

Organizational Handbook



Iowa Radio Reading Information Service
For the Blind and Print Handicapped, Inc.

Approved: 1/24/19

Contents

SECTION 1: IRIS POLICIES	5
1.1 Statement and Assurance on Non-Discrimination.....	5
1.2 Reasonable Accommodations	5
1.3 Religious Considerations	6
1.4 At-Will Notice.....	6
1.5 Immigration Law Compliance.....	6
1.6 Workplace Conduct.....	6
1.7 Anti-Harassment.....	7
1.8 Abusive Conduct.....	8
1.9 Workplace Violence and Security	8
1.10 Complaint Procedures	9
SECTION 2: WHISTLE BLOWER POLICY	9
2.1 Reporting in Good Faith.....	9
2.2 No Retaliation	10
2.3 Reporting Procedure	10
2.4 Confidentiality	10
2.5 Handling of Reported Violations	10
SECTION 3: WORKPLACE CONDUCT	11
3.1 Confidentiality	11
3.2 Inspections and Searches.....	11
3.3 Fraud	11
3.4 Social Media	12
3.5 Press and Media Contact.....	12
3.6 Political Activity.....	12
3.7 Drugs and Alcohol.....	13
3.8 Appearance and Hygiene	13
3.9 Vehicle Use & Travel	14
3.10 Driving Safety	14
3.11 Expense Reimbursement.....	14
3.12 Vehicle Use.....	15
3.13 Accidents	15
SECTION 4: THE WORKPLACE AND PROPERTY	16
4.1 Property and Facilities	16
4.2 Physical and Electronic Assets.....	16
4.3 Internet Privacy Policy	16
4.4 Phones	16
4.5 Personal Property	16
SECTION 5: IRIS EMPLOYMENT	17

5.1 Employee Classifications.....	17
5.2 Introductory Period.....	18
5.3 Personnel Files	18
5.4 Changes in Personal Information.....	18
5.5 Goals and Evaluations	18
5.6 Time Keeping and Pay Periods.....	18
5.7 Off-the-Clock Work.....	19
5.8 Breaks and Meal Periods.....	19
5.9 Lactation Accommodation.....	19
5.10 Work-Related Injury or Illness.....	19
SECTION 6: HOLIDAYS, PTO & LEAVES.....	20
6.1 Holidays	20
6.2 Paid Time Off.....	20
6.3 Unpaid Leave.....	21
6.4 Military Leave.....	21
6.5 Jury Duty/Civil Leave.....	21
SECTION 7: HEALTH INSURANCE & LEGALLY REQUIRED BENEFITS.....	22
7.1 Health Insurance.....	22
7.2 Legally Required Benefits.....	22
SECTION 8: SEPARATION	23
8.1 Separation from Employment.....	23
At-Will Employment Statement.....	24
Handbook Acknowledgment and Receipt.....	25

This handbook is designed to acquaint you with IRIS and provide you with information about working conditions, employee benefits, and the policies affecting your employment. You are expected to read, understand, and comply with the provisions of the handbook.

This employee handbook contains only organization information and guidelines. As such, it is intended to be comprehensive, though it does not address all the possible applications of, or exceptions to, the general policies and procedures described within. For that reason, if you have any questions concerning the applicability of a policy or practice to you, you should bring your specific questions to the Executive Director or Board Chair.

Neither this handbook nor any other organizational document confers any contractual right, either express or implied, to continued employment. Nor does it guarantee any fixed terms and conditions of your employment.

The procedures, practices, policies and benefits described in this handbook may be modified or discontinued from time to time. We will strive to inform you of any changes when they occur.

Welcome to IRIS

OUR MISSION

IRIS delivers equal access to information for lowans who cannot comfortably hold print material or access the words on the page because of blindness, visual or physical impairment or learning difference.

OUR VISION

To make access to print information simple, equal and free.

OUR STORY

The volunteer Voices of IRIS have been serving lowans for decades. IRIS started as a service of the Iowa Department for the Blind in the 1970's. The service became a stand-alone non-profit organization in 1989 and has grown to serve over 3,500 print-disabled individuals in private homes, hospitals and facilities across the State of Iowa. The 24/7 IRIS signal can be heard on custom radio and DTV receivers, the IRIS website and any mobile device.

The success of our organization depends on the time and talents of more than 500 volunteer Voices of IRIS! From Audio Description to reading the daily newspaper, our IRIS volunteers keep our listeners connected to their community – and their world.

THE IMPORTANCE OF YOUR ROLE

Our 24/7 signal is always our first priority and responsibility.

We serve our listeners by supporting and coordinating our volunteers throughout the state.

To that end, the IRIS office operates 365 days per year. Our listeners, volunteers and broadcast partners depend on us to be there regardless of weather or other problems. If you are scheduled to open the office and cannot make it in, you must contact the Executive Director immediately so that arrangements can be made to get the readers on the air.

SECTION 1: IRIS POLICIES

1.1 Statement and Assurance on Non-Discrimination

The Iowa Radio Reading Information Service for the Blind and Print Handicapped, Inc. (IRIS) shall exclude no person from the participation in or the receipt of programs, activities, volunteer opportunities or benefits on the grounds of race, national origin, color, creed, religion, sex, age, disability, veteran status, sexual orientation, gender identity, or associational preference. Nor shall IRIS discriminate against any person in employment or application for employment on these grounds.

IRIS is an equal opportunity employer. As such, we make employment decisions based on each person's performance, qualifications, and abilities. IRIS expressly prohibits discrimination in employment opportunities or practices on the basis of:

- Race
- Color
- Age
- Sex
- Sexual orientation
- Gender
- Gender Identity
- Religion
- National origin
- Physical or mental disability
- Pregnancy
- Military or veteran status
- Citizen and/or immigration status
- Child or spousal support withholding
- AIDS/HIV
- Political Affiliation

Or any other characteristic protected by federal, state or local law.

Our Equal Employment Opportunity policy covers all employment practices, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

If you have concerns about discrimination at work, please address them with the Executive Director or Board Chair. Employees are encouraged to ask questions without fear of reprisals. Anyone determined to be illegally discriminating against an employee, intern, volunteer or other associate of IRIS will be subject to disciplinary action, up to and including termination of employment.

1.2 Reasonable Accommodations

IRIS is committed to providing equal employment opportunities to qualified individuals with disabilities and complies with all relevant and applicable provisions of the federal Americans with Disabilities Act (ADA) and Pregnancy Discrimination Act (PDA), as well as state and local laws concerning the hiring and employment of individuals with temporary and ongoing disabilities.

The ADA broadly defines a person with a disability as any person who: (1) has a physical or mental impairment that substantially limits one or more of the major life activities, including among others, walking, caring for oneself, performing manual tasks, seeing, hearing, speaking, breathing, and working; (2) has a record of a disability; or (3) is perceived to be disabled. To be "qualified" as a person with a disability, an individual must meet the job requirements and be capable of performing the essential functions of the job, with or without reasonable accommodation. Pregnant workers may also have impairments related to their pregnancies that qualify under the ADA.

We will engage in the interactive process to find reasonable accommodation for qualified individuals with a disability to enable them to perform the essential functions of a job, unless doing so causes an undue hardship to the organization, or a direct threat to these individuals or others in the workplace, and the threat cannot be eliminated by reasonable accommodation. When an individual with a disability is requesting an accommodation that can be reasonably met without creating an undue hardship or causing a direct threat to

workplace safety, they will be given the same consideration as any other employee or applicant.

We will respond to and evaluate all requests for a reasonable accommodation. An employee seeking a reasonable accommodation should submit a written request along with supporting documentation from their healthcare provider to the Executive Director.

Applicants who pose a direct threat to the health or safety of other individuals in the workplace, which cannot be eliminated by reasonable accommodation, will not be hired. Current employees who pose a direct threat to the health and safety of other individuals in the IRIS offices will be placed on appropriate leave until a decision has been made by the Executive Director or Board Chair in regard to the employee's immediate employment situation.

1.3 Religious Considerations

Requests for a reasonable workplace accommodation, based on sincerely held religious beliefs, practices, or observances must be made through the IRIS Executive Director or Board Chair.

IRIS will work with the employee to determine if such a request can be reasonably accommodated without causing more than a de minimis (minimal) cost to the employer, compromising workplace safety or infringing on the rights of other employees.

1.4 At-Will Notice

Employees are not hired for any definite or specified period of time even though employee wages are paid regularly. Employees are at-will with IRIS and their employment can be terminated at any time, with or without cause and with or without prior notice. IRIS policy requires all employees to be hired at-will and this policy cannot be changed by any written or oral modifications. There have been no implied or verbal agreements or promises to an employee that they will be discharged only under certain circumstances or after certain procedures are followed. There is no implied employment contract created by this handbook or any other IRIS document or written or verbal statement or policy.

1.5 Immigration Law Compliance

All individuals hired by IRIS will be required to establish and certify their identity and right to work in the United States. Each individual employed by IRIS will be required to complete Section 1 of Form I-9 on their first day of employment, and produce, within three business days, proof of their identity and eligibility to work in the United States.

1.6 Workplace Conduct

We expect you to follow certain standards of conduct that protect the interest and safety of all employees, volunteers, listeners and other associates of IRIS. While it is impossible to list every action that is considered unacceptable conduct, the following represent examples. Employees who breach standards of conduct such as these may be subject to disciplinary action, up to and including termination of employment.

These guidelines are provided for informational purposes only and are not intended to be all-inclusive. Nothing here is intended or will be construed to change or replace, in any manner, the at-will employment relationship between IRIS and the employee. Nothing here is intended to infringe upon employee rights under Section 7 of the National Labor Relations Act (NLRA).

IRIS views the following as inappropriate behavior:

- Negligence, carelessness or inconsiderate treatment of any IRIS employee, volunteer, listener or associate and/or their matters/files.
- Theft, misappropriation or unauthorized possession or use of property, documents, records or funds belonging to IRIS, or any volunteer, listener, employee or associate; removal of same from IRIS premises without authorization.
- Divulging IRIS information to any unauthorized person(s) or to others without an official need to know.
- Obtaining unauthorized, confidential information pertaining to any IRIS employee, volunteer, listener or associate.
- Changing or falsifying employee, volunteer, listener or associate records, administrative records, personnel or pay records, including time sheets without authorization.
- Negligence or improper conduct leading to damage of employer-owned or client-owned property.
- Use of abusive or offensive language.
- Working under the influence of prescription drugs that are known to cause side effects, alcohol, marijuana or illegal drugs.
- Possession, distribution, sale, transfer, or use of alcohol, marijuana or illegal drugs while on duty.
- Insubordination or refusing to follow instructions from a supervisor; refusal or unwillingness to accept a job assignment or to perform job requirements.
- Sexual or other unlawful or unwelcome harassment
- Possession of dangerous or unauthorized materials, such as explosives or firearms, while on duty.
- Illegal gambling on Company premises.
- Excessive absenteeism or absenteeism without notice.
- Unauthorized disclosure of confidential information about IRIS employees, volunteers, listeners or associates.
- Unauthorized use of office equipment, accounts, including banking and social media, or other employer-owned equipment.
- Falsification of one's employment application, medical or employment history.
- Violation of organizational policies.

1.7 Anti-Harassment

IRIS is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes, or comments based on an individual's sex, race, color, national origin, age, religion, disability, sexual orientation, gender expression, veteran's status or any other legally protected characteristic by an employee, volunteer, listener, vendor, contractor or other third parties will not be tolerated.

Applicable federal and state law defines sexual harassment as unwanted sexual advances, requests for sexual favors, or visual, verbal, or physical conduct of a sexual nature when: (1) submission of the conduct is made a term or condition of employment; or (2) submission to or rejection of the conduct is used as basis for employment decisions affecting the individual; or (3) the conduct has the purpose or effect of unreasonably interfering with the employees work performance or creating an intimidating, hostile, or offensive working environment.

The following list contains examples of prohibited conduct. They include but are not limited to:

- Unwanted sexual advances;
- Offering employment benefits in exchange for sexual favors;
- Making or threatening reprisals after a negative response to sexual advances;
- Visual conduct such as leering, making sexual gestures, or displaying sexually suggestive objects, pictures, cartoons, or posters;
- Verbal conduct such as making or using derogatory comments, epithets, slurs, sexually explicit jokes, or comments about any employee's body or dress;
- Verbal abuse of a sexual nature, graphic verbal commentary about an individual's body, sexually degrading words to describe an individual, or suggestive or obscene letters, notes or invitations;
- Physical conduct such as touching, assault, or impeding and/or blocking movements;
- Retaliation for reporting harassment or threatening to report harassment.
- Prohibited harassment on the basis of race, color, religion, national origin, ancestry, physical or mental disability, veteran status, age, or any other basis protected under local, state or federal law, includes behavior similar to sexual harassment, such as:
 - Verbal conduct such as threats, epithets, derogatory comments, or slurs;
 - Visual conduct such as derogatory posters, photographs, cartoons, drawings, or gestures;
 - Physical conduct such as assault, unwanted touching, or blocking normal movement;
 - Retaliation for reporting harassment or threatening to report harassment.

1.8 Abusive Conduct

Abusive conduct means malicious conduct of an employer or employee in the workplace that a reasonable person would find hostile, offensive, and unrelated to an employer's legitimate business interests. Abusive conduct may include repeated infliction of verbal abuse, such as the use of derogatory remarks, insults, and epithets, verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, or the gratuitous sabotage or undermining of a person's work performance. A single act will generally not constitute abusive conduct, unless especially severe and egregious.

IRIS considers abusive conduct in the workplace unacceptable and will not tolerate it under any circumstances. Any abusive conduct should be reported to the Executive Director or Board Member with whom employees are comfortable speaking. All complaints will be treated seriously and investigated promptly. During the investigation process, IRIS will attempt to maintain confidentiality to the fullest extent possible.

It is a violation of IRIS policy to retaliate or otherwise victimize an employee who makes a complaint or a witness who serves in the investigation of the abusive conduct allegation.

1.9 Workplace Violence and Security

IRIS has zero tolerance for violent acts or threats of violence.

No direct, conditional, or veiled threat of harm to any employee, volunteer, listener or associate or IRIS property will be considered acceptable behavior. Acts of violence or intimidation of others will not be tolerated. Any employee, volunteer, listener or associate who commits or threatens to commit a violent act against any person while on IRIS premises will be subject to immediate discharge.

Any employee, volunteer, listener or associate who is subjected to or threatened with violence, or who is aware of another individual who has been subjected to or threatened with violence, should immediately report this information to the Executive Director or Board Chair. Any threat reported will be carefully investigated and employee confidentiality will be maintained to the fullest extent possible.

1.10 Complaint Procedures

If you experience or witness sexual or other unlawful harassment, abusive conduct or threats in the workplace, you should:

- Feel free to advise the offending person that their behavior is unwelcome and you would like it stopped. (Take this action only if you feel comfortable doing so.)
- Immediately report the harassment to the Executive Director or Board Chair. If either of these two individuals are unavailable or you believe it would be inappropriate to contact them, you should immediately contact another Board member.

It is unlawful and against IRIS policy to retaliate in any way against anyone who has lodged a harassment complaint, has expressed a concern about harassment, including sexual harassment, or has cooperated in a harassment investigation.

Therefore, the initiation of a complaint, in good faith, will not under any circumstances be grounds for disciplinary action. A claim of harassment may exist even if the employee has not lost a job or some economic benefit. Complaints regarding harassment or retaliation may be oral or in writing.

Anyone who knowingly makes a false or bad faith accusation of discrimination, harassment, or retaliation will be subject to appropriate disciplinary action, up to and including termination.

All allegations 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.

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

SECTION 2: WHISTLE BLOWER POLICY

IRIS requires its directors, officers, employees and volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. The purpose of this policy is to encourage and enable employees and volunteers of the Organization to report any action or suspected action taken within the Organization that is illegal, fraudulent or in violation of any adopted policy of the Organization, to a source within the Organization before turning to outside parties for resolution. This policy applies to any matter which is related to the Organization's business and does not relate to private acts of an individual not connected to the business of the Organization. This policy is intended to supplement but not replace the Organization's Discrimination policy and/or any other grievance procedure, and any applicable state and federal laws governing whistle blowing applicable to nonprofit and charitable organizations.

2.1 Reporting in Good Faith

All employees and volunteers of the Organization are encouraged to report any action or suspected action taken within the Organization that is illegal, fraudulent or in violation of any adopted policy of the Organization. Anyone reporting a Violation must act in good faith, without malice to the Organization or any individual in the Organization and have reasonable grounds for believing the information shared in the report indicates that a Violation has occurred. (Any report which the complainant has made maliciously or any report which the complainant has good reason to believe is false will be viewed as a serious disciplinary offense.)

2.2 No Retaliation

No employee or volunteer who in good faith reports a Violation or cooperates in the investigation of a Violation shall suffer harassment, retaliation or adverse employment or volunteer consequences. Any individual within the Organization who retaliates against another individual who in good faith has reported a Violation or has cooperated in the investigation of a Violation is subject to discipline, including termination of employment or volunteer status.

If an individual believes that someone who has made a report of a Violation or who has cooperated in the investigation of a Violation is suffering from harassment, retaliation or other adverse employment or volunteer consequences, the individual should contact the Executive Director or Board Chair.

Any individual who reasonably believes he or she has been retaliated against in violation of this policy shall follow the same reporting procedure as for filing a grievance or Violation.

2.3 Reporting Procedure

If an individual reasonably believes that a Violation has occurred:

1. The individual shall notify the Executive Director immediately. The Executive Director shall respond in writing within five (5) business days of meeting with the individual.
2. If an individual is not comfortable speaking with the Executive Director or if he or she is not satisfied with the Executive Director's response, the individual (and a co-worker of your choice if you wish) may go to the Board Chair and verbally explain the Violation to him/her; or the individual may instead submit the Violation to him/her in writing. This step should be taken within five (5) business days after the Executive Director has given his/her decision or after the occurrence of the reported Violation, whichever is latest. If the circumstances require it, the Board Chair will conduct an investigation.
3. Following his/her investigation, the Board Chair will respond in writing to the individual.

2.4 Confidentiality

The Corporation encourages anyone reporting a Violation to identify himself or herself when making a report in order to facilitate the investigation of the Violation. However, reports may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of Violations or suspected Violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation, to comply with all applicable laws, and to cooperate with law enforcement authorities. Furthermore, the Organization will explore anonymous allegations to the extent possible, but will weigh the prudence of continuing such investigations against the likelihood of confirming the alleged facts or circumstances from attributable sources.

2.5 Handling of Reported Violations

The Executive Director who receives a report of a Violation from the complainant is required to notify the Board Chair of that report, except with respect to a report relating to the Executive Director or Board Chair. The complainant will receive an acknowledgment of receipt of a report of Violation within (five to ten) business days, but only to the extent that the complainant's identity is disclosed or a return address is provided.

The Board Chair, or designee, is responsible for promptly investigating all reported violations and for causing appropriate corrective action. If no further action or investigation is to follow, an explanation for the decision will be given to the complainant.

SECTION 3: WORKPLACE CONDUCT

3.1 Confidentiality

Employees are expected to ensure that the information is not inadvertently shared with others by safeguarding access to files, shredding confidential information, and avoiding disclosure of confidential information in phone calls, emails or conversations. This includes personal information shared by volunteers in a casual manner. Breach of confidentiality can result in serious damage to IRIS and may expose the employee or organization to loss of funding and civil penalties. If you are not certain if certain information is considered to be confidential, please confer with the Executive Director. An employee who violates this policy may be subject to discipline, up to and including, termination.

IRIS does not share contact information about any employee, listener, volunteer or associate. Instead, take the contact information of the person making the inquiry and share it with the person about whom they seek information.

Information about current and former employees provided to people or other employer outside IRIS is restricted to the employment dates and positions held. This information will only be released by the Executive Director. No other IRIS employee has the authority to provide this information.

3.2 Inspections and Searches

Any items brought to or taken off of IRIS premises, whether property of the employee, IRIS, or a third party, are subject to inspection or search unless prohibited by state law. Desks, lockers, workstations, work areas, computers, USB drives, files, e-mails, voice mails, etc. are also subject to inspection or search, as are all other assets owned or controlled by IRIS. IRIS may monitor any telephone conversation employees have on IRIS owned or controlled equipment, premises, or property. Any inspection or search conducted by IRIS or its designees may occur at any time, with or without notice.

3.3 Fraud

IRIS is committed to protection of its assets and interests and, as such, has a **zero tolerance policy regarding fraud and corruption**. This policy applies to any situation of fraud or suspected fraud involving employees, volunteers, vendors, contractors, consultants, and/or any other parties with a business relationship with IRIS. Actions constituting fraud include, but are not limited to the following:

- Theft of cash, securities, merchandise, equipment, supplies or other assets
- Unauthorized use of organization property, credit cards or other resources
- Submission of personal or fictitious employee expenses for reimbursement or fictitious or inflated vendor invoices or payroll records for payment
- Receiving kickbacks or other unauthorized personal benefits from vendors or others
- Forgery or fraudulent alteration of any check, bank draft, statement, billing, record, form, report, return or other financial document
- Intentional improper use or disclosure of confidential donor, client/customer, employee or organization proprietary information
- Any other illegal or unethical activity

It is the responsibility of every employee to report, preferably in writing, discovered or suspected unethical or fraudulent activity immediately to the Executive Director or the Board Chair. No reporting party, who in good faith, reports such a matter will suffer harassment, retaliation or other adverse consequences. Additionally, no employee will be adversely

affected because they refused to carry out a directive which constitutes fraud or is a violation of state or federal law. Any allegation that proves to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

3.4 Social Media

IRIS recognizes the role social media plays in modern communication. As such, we respect the right of employees to use social networks for self-publishing and self-expression while adhering to our organizational guidelines.

As an IRIS employee, your commentary is not only a direct reflection of you personally but also our brand. Commentary that is considered defamatory, obscene, proprietary or libelous by any offended party could subject you to personal liability and damage our organization's reputation. Once it's on the Internet, it's there forever.

- IRIS does not distinguish between "personal time" and "work hours" usage, or personal devices and organization-provided equipment. You are at all times a representative of IRIS regardless of how or when you are posting on social media.
- Positively engaging with and sharing content posted by IRIS accounts or IRIS stakeholders (donors, volunteers, board members, sponsors, vendors, etc.) is encouraged and appreciated.
- Harassing, threatening, discriminating against or disparaging any individuals through social media will not be tolerated.
- Sharing any organization-privileged information, including copyrighted information or organization-issued documents, through social media will not be tolerated.
- Sharing photographs of other employees, volunteers, listeners or associates without their permission through social media is prohibited.
- When using social media, never give the impression you are speaking on behalf of IRIS unless you are authorized to do so.
- Never post information about or discuss any product, strategy or company operations unless having prior approval.
- Any harassment, bullying, discrimination or retaliation — actions that are not permissible in the workplace — are not permissible online.
- Remember that your online profile might identify you as working at IRIS. Avoid posting information that is vulgar, profane or obscene.
- If you read an online comment about IRIS you believe is wrong or harmful to our reputation, bring it to the attention of your leader or corporate communications.

Violations of any of the guidelines listed in this policy may result in disciplinary action, up to and including termination. Where necessary, we will advise appropriate officials of any violations of law.

3.5 Press and Media Contact

All media inquiries must be referred to the Executive Director or the Board Chair. Only the Executive Director or the Board Chair are permitted to make comments to the media on behalf of IRIS unless the Executive Director or Board Chair expressly authorizes another individual. All employees, volunteers, listeners or associates may share information about IRIS programs, mission and background represented in print through our website, brochures, or other promotional material.

3.6 Political Activity

Employees who engage in political activities should do so in their individual capacity and refrain from doing so while performing their job responsibilities. However at times IRIS will ask employees, volunteers, listeners or associates to participate in political events and activities for the betterment of the organization.

IRIS does not require any employee to associate their personal political activity with IRIS or with their employment by IRIS.

3.7 Drugs and Alcohol

IRIS reserves the right to test any employee for the use of illegal drugs, marijuana, or alcohol under state, federal, or local laws. This may be done in cases where the employee's job carries a risk of injury or accident due to such use, or if there is an apparent inability to perform the duties required of that position. Specific jobs may, at the Company's discretion, require regular drug testing. Drug or alcohol tests may be conducted after an accident or with reasonable suspicion of impairment while on the job. Under those circumstances the employee may be driven to a certified lab for the test at the Company's expense.

Any employee found to use, sell, possess or distribute drugs that are illegal under state, federal or local laws, including marijuana, or any unauthorized drugs (including excessive quantities of prescription or over-the-counter drugs) while on the Company premises, performing Company-related duties, or while operating any Company equipment is subject to disciplinary action, up to and including termination of employment. Any suspected illegal drugs confiscated will be turned over to the appropriate law enforcement agency.

Any employee taking medication should consult a medical professional to determine whether the drug may affect their personal safety or ability to perform the essential functions of the job and should advise their supervisor or manager of any job limitations. Upon notification of job limitations, the Company will make reasonable efforts to accommodate the limitation.

The moderate use or consumption of alcohol at IRIS approved meetings, with business meals, travel, and entertainment or in an appropriate social setting is not prohibited by this policy.

3.8 Appearance and Hygiene

IRIS requires all employees to present a professional image to the public and clients. Accordingly, employees must wear appropriate attire while at the office or conducting IRIS business.

Appropriate, business-casual attire allows IRIS employees to feel comfortable while presenting a professional image to IRIS volunteers, visitors and associates. Clothing should be appropriate for your day's schedule, meetings and guests. You should be neat and clean at all times.

Acceptable attire includes:

- Traditional business attire
- Dress slacks, casual slacks, or khakis
- Mid-length skirts
- Long-sleeve shirts with traditional or banded collar
- Dress/casual shoes

Unacceptable attire includes:

- Jeans that are stained, frayed, fit too tightly or have holes or rips.
- Sweat pants or Athletic pants
- Tops that expose midriff
- Any clothing item that advertises or promotes offensive products, services or messages.
- Tops with spaghetti straps or no straps.

Reasonable accommodation will be made for an employee's sincerely-held religious beliefs and disabilities whenever possible, consistent with the business necessity. If you would like to request an accommodation or have other questions about this policy, please contact the Executive Director.

3.9 Vehicle Use & Travel

IRIS does not have a company vehicle, therefore, travel for IRIS business is often conducted using one's own personal vehicle or rental vehicle.

Upon employment, and at the beginning of every calendar year, IRIS employees must provide the following information:

- Proof of a current and valid state driver's license.
- Proof of insurance – a photocopy of the cover page of their insurance policy.

3.10 Driving Safety

The safety and well-being of our employees is of critical importance to the Company. We therefore each have a responsibility to not only protect ourselves when on the road but also should do our part to protect those around us. Employees that are required to drive on Company business will be expected to consistently follow all the safety procedures below.

1. Whether a driver or a passenger, seat belts must be worn at all times while in a moving vehicle being used for IRIS business.
2. Use of handheld devices, personal or IRIS-owned, while behind the wheel of a moving vehicle is strictly prohibited. This includes the use for making or receiving phone calls, sending or receiving text messages or e-mails, and downloading information from the web. If an employee needs to engage in any of these activities while driving, they must pull over to a safe location and stop the vehicle prior to using any device.
3. Hands-free technology may be used in emergency circumstances only.
4. The use of alcohol, drugs, or other substances including certain over-the-counter cold or allergy medications that in any way impair driving ability is prohibited.
5. All employees are expected to follow all driving laws and safety rules, such as adherence to posted speed limits and directional signs, use of turn signals, and avoidance of confrontational or offensive behavior while driving.
6. All passengers must be approved by the Executive Director prior to travel.
7. Employees should never allow anyone to ride in any part of the vehicle not specifically intended for passenger use and/or any seat that does not include a working seat belt.
8. Employees must promptly report any accidents to local law enforcement as well as to the Executive Director in accordance with established procedures.
9. Employees are also required to report any moving or parking violations received while driving on IRIS business.
10. Insurance must be maintained current as a term and condition of continuing employment in positions that require driving.

3.11 Expense Reimbursement

IRIS will reimburse employees for all business-related expenses. Employees must have prior approval to personally pay for a business-related expense. Prior approval should come from the Executive Director or Board Chair.

Business Expense Reports must be submitted to the Executive Director for review within 30 days of the date incurred, accompanied by proper documentation such as an invoice or receipt.

The following types of expenses are generally acceptable when traveling for IRIS business:

- Air/train fare for travel: coach, economy class or lowest available fare.
- Car rental fees: compact or mid-sized cars.
- Ground travel: shuttle, bus, taxi service or other public transportation.
- Parking/Tolls expenses.

- Accommodations: standard in low to mid-priced hotels or hotels designated by conference/meeting organizers.
- Meals: reasonable and appropriate for the meeting/event.
- Tips: not exceeding 15% of the cost of services.
- IRIS employees must carry a minimum of bodily injury liability insurance and property damage coverage. IRIS does not provide insurance coverage for physical damages and is not responsible for damage to personal vehicles.

3.12 Vehicle Use

The following must be taken into consideration for each time an IRIS employee is required to travel on behalf of organization business:

PERSONAL VERSUS RENTAL CAR

- Compare the costs of all available options to determine the most cost-effective transportation method for the trip. In some cases, renting a car may be more economical than using a personal vehicle.

RENTAL CARS

- Use a rental car if it is the most economical choice, or if one is needed in order to conduct business. The daily charge for additional optional insurance on rental cars is not an allowable expense which IRIS would reimburse for.

GUIDELINES

- Any fees to upgrade a rental car will be considered personal and will not be reimbursed.
- To be reimbursement for business miles, employees must submit a Business Expense Report no later than 30 days from the date the business travel occurred. Failure to submit within 30 days waives the right to claim reimbursement.
- When traveling on IRIS business in a personal vehicle, employees must purchase their own fuel. Fuel is not reimbursable as IRIS reimburses per mile traveled using the current federal rate (when travel happened, not at time of submitting Business Expense Report).
- When traveling always use the IRIS office address or Park Fair Mall, Des Moines, Iowa, as the starting point.
- Any miles an employee may travel for personal use during a business trip are not eligible for reimbursement.
- Employees will not be reimbursed for the expenses of non-employee members, such as a spouse, guest or children, who travel along. IRIS is not liable for personal guests who may travel with an employee.

IRIS will not reimburse for the following expenses:

- Non-business transportation to restaurants, theater, ball games or other amusements.
- Repairs, maintenance or insurance on personal cars.
- Upgrades on rental cars.
- Traffic tickets, parking fines or court costs.
- Travelers' check fees or ATM fees.

3.13 Accidents

If an employee is involved in an automobile accident while on IRIS business (in any vehicle) the following steps must be followed regardless of the severity of the accident.

- Report the accident to the Executive Director or Board Chair immediately.
- Request and obtain a police report and police investigation at the scene of the accident.

SECTION 4: THE WORKPLACE AND PROPERTY

4.1 Property and Facilities

Employees will be provided with appropriate keys to the IRIS offices.

All IRIS property must be immediately returned at the end of employment. This includes such items as name badge, keys, devices, etc. Any company-owned items that are at home will need to be returned within three business days of termination. A final paycheck will not be provided until all IRIS property has been returned.

4.2 Physical and Electronic Assets

IRIS employees are responsible for ensuring that all electronic and paper files are adequately protected against unauthorized access and loss.

Computers, computer files, the email system, and software are property of IRIS and intended for IRIS use only. To ensure compliance with this policy, email and computer usage is not considered private and may be monitored.

IRIS strives to maintain a workplace free of harassment and sensitive to the diversity of its employees. Therefore, use of computers and the email system in ways that are disruptive or offensive to others is strictly prohibited.

Employees may not solicit others for commercial ventures, religious or political causes, outside organizations, or other non-business matters by sending a message from or to a company email address.

IRIS purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, we do not have the right to reproduce such software. Employees may use software on local area networks or multiple machines only according to the software license agreement. Illegal duplication of software and its related documentation is prohibited.

IRIS email is not private nor is it confidential. All electronic communications are the property of IRIS. Therefore, IRIS has the right to examine, monitor and regulate email messages, directories and files, as well as internet usage. Internal and external email messages are considered IRI records and may be subject to discovery in the event of litigation.

4.3 Internet Privacy Policy

The Iowa Radio Reading Information Service for the Blind and Print Handicapped, Inc. uses its best efforts to respect and protect the privacy of our donors, clients, volunteers and online visitors. We will not share information with third parties. IRIS does not share financial donor or mailing lists with other organizations.

We care about the safety and security of all transactions. We use high grade encryption and industry standard security protocols, which make it extremely difficult for anyone else to intercept the credit card information provided.

4.4 Phones

Office telephones are restricted to business calls for IRIS business. All employees are required to be professional and conscientious at all times when using the telephone.

The use of personal cell phones or other devices during working hours should be held to a reasonable limit. IRIS business is always the first priority of all staff members when working in the office.

4.5 Personal Property

IRIS is not liable for lost, misplaced, or stolen personal property. Employees should take all precautions necessary to safeguard their personal possessions. While IRIS does not prohibit personal items in the office, desks and office areas are to be kept as neat and organized as possible.

All IRIS property and other resources, including, but not limited to, assigned workstations are primarily intended for transacting IRIS business. Employees may bring personal items in order to make their space more reflective of personal preferences. Below are some general requirements — not intended to be all-inclusive — to guide employees when determining what personal items are appropriate within your assigned workstation:

- Small appliances, space heaters, fans, refrigerators, or food preparation items such as crock pots, coffee machines, etc. are not allowed.
- Food related devices or appliances may be permitted in the kitchen area with prior approval from the Executive Director.
- Permanent live plants, unless provided by IRIS, are prohibited due to environmental concerns with insects, mold, etc. Due to potential allergies of coworkers, live plants and flowers delivered to the office can be enjoyed at an employee's desk while they are still in favorable conditions.
- Adhesive tapes on files, overheads, trim or any part of the workstation, conference room or furniture is prohibited.
- Food should be properly sealed and stored to maintain a sanitary environment.
- Water elements (e.g. fish bowls, table top fountains, etc.) are not allowed.
- The company is not responsible for loss or theft of personal property. If something is missing from an employee's desk or work area it should be immediately reported to the Executive Director so the loss can be investigated and documented.
- Pictures, posters, cartoons or other material generally considered to be hurtful or offensive to others must not be displayed, and materials that might be construed as discrimination or harassment are strictly prohibited.
- The Executive Director reserves the right to remove any posters or pictures determined to be inappropriate for the workplace.

SECTION 5: IRIS EMPLOYMENT

5.1 Employee Classifications

IRIS employees are classified as either exempt or non-exempt according to the provisions of the Fair Labor Standards Act (FLSA) and Iowa wage and hour regulations.

Regular Full-Time Employee

An employee who is scheduled to work no less than 100% of the scheduled work hours in a workweek on a fixed work schedule (not less than 30 hours). The employee may be exempt or non-exempt and is generally eligible for all employment benefits offered by IRIS.

Regular Part-Time Employee

An employee who is scheduled to work less than 30 hours in a workweek and may be eligible for some benefits.

Temporary Employee

An employee who is scheduled to work on a specific need. The employee will not receive any benefits unless specifically authorized in writing.

Exempt Employee = Salaried = Exempt from FLSA Requirements

Exempt positions are compensated to perform a scope of work, rather than an hourly rate for hours worked. Exempt employees are excluded from minimum wage, overtime regulations, and other rights and protections afforded non-exempt workers through the provisions of the Federal Labor Standards Act and relevant state laws.

Non-Exempt = Hourly = Subject to FLSA Requirements

Non-exempt employees are paid on an hourly basis and are not exempt from FLSA requirements. Employees who fall within this category must be paid at least the state federal minimum wage for each hour worked and given overtime pay of not less than one and a half times their hourly rate for any hours worked beyond 40 each week. Nonexempt employees are entitled to overtime pay for hours worked in excess of 40 hours in a work week.

5.2 Introductory Period

The employee's first 60 days of employment are considered an introductory period. This introductory period is a try-out time for the employee and IRIS.

At the end of the introductory period, the Executive Director will discuss the employee's job performance with them.

Completion of the introductory period does not guarantee continued employment for any specific time period, nor does it require that an employee be discharged only for cause. Completion of the introductory period also does not employees now have a contract of employment with IRIS, other than at-will. Successful completion of the introductory period does not alter the at-will employee relationship.

A former employee who has been rehired after a separation from IRIS of more than one year is considered an introductory employee during their first 60 days following rehire.

5.3 Personnel Files

IRIS maintains a personnel file for each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary changes, and other employment records.

Personnel files are considered confidential and the property of IRIS. All electronic and hard copies will be maintained in a secure location with restricted access.

Employees who wish to review their own file should submit a written request to the Executive Director. The written request will become a permanent part of the personnel file. Employees may review their own personnel files in the presence of the Executive Director or Board Chair.

5.4 Changes in Personal Information

It is the responsibility of each employee to promptly notify the Executive Director of any changes in personal information. Mailing addresses, telephone numbers, email addresses, emergency contact information, number of withholding allowances, and direct deposit information should be accurate and current at all times.

5.5 Goals and Evaluations

An evaluation will be conducted at the completion of the 60-day introductory period. Thereafter, goal setting and evaluations will be conducted annually. They provide all parties the opportunity to discuss job tasks, identify areas requiring attention, recognize and encourage strengths, and discuss positive approaches for meeting organizational and individual goals. A copy of the goal setting and evaluation form will be maintained in the employee's file.

Written job descriptions outline the basic function and hiring requirements of each job. Employees are encouraged to review their job description periodically with their leader to be sure that the job description accurately reflects the job accountabilities and that they are meeting expectations. A copy of the job description is kept in the employees personnel file.

5.6 Time Keeping and Pay Periods

The standard seven-day workweek for IRIS will begin at 12:00am Sunday and conclude at 11:59pm on Saturday.

The designated pay period for all employees is every two weeks. Employees will receive their two-week pay the following Friday. A payroll calendar will be distributed each and every year.

- IRIS hours are recorded in 15-minute increments.
- It is the employee's responsibility to certify the accuracy of time recorded.

- Any corrections will be reconciled during the following pay period.
- If corrections or modifications are made, both the employee and Executive Director will verify the accuracy of the changes.
- The Executive Director will verify and sign employee timesheets.
- An IRIS board member will verify and sign the Executive Director's timesheet.

Altering, falsifying, or tampering with time records may result in disciplinary action, up to and including termination of employment.

5.7 Off-the-Clock Work

Non-exempt employees must accurately record all time worked, regardless of when and where the work is performed. Off-the-clock work (engaging in work assignments or duties that are not reported as time worked) is prohibited. No member of management may request, require, or authorize non-exempt employees to perform work without compensation. This includes checking email on personal devices after work hours.

5.8 Breaks and Meal Periods

While many states have labor regulations specifying the timing and duration of meal breaks that must be provided to employees, Iowa law has no such regulations for employees age 16 and over.

- Under Iowa law, minor employees under age 16 who are scheduled to work five or more consecutive hours in one workday are entitled to take a non-compensated 30-minute meal period.
- IRIS employees age 16 and over who are scheduled to work seven or more consecutive hours in one workday may take a non-compensated 30-minute meal period.
- Additional non-compensated breaks can be approved by the Executive Director.

5.9 Lactation Accommodation

IRIS provides a supportive environment to enable breastfeeding employees to express breast milk during work hours for up to one year following the birth of a child. Accommodations under this policy include a place, other than a bathroom, that is shielded from view and free from intrusion from co-workers and the public which may be used by an employee to express breast milk. Discrimination and harassment of breastfeeding mothers in any form is unacceptable and will not be tolerated.

5.10 Work-Related Injury or Illness

If an employee is injured or suspects that they have become injured or ill on the job, they must notify the Executive Director immediately. It is the Executive Director's responsibility to help the employee evaluate the situation and assist them in obtaining appropriate medical assistance, should that be necessary.

As soon as practical, but in no case later than 24 hours following an injury/illness or suspected injury/illness, the employee must complete an incident report form describing the circumstances surrounding the incident (unless the employee is physically unable to do so- i.e. hospitalized).

SECTION 6: HOLIDAYS, PTO & LEAVES

6.1 Holidays

Each year, IRIS offers the following paid holidays to full-time employees:

- New Year's Day (January 1st)
- Memorial Day
- Independence Day (July 4th)
- Labor Day
- Thanksgiving Day
- Christmas Day (December 25th)

Part-time employees who work a holiday will receive holiday pay at the rate of 1.5 times their hourly pay. To be eligible for holiday pay, the employee must be an active employee of IRIS on the date of the holiday.

WHEN A HOLIDAY FALLS ON:

Saturday — the holiday will be taken on the preceding Friday

Sunday — the holiday will be taken on the following Monday

The company will alert employees if the holiday schedule varies from this.

6.2 Paid Time Off

Paid time off (PTO) is a combination of vacation and sick time to be used at the employee's discretion. PTO may be used for vacation, personal sickness, family sickness, appointments, family activities, and extra holiday time.

PTO is subject to the approval of the Executive Director. Every effort will be made to accommodate the needs of the employee as well as the organization.

Full-time exempt and full-time non-exempt IRIS employees are eligible for PTO.

- PTO accrual begins on the first day of employment.
- PTO can be accessed after the first 30 calendar days of employment. If time off is needed in the first 30 days of employment, the employee will have to take unpaid leave.
- PTO can be taken in 15-minute increments.
- Requests for PTO must be submitted to the Executive Director in writing at least 30 days in advance – using the IRIS PTO/Absence request form.
- Employees are only allowed to accumulate a maximum number of PTO hours. This number is determined by years of service and is noted in the table below.
- Once the maximum number of PTO hours is reached, no additional hours will be earned.
- Employees are responsible for tracking their own PTO usage.
- If an employee leaves IRIS employment in good standing, the employee will be paid out their PTO at their current rate of pay.

Years of Employment	Hours of PTO	Accrual Rate per week	Maximum PTO Accrual
0 – 5	136	2.615	176
6 – 10	176	3.385	216
11 – 15	216	4.150	256

At the discretion of the Board of Directors, additional PTO, over the above general allowance, may be granted to IRIS employees.

6.3 Unpaid Leave

Full-time exempt and Full-time non-exempt IRIS employees are eligible for unpaid leave.

- Unpaid leave cannot be used until all PTO has been exhausted.
- Unpaid leave may not exceed 10 consecutive days.
- An extension of unpaid leave beyond 10 days can be considered at the discretion of the Executive Committee.

6.4 Military Leave

Full-time exempt and Full-time non-exempt IRIS employees are eligible for military leave.

IRIS will grant a military leave of absence if you are absent from work because you are serving in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). You must give the ED advance notice of upcoming military service, unless military necessity prevents advance notice or it is otherwise impossible to give advance notice.

Employees absent on a two-week training assignment or shorter assignment shall be considered on an excused leave of absence and may elect one of the following options related to their pay:

- The employee may take their accrued PTO time and retain their military pay.
- The employee may surrender their military pay and receive their regular salary from IRIS.
- The employee may take unpaid leave and retain their military pay.

An employee called to active duty or training assignments longer than two weeks is allowed an unpaid leave of absence to meet their military responsibilities.

Upon honorable discharge from active duty, the employee will be allowed thirty (30) days to apply for reinstatement to their former job. The employee will be reinstated to the same job formerly held, with the same duties, same level of pay, benefits and seniority had they not been on active military duty, or in some cases, a comparable job. PTO will not accrue during the leave.

6.5 Jury Duty/Civil Leave

Full-time exempt and Full-time non-exempt IRIS employees are eligible for jury duty leave and civil leave.

IRIS encourages employees to fulfill their civic responsibilities by serving jury duty when required without loss of income. Employees must provide a copy of the jury duty summons or witness subpoena to the Executive Director as soon as possible so that arrangements can be made to accommodate their absence. Employees are expected to report to work on any day or portion of the day when that he/she is excused from duty.

Employees will be paid their usual salary, provided the employee remits to IRIS any compensation that he/she receives from the court for jury service.

Employees subpoenaed as a witness in a legal proceeding should notify the Executive Director. IRIS will grant one day of paid civil leave. If the proceeding does not require absence for the entire workday, the employee is expected to return to work on completion of the legal proceeding.

IRIS will not grant paid leave for a court appearance or legal proceeding when the employee is a party to the litigation. In that case, employees may use their available PTO leave.

SECTION 7: HEALTH INSURANCE & LEGALLY REQUIRED BENEFITS

7.1 Health Insurance

IRIS offers health and dental benefits to all full-time exempt and full-time non-exempt eligible employees. Health benefits are subject to a 60-day waiting period after their start date.

Benefit details are as follows:

- 80% of the combined premium for health and dental is paid by IRIS.
- 20% of the combined premium is the responsibility of the employee.
- Dependents may be added to your health plan, but the employee is responsible for 100% of dependent premiums.
- Benefits are provided through an employer-based group plan chosen by IRIS, subject to yearly review and renewal.
- You may terminate your health benefits at any time, but benefits are active for 30 days after notice of termination. Therefore, IRIS and the employee are responsible for their respective portions of the premium until the 30-day period has concluded.
- Premiums are prepaid. The employee's portion of their premium will be deducted on a pre-tax basis for the following months' benefits.
- Premiums are subject to cost fluctuations each year when the plan is renewed by IRIS.

7.2 Legally Required Benefits

In compliance with federal and state laws, IRIS pays for the following benefits for all employees:

- Workers' Compensation – Coverage is provided for medical bills and partial reimbursement for loss of income due to a work-related injury or illness. Since state law requires that time loss not be paid until the fourth day after an approved work-related injury or illness, available PTO may be used for the first three days. If you have exhausted your available leave, this period of time will be unpaid.
- Social Security – A percentage of each employee's gross pay is deducted as the employee's contribution to the federal Social Security program, and IRIS makes an equivalent contribution. Social Security is designed to provide you with limited retirement benefits, death benefits and survivor benefits.
- Unemployment Compensation – Designed to provide a temporary income for those who are unemployed through no fault of their own, you may be eligible for unemployment compensation when you separate employment with IRIS. The State Department of Labor & Industries determines eligibility for unemployment compensation.

SECTION 8: SEPARATION

8.1 Separation from Employment

Separation from employment is a routine part of personnel activity within any organization. Below are examples of common circumstances under which employment is terminated.

- Resignation – voluntary employment separation initiated by an employee
- Discharge – involuntary employment termination initiated by the organization
- Layoff – involuntary employment termination initiated by the organization for non-disciplinary reasons

Since employment at IRIS is based on mutual consent, both the employee and IRIS have the right to terminate employment at will, with or without cause, at any time.

- For voluntary separation, employees are required to provide two weeks written notice of their intention to resign.
- Upon receipt of written notice, IRIS will provide a written acknowledgement of notice.
- Failure to provide a two-week notice will result in the loss of PTO payout.

There may be occasions when IRIS has to initiate workforce reductions, such as layoff or demotion. In such cases, it is our intent to provide a minimum of 2 weeks' written notice prior to the effective date or payment in lieu of notice.

Employees will receive their final pay in accordance with applicable state law. If the employee has elected direct deposit, any paychecks issued after their last work day will be deposited into their bank account(s) on normal pay days.

8.2 IRIS Property

Any IRIS property issued to employees, such as computer equipment, keys, tools or IRIS credit cards must be returned at the time of employment separation. Employees may be responsible for any lost or damaged items.

8.3 Personal Property

Upon separation of employment employees are to remove their personal possessions from all IRIS property.

At-Will Employment Statement

I have entered into my employment relationship with IRIS voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or IRIS can terminate the relationship at will, with or without cause, at any time, so long as there is not violation of applicable federal or state law.

Nothing in this handbook creates, or is intended to create, a promise or representation of continued employment and that this handbook is neither a contract of employment nor a legal document.

Employee's Signature

Employee's Name (Print)

Date

TO BE RETAINED IN EMPLOYEE'S PERSONNEL FILE

Handbook Acknowledgment and Receipt

I understand and agree that I have received this handbook, and I understand that it is my responsibility to read and comply with the policies contained therein and any revisions made to it.

This handbook and the policies and procedures contained herein supersede any and all prior practices, oral or written representations, or statements regarding the terms and conditions of my employment with IRIS.

I understand that, except for employment-at-will status, any and all policies and practices may be changed at any time by IRIS.

Signature

Name (Print)

Date

Position with IRIS (ex: Director)