November, 2022

RegenAll Equity & Employment Policies

Equal Opportunity Employment
RegenAll is an equal opportunity employer and does not unlawfully discriminate against staff or applicants for employment on the basis of an individual's race, color, religion, creed, sex, sexual orientation, gender identity, ancestry, national origin, age, disability, genetic information, marital status, family status, veteran status, occupation, personal appearance, political opinion, criminal record or any other status protected by applicable law. This policy applies to all terms, conditions and privileges of employment, including recruitment, hiring, placement, compensation, promotion, discipline and termination.

The Executive Director shall act as the responsible agent in the full implementation of the Equal Employment Opportunity policy.

Non-Discrimination Policy
Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and is free from discriminatory practices, including without limitation harassment. Consistent with its workplace policy of equal employment opportunity, RegenAll prohibits and will not tolerate any form of harassment or discrimination on the basis of an individual's race, color, religion, creed, sex, sexual orientation, gender identity, ancestry, national origin, age, disability, genetic information, marital status, family status, veteran status, occupation, personal appearance, political opinion, criminal record or any other status protected by applicable law.

Non-Harassment Policy
Harassment is generally defined as unwelcome verbal or nonverbal conduct, based upon a person's protected characteristic, that denigrates or shows hostility or aversion toward the person because of the characteristic, and which affects the person's employment opportunities or benefits, has the purpose or effect of unreasonably interfering with the person's work performance, or has the purpose or effect of creating an intimidating, hostile or offensive working environment. Harassing conduct includes, but is not limited to: epithets; slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; display or circulation in the workplace of written or graphic material; and/or gestures or physical assault. Behavior that is not intended to be offensive can still constitute harassment. Harassment or discrimination in violation of this policy can occur in person, in writing, by telephone (including voice or text messaging), via the Internet (including email or through social networking sites like Facebook and Twitter) or any other means of communication. Harassment can occur in the workplace setting and also outside the workplace, such as when traveling on behalf of RegenAll or attending an RegenAll-hosted event.

Harassment need not rise to the level of violating the law to constitute a violation of this policy resulting in disciplinary action up to and including termination.

Any manager who has knowledge of such behavior and takes no action to end it or report it, as required by this policy, will be held accountable and subject to corrective action, up to and including termination.

Sexual Harassment
Sexual harassment includes offensive or unwelcome sexual advances, requests for sexual favors and other verbal, visual 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 (e.g., promotion, training, assignments, etc.);
2. submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
3. such conduct has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Examples of sexual harassment include: unwelcome or unsolicited sexual advances; displaying sexually suggestive material; unwelcome sexual flirtations, advances or propositions; suggestive comments; verbal abuse of a sexual nature; sexually oriented jokes; crude or vulgar language or gestures; graphic or verbal commentaries about an individual's body; display or distribution of obscene materials; physical contact such as patting, pinching or brushing against someone's body; or physical assault of a sexual nature.

Retaliation
Retaliation is a form of discrimination that occurs when an employee or applicant is penalized for asserting their right to be free from employment discrimination or harassment. RegenAll strictly prohibits retaliation for reporting a good faith complaint of discrimination or harassment or for participating in good faith in any investigation, charge, or complaint relating to such a complaint.

Disability Discrimination Laws
RegenAll is committed to complying fully with applicable disability discrimination laws, including without limitation the Americans with Disabilities Act. All employment practices and activities are conducted on a non-discriminatory basis. Employees who believe that they may require an accommodation should discuss these needs with their manager.

Drug-Free / Alcohol-Free Environment
Employees are prohibited from unlawfully consuming, distributing, possessing, selling, or using controlled substances while on duty. In addition, staff may not be under the influence of any 7 controlled substances, such as drugs or alcohol, while at work, on company premises or engaged in company business, with the limited exception of certain work-sponsored events, including fundraisers. Employees are expected to conduct themselves professionally at all

times. Prescription drugs or over-the counter medications, taken as prescribed, are also an exception to this policy. Anyone violating this policy may be subject to disciplinary action, up to and including termination.

Complaint Procedure

RegenAll will not tolerate any form of unlawful discrimination, and all employees are expected to cooperate fully in implementing RegenAll's equal employment policies. RegenAll is committed to addressing concerns as soon as they arise.

Any employee who believes they have experienced or witnessed discrimination, harassment, and/or retaliation by any RegenAll employee, volunteer, vendor, guest, or other RegenAll contact (such as a Partner Agency contact or a contractor) must immediately report the incident to the Executive Director, Eric Sauder, at (717) 519-9190.

Any manager who sees or hears about conduct that may constitute discrimination, harassment, or retaliation under these policies should immediately report the incident to the Executive Director. In cases involving the Executive Director, these incidents should be reported to the President of the Board of Directors, Brandn Green, at (814) 360-6874, or Board Treasurer, Jess King at (717) 799-9751.

Upon receiving a complaint, RegenAll will, as appropriate, conduct a prompt, thorough, objective, fair and complete investigation of the complaint. To the extent possible, reasonable precautions will be taken to ensure information obtained during the investigation will be handled in a confidential manner consistent with conducting a complete investigation.

Any employee filing or participating in an investigation of discrimination or harassment should not be subject to intimidation, reprisal or retaliation because of their complaint or participation. Employees who are interviewed as part of an investigation, including the complainant and the accused, are expected to cooperate throughout the investigation. Employees are further expected to use discretion and should treat the personnel matter with respect and confidentiality, except as required by law or in furtherance of the investigation. All employees are expected to be candid and truthful during the investigation process.

The parties will be notified when the investigation is complete. If it is determined that a violation of this policy has occurred, RegenAll will take remedial action commensurate with the severity of the offense. This remedial action may include verbal and/or written reprimands, coaching, training, 8 suspension without pay, and/or termination of employment.

At-Will Employment

Employment at RegenAll is at-will. An at-will employment relationship can be terminated at any time, with or without reason or notice by either the employer or the employee. Should an employee decide to leave RegenAll, RegenAll asks that the employee provide at least two weeks advance notice of departure.

All RegenAll property including, but not limited to, parking passes, laptop computers, credit cards and key fobs must be returned when employment ends. Employees must also make sure that any work produced at RegenAll is either saved in the RegenAll Google Drive or, if physical, given to their manager prior to departure. To the extent permitted by law, employees will be required to repay RegenAll (through payroll deduction, if lawful) for any lost or damaged RegenAll property.

Right to Revise

RegenAll reserves the right to unilaterally revise, suspend, revoke, terminate or change any of its policies, in whole or in part, whether described within this handbook or elsewhere, in its sole discretion. If any discrepancy between this handbook and current RegenAll policy arises, employees are expected to conform to current policy. This handbook supersedes and replaces any and all personnel policies and manuals previously distributed, made available or applicable to staff.