procurement Process**

**1. Identify Procurement Needs:**

- Determine the goods or services required.
- Estimate costs and confirm that funds are available within the budget.

**2. Solicit Quotes or Bids:**

- For purchases over \$100,000, solicit a minimum of three competitive quotes.
- Issue Requests for Proposals (RFPs) or Requests for Quotes (RFQs) as necessary.
- Document all bids and maintain records for audit purposes.

**3. Vendor Selection Criteria:**

- Evaluate bids based on cost, quality, delivery time, experience, and ability to meet requirements.
- Give priority to minority-owned businesses, Veteran-owned businesses, women’s business enterprises, and labor surplus area firms where feasible.

**4. Contract Award and Documentation:**

- Select the vendor that offers the best value in accordance with the evaluation criteria.
  - Document the selection process, including justifications for the chosen vendor.
  - Maintain all procurement records in compliance with PhilanthroFilms’ policies.
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**II. Single-Source Procurement and Vendor Competition Exceptions**

Vendor competition may not be required in the following cases:

**1. Single-Source Procurement:**

- When the required goods or services are available only from one vendor.
- When the vendor has specialized expertise, experience, or proprietary technology not available from other sources.
- Documentation of the reason for selecting the single source must be submitted to the Grant Administrator and retained for audit purposes.

**2. Emergency Procurement:**

- When there is an immediate need for goods or services, and following competitive procedures would cause delays that could harm operations.
- Emergency purchases must be documented and approved by the Executive Director.

**3. Sole Supplier or Compatibility Requirements:**

- When the purchase involves equipment or services that must integrate with existing systems or products, and only one vendor can provide compatible goods.

**4. Exempt Purchases:**

- Utilities, memberships, subscriptions, and legal fees may not require competitive procurement, based on established internal policies.
- 

**III. Affirmative Steps to Promote Inclusion**

PhilanthroFilms is committed to ensuring opportunities for participation from minority businesses, Veteran-owned businesses, women's business enterprises, and labor surplus area firms. The following affirmative steps will be taken:

**1. Outreach and Notification:**

- Include minority-owned businesses and women's enterprises in solicitations when possible.
- Utilize local business directories and state resources to identify diverse vendors.

**2. Small Business Participation:**

- Encourage prime contractors to engage with minority-owned businesses and labor surplus area firms as subcontractors.

**3. Diverse Supplier Development:**

- Participate in networking events and supplier fairs to build relationships with minority-owned and women-led businesses.

**4. Maintain Records of Inclusion Efforts:**

- Document outreach efforts and participation of diverse businesses in each procurement process.
  - Track and report diversity participation metrics in procurement activities.
-

## IV. Compliance and Monitoring

### 1. Internal Control and Review:

- The Grant Administrator will review all procurement activities to ensure compliance with internal policies and external grant requirements.
- Non-compliant purchases will be flagged and corrective action taken as needed.

### 2. Documentation:

- Maintain procurement records, including bids, vendor justifications, contracts, and purchase orders, for audit purposes.
- For single-source or non-competitive purchases, ensure documentation includes justification and approvals.

### 3. Policy Review and Updates:

- The Procurement Policy will be subject to review with staff changes and updates to reflect changes in regulatory requirements, industry best practices, and organizational needs.

## Grievance Policy and Procedure

**Effective Date:** November 1, 2024

### **Purpose:**

This policy provides a formal process for filing, reviewing, and resolving grievances in compliance with 45 CFR 1225. It ensures fairness, transparency, and protection from retaliation for individuals raising concerns, whether informally or formally.

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### **Policy:**

PhilanthroFilms is committed to maintaining a work environment where staff and participants can raise concerns without fear of retaliation or reprisal. Employees, volunteers, or program participants may file grievances regarding workplace issues, discriminatory practices, or unfair treatment.

This policy provides for both informal resolution by grantee personnel and formal adjudication involving the EEOP Director of AmeriCorps or an authorized AmeriCorps designee. The process is designed to address complaints promptly, fairly, and in compliance with relevant regulations.

Legal representation is permitted at any stage of the grievance process, and documentation will be maintained throughout, from filing to case close-out.

## Grievance Procedures:

### I. Filing a Grievance

#### 1. Time Frame for Filing:

- Grievances must be filed within 30 calendar days of the event or action that gave rise to the complaint.
- If a delay occurs due to extenuating circumstances, an extension may be requested in writing.

#### 2. Informal Complaints:

- Informal complaints are handled by grantee personnel (e.g., the immediate supervisor or Grant Administrator).
- The goal of the informal process is to resolve the issue within 10 business days.
- If unresolved, the complainant may proceed to file a formal grievance.

#### 3. Formal Complaints:

- Formal grievances are submitted to the EEOP Director of AmeriCorps or an AmeriCorps designee.
  - The formal complaint must be in writing and include:
    - Name of the complainant
    - Description of the grievance (including dates and supporting evidence)
    - Desired resolution
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### II. Grievance Review Process

#### 1. Acknowledgment of Formal Grievance:

- The EEOP Director or designee will acknowledge receipt of the grievance within 5 business days.

#### 2. Investigation and Documentation:

- The reviewing authority will gather relevant information, interview involved parties, and document findings.
- Complainants may submit additional supporting documentation or request legal representation.

#### 3. Freedom from Retaliation:

- All parties involved in the grievance process are protected from retaliation or reprisal. Any instances of retaliation will be treated as separate violations subject to corrective action.

### III. Resolution and Decision

#### 1. Informal Resolution:

- If the grievance is resolved informally, a written summary of the resolution will be provided to the complainant within 10 business days.
- Both parties must acknowledge the resolution in writing.

#### 2. Formal Grievance Review:

- Formal grievances will be investigated, and a decision will be made within 30 calendar days of receiving the complaint.
  - The EEOP Director of AmeriCorps or designee will issue a written decision to the complainant, outlining the findings and any corrective actions required.
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### IV. Corrective Action and Close-Out

#### 1. Corrective Actions:

- If the grievance is found to be valid, appropriate corrective actions will be implemented to address the issue.
- Corrective actions may include changes in procedures, additional training, or disciplinary actions.

#### 2. Case Close-Out:

- Once all actions have been implemented, the case will be formally closed.
  - The complainant will receive a close-out letter summarizing the outcome and actions taken.
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### V. Documentation and Recordkeeping

#### 1. Record Retention:

- All grievance-related documentation will be securely retained for at least three years after case closure, in compliance with grant requirements and organizational policy.

#### 2. Confidentiality:

- Grievance files will be treated as confidential and only accessible to those directly involved in the resolution process or as required by law.
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## VI. Appeal Process

### 1. Right to Appeal:

- If the complainant is not satisfied with the decision, they may appeal the decision in writing within 10 business days of receiving the outcome.
- The appeal will be reviewed by the Executive Director of PhilanthroFilms in consultation with the EEO Director or an AmeriCorps designee.

### 2. Final Decision:

- A decision on the appeal will be provided within 15 business days of receipt. This decision will be final.
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## VII. Policy Review and Updates

- This policy will be subject to review with staff changes and updates to reflect changes in regulatory requirements, industry best practices, and organizational needs.
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**Service members, volunteers, employees, and applicants for Federal employment who wish to file a discrimination complaint may do so by sending an email message to [eo@americorps.gov](mailto:eo@americorps.gov) or by leaving a voice message on the Civil Rights Hotline at 1-202-606-3461. Calls to the hotline will be returned within 24 hours.**

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**END OF DOCUMENT**



**ACKNOWLEDGMENT OF RECEIPT OF EMPLOYEE HANDBOOK OF PhilanthroFilms**

I hereby certify that I have received, read and understand the contents of my copy of PhilanthroFilms' Employee Handbook. I understand and agree that it is my responsibility to comply with the policies contained in this handbook. I further understand that all previously issued handbooks, and any inconsistent policy statements or memoranda, are superseded by this Employee Handbook.

Initial \_\_\_\_\_

I understand and agree that my relationship with PhilanthroFilms is "at-will," meaning that my employment is for no definite period and may be terminated by PhilanthroFilms or me at any time, with or without cause or advance notice. I also understand that PhilanthroFilms may demote or discipline me or otherwise alter the terms of my employment at any time at its discretion, with or without cause or advance notice.

Initial \_\_\_\_\_

I understand and agree that the terms of this Acknowledgment may not be modified or superseded except by a written agreement signed by the Owner of PhilanthroFilms and me that no other employee or representative of PhilanthroFilms has any authority to enter into any such agreement, and that any agreement to employ me for any specified period of time or that is otherwise inconsistent with the terms of this Acknowledgment will be unenforceable unless in writing and signed by the Owner of PhilanthroFilms and me. I further understand and agree that if the terms of this Acknowledgement are inconsistent with any policy or practice of PhilanthroFilms now or in the future, the terms of this Acknowledgement shall control.

Initial \_\_\_\_\_

I further understand that the policies contained in the Handbook are guidelines only and are not intended to create any contractual rights or obligations, express or implied, and shall not be construed to create any type of right to a "fair procedure" prior to termination or other disciplinary action. I also understand that PhilanthroFilms has the right to amend, interpret, modify, add, or withdraw any of the policies, procedures, work rules or benefits set forth in the handbook at any time in its sole discretion, with or without notice, except PhilanthroFilms' policy of at-will employment. Furthermore, I understand that because PhilanthroFilms cannot anticipate every issue that may arise during my employment, I should consult my manager or the Owner if I have any questions regarding any of PhilanthroFilms' policies or procedures.

Initial \_\_\_\_\_



I acknowledge that PhilanthroFilms' Drug and Alcohol-Free Workplace Policy contained in this handbook has been implemented to maintain a safe and productive work environment for employees of PhilanthroFilms and to preserve PhilanthroFilms' reputation for excellence. Finally, I understand and agree that this Acknowledgment contains a full and complete statement of the agreements and understandings that it recites and that no one has made any promises or commitments to me contrary to the foregoing.

Initial \_\_\_\_\_

**ACKNOWLEDGMENT OF RECEIPT**

I acknowledge that I have received a copy of the PhilanthroFilms Employee Handbook ("Handbook"). I understand that I am responsible for reading and abiding by all policies and procedures in this Handbook, as well as other policies and procedures of PhilanthroFilms.

I also understand that the purpose of this Handbook is to inform me of PhilanthroFilms' policies and procedures, and it is not a contract of employment. Nothing in this Handbook provides any entitlement to me or to any PhilanthroFilms employee, nor is it intended to create contractual obligations of any kind. I understand that PhilanthroFilms has the right to change any provision of this Handbook at any time and that I will be bound by any such changes.

I expressly agree to the provisions of Dispute Resolution, of the Handbook, in which I have agreed to use alternative dispute resolution, in lieu of litigation, as the sole means of resolving any dispute that may arise between PhilanthroFilms and me, subject to the PhilanthroFilms' right to seek injunctive relief. I understand that by agreeing to arbitration I waive any right I may have to sue or seek a jury trial. The decision of the arbitrator will be final and binding.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Print/Type Name

Please sign and date one copy of this acknowledgement and return it to the manager or President. Retain a second copy for your reference.