Emergent Arts does not have a stand-alone non-discrimination policy. Equal employment and non-discrimination language is found in section 4 (page 6) of this Human Resource Handbook.



**EMERGENT ARTS**

*HUMAN RESOURCE HANDBOOK*

341-A WHITTINGTON AVENUE

HOT SPRINGS, AR 71901

501-613-0352

www.emergentarts.org

**EMERGENT ARTS**

CONFIDENTIALITY POLICY AND PLEDGE

Any information that an employees and/or volunteers learns about **EMERGENT ARTS**, or its members or donors, as a results of working for **EMERGENT ARTS** that is not otherwise publicly available constitutes confidential information. Employees and/or volunteers may not disclose confidential information to anyone who is not employed by **EMERGENT ARTS or** to other persons employed by **EMERGENT** A**RTS** who do not need to know such information to assist in rendering services.

The disclosure, distribution, electronic transmission or copying the **EMERGENT ART’S** confidential information is prohibited. Any employee who discloses confidential **EMERGENT ART’S** information will be subject to disciplinary action (including possible separation), even if he or she does not actually benefit from the disclosure of such information. I understand the above policy and pledge not to disclose confidential information.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Please sign and return to the Executive Director

EMERGENT ARTS

EMPLOYEEHANDBOOK

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**EMERGENT ARTS**

At Emergent Arts, we are dedicated to the creative community of Hot Springs and the surrounding areas.  We are teachers and volunteers, artists and students.  We understand that community begins with communication.

1. **Mission**

Emergent Arts fosters creativity among emerging artists of all ages and abilities in Garland County and surrounding communities.

 **Philosophies**

We believe that creativity and creative experience is essential in contributing to the whole person.

We believe that physical and mental factors do not inhibit an individual from reaching their full creative potential, they merely determine the rate and processes by which that individual may get there.

We believe that every person is capable of having a creative experience, as a viewer, a participant, a creator, or a supporter.

We believe that all people will have an individual creative story, equally as important as the next, and can be made greater when given resources.

We believe in creativity before creation, exploration before execution.

**EMERGENT ARTS**

1. OVERVIEW

The EMERGENT ARTS Employee Handbook (the “Handbook”) has been developed to provide general guidelines about EMERGENT ARTS policies and procedures for employees and/or volunteers. It is a guide to assist you in becoming familiar with some of the privileges and obligations of your employment, including EMERGENT ARTʹs policy of voluntary at‐will employment. None of the policies or guidelines inthe Handbook areintended to give rise to contractual rights or obligations, or to be construed as a guarantee of employment for any specific period of time, or any specific type of work. Additionally, with the exception of the voluntary at‐will employment policy, these guidelines are subject to modification, amendment or revocation by EMERGENT ARTS at any time, without advance notice.

 The personnel polices of EMERGENT ARTS are established by the Board of Directors, which has delegated authority and responsibility for their administration to the Executive Director. The Executive Director may, in turn, delegate authority for administering specific policies. Employees are encouraged to consult the Executive Director for additional information regarding the policies, procedures, and privileges described in this Handbook**.** Questions about personnel matters also may be reviewed with the Executive Director.

 EMERGENT ARTS will provide each individual a copy of this Handbook upon employment. All employees are expected to abide by it. The highest standards of personal and professional ethics and behavior are expected of all EMERGENT ARTS employees. Further, EMERGENT ARTS expects each employee to display good judgment, diplomacy and courtesy in their professional relationships with members of EMERGENT ARTʹs Boardof Directors, committees, membership, staff, and the general public and online profiles. All employees and/or volunteers are considered representatives of Emergent Arts.

1. VOLUNTARY AT‐WILL EMPLOYMENT

Unless an employee has a written employment agreement with EMERGENT ARTS, which provides differently, all employment at EMERGENT ARTS is “at‐will.” That means that employees may be terminated from employment with EMERGENT ARTS with or without cause, and employees are free to leave the employment of EMERGENT ARTS with or without cause. Any representation by any EMERGENT ARTS officer or employee contrary to this policy is not binding upon EMERGENT ARTS unless it is in writing and is signed by the Executive Director with the approval of the Board of Directors.

1. EQUAL EMPLOYMENT OPPORTUNITY

EMERGENT ARTS shall follow the spirit and intent of all federal, state and local employment law and is committed to equal employment opportunity. To that end, the Board of Directors and Executive Director of EMERGENT ARTS will not discriminate against any employee or applicant in a manner that violates the law. EMERGENT ARTS is committed to providing equal opportunity for all employees and applicants without regard to race, color, religion, national origin, sex, age, marital status, sexual orientation, disability, political affiliation, personal appearance, family responsibilities, matriculation or any other characteristic protected under federal, state or local law. Each person is evaluated on the basis of personal skill and merit. EMERGENT ARTS’s policy regarding equal employment opportunity applies to all aspects of employment, including recruitment, hiring, job assignments, promotions, working conditions, scheduling, benefits, wage and salary administration, disciplinary action, termination, and social, educational and recreational programs. The Executive Director shall act as the responsible agent in the full implementation of the Equal Employment Opportunity policy. EMERGENT ARTS will not tolerate any form of unlawful discrimination. All employees are expected to cooperate fully in implementing this policy. In particular, any employee who believes that any other employee of EMERGENT ARTS may have violated the Equal Employment Opportunity Policy should report the possible violation to the Executive Director.

1. HOURS OF WORK, ATTENDANCE AND PUNCTUALITY

A.  Hours of Work

The work week for EMERGENT ARTS may consist of public gallery hours, programming hours and/or office hours as needed during Monday through Sunday. Employees may request the opportunity to request the opportunity to vary their work schedules (within employer‐defined limits) to better accommodate personal responsibilities. Subject to EMERGENT ARTS work assignments and Executive Director approval the employee’s supervisor shall determine the hours of employment that best suits the needs of the work to be done by the individual employee.

 B.  Attendance and Punctuality

Attendance is a key factor in your job performance. Punctuality and regular attendance are expected of all employees. Excessive absences (whether excused or unexcused), tardiness or leaving early is unacceptable. If you are absent for any reason or plan to arrive late or leave early, you must notify your supervisor as far in advance as possible. For all absences extending longer than one day, you must telephone your immediate supervisor prior to the start of each scheduled workday. When reporting an absence, you should indicate the nature of the problem causing your absence and your expected return‐to work date. A physician’s statement may be required as proof of the need for any illness‐related absence regardless of the length of the absence.

Except as provided in other policies, an employee who is absent from work for three consecutive days without notification to his or her supervisor or the Executive Director will be considered to have voluntarily terminated his or her employment. The employee’s final paycheck will be mailed to the last mailing address on file with EMERGENT ARTS. Excessive absences, tardiness or leaving early will be grounds for discipline up to and including termination. Depending on the circumstances, including the employee’s length of employment, EMERGENT ARTS may counsel employees prior to termination for excessive absences, tardiness or leaving early.

 C. Overtime

Overtime pay, which is applicable only to Non‐Exempt Employees, is for any time worked in excess of 40 hours in a work week. Only the Executive Director or his or her designee, upon the request of an employeeʹs supervisor, may authorize overtime. Overtime rate is one and one‐half time (1½) the employeeʹs straight time rate. Payment of overtime will be provided in the pay period following the period in which it is earned.

1. EMPLOYMENT POLICIES AND PRACTICES

A. Definition of Terms

* 1. Employer. EMERGENT ARTS is the employer of all full‐time, part‐time and temporary employees and volunteers. An employee is hired, provided compensation and applicable benefits, and has his or her work directed and evaluated by EMERGENT ARTS.

* 1. Full‐Time Employee. A Full Time Employee regularly works at least 35 hours per week

* 1. Part‐Time Employee. A Part Time Employee regularly works less than 35 hours per week.

* 1. Exempt Employee. An Exempt Employee is an employee who is paid on a salary basis and meets the qualifications for exemption from the overtime requirements of the Fair Labor Standards Act (“FLSA”).
	2. Non‐Exempt Employee. A Non‐Exempt Employee is an employee who is paid an hourly rate and does not meet the qualifications for exemption from the overtime requirements of the Fair Labor Standards Act (“FLSA”). For NonExempt Employees, an accurate record of hours worked must be maintained. EMERGENT ARTS will compensate non‐exempt employees in accordance with applicable federal and state law and regulations.

* 1. Temporary Employee. An individual employed, either on a full‐time or part‐time basis, for a specific period of time less than six months. Temporary employees are entitled only to those benefits required by statute or as otherwise stated in the EMERGENT ARTS *Employee Handbook*.
	2. Volunteer: An unpaid individual that provides services.

All employees are classified as Exempt or Non‐Exempt in accordance with federal and state law and regulations. Each employee is notified at the time of hire of his or her specific compensation category and exempt or non‐exempt status.

1. POSITION DESCRIPTION AND SALARY ADMINISTRATION

Each paid position shall have a written job description. In general, the description will include the : purpose of the position, areas of responsibilities, immediate supervisor(s), qualifications required, salary range, and working conditions affecting the job, e.g., working hours, use of car, supervisor(s) or the Executive Director shall have discretion to modify the job description to meet the needs of EMERGENT ARTS. Paychecks are distributed weekly, monthly or as deemed necessary. Timesheets are due to the Executive Director last day of the pay period. All salary deductions are itemized and presented to employees upon request. Approved salary deductions may include: federal and state income taxes; social security, Medicare, and state disability insurance; voluntary medical and group hospitalization insurance premiums (if in force and if paid by employee) and other benefits (e.g., life insurance, retirement).

1. WORK REVIEW

The work of each employee is reviewed on an ongoing basis with the supervisor to provide a systematic means of evaluating performance.  The annual performance review is a formal opportunity for the supervisor and employee to exchange ideas that will strengthen their working relationship, review the past Year, and anticipate EMERGENT ARTʹs needs in the coming year. The purpose of the review is to encourage the exchange of ideas in order to create positive change within EMERGENT ARTS. To that end, it is incumbent upon both parties to have an open, honest discussion concerning the employee’s performance. It is further incumbent upon the supervisor to clearly communicate the needs of EMERGENT ARTS and what is expected of the employee in contributing to the success of EMERGENT ARTS for the coming year. Both supervisor and employee should attempt to arrive to an understanding regarding the objectives for the coming year.  This having been done, both parties should sign the  performance review form, which will be kept as part of the employeeʹs personnel record and used as a  guide during the course of the year to monitor employee progress relative to the agreed upon objectives.TheExecutive Director reviews the work of all supervisors.  Work reviews for other staff are the responsibility of the appropriate supervisor, subject to confirmation by the Executive Director. Work review of the Executive Director is the responsibility of the Board of Directors.

1. ECONOMIC BENEFITS AND INSURANCE

EMERGENT ARTS may provide a package of benefits to all eligible full‐time and part‐time employees. The following outline of available benefits is provided with the understanding that benefit plans may change from time to time, and the plan brochures (known as Summary Plan Descriptions) or contracts are to be considered the final word on the terms and conditions of the employee benefits provided by EMERGENT ARTS for eligibility requirements, refer to the Plan document for each benefit program. Continuation of any benefits after termination of employment will be solely at the employeeʹs expense and only if permitted by policies and statutes.

* 1. Health/Life Insurance

EMERGENT ARTS currently provides an allowance for individual health and dental insurance benefits for eligible full‐time employees except those who are insured through their spouse, retired military, or other plans, beginning after the first full month of employment.

 Eligible employees may elect to participate in available health plan(s) available through the general marketplace.

EMERGENT ARTS presently pays an allowance for individual insurance premium for all eligible employees. EMERGENT ARTS may require employees to pay a portion of insurance premiums today and in the future.

* 1. Social Security/Medicare/Medicaid

 EMERGENT ARTS participates in the provisions of the Social Security, Medicare and Medicaid programs. Employees’ contributions are deducted from each paycheck and EMERGENT ARTS contributes at the applicable wage base as established by federal law.

* 1. Workersʹ Compensation and Unemployment Insurance

 Employees are not currently covered for benefits under the Workersʹ Compensation Law at the time and the Arkansas unemployment program.

1. LEAVE BENEFITS AND OTHER WORK POLICIES
	1. Holidays

Full‐Time Employees are eligible for 11 holidays per year as follows:

New Yearʹs Day

Martin Luther King, Jr.ʹs Birthday

Presidentʹs Day

Memorial Day

Independence Day

Labor Day

Columbus Day

Veteranʹs Day

Thanksgiving Day

The Day After Thanksgiving Day

Christmas Day

 Full‐time employees (employees who regularly work at least 35 hours per week) receive one (1) paid day off for each full day of holiday time. Employees wishing to take religious holidays may substitute a religious holiday for one of those listed above, with advance approval from their supervisor and the Executive Director. Part-time temporary employees are ineligible for holiday leave benefits. In those years when Independence Day, Christmas Day, and New Yearʹs Day fall on Saturday or Sunday, the

Executive Director willdesignate the work day that will replace the weekend holiday.

B. Vacation

 During the first 90 days of employment full time employees will not earn Vacation benefits. During the remaining nine months of first year employment, a full‐time employee will earn two weeks (10 days) of paid Vacation.

 Full‐time employees will continue to earn two weeks (10 days) of Vacation during the second year of employment. In their third year of employment, full‐time employees will earn three weeks (15 days) of Vacation. During the fourth year and thereafter, full‐time employees will earn four weeks (20 days) of Vacation per year. Temporary employees are ineligible for Vacation benefits.

 Vacation benefits will be determined based in completed hours of service and will be granted at the discretion of the Executive Director. Use of Vacation is subject to approval by the supervisor and Executive Director and must be requested in hourly increments, using the appropriate leave request form.

 Employees are expected to use Vacation benefits in the fiscal year in which Vacation is earned. Employees may carry over unused Vacation from one year to the next only with the approval of the Executive Director. Employees may not accrue more than the maximum leave they are allowed. Once an employee reaches his or her annual ceiling, the employee ceases to accrue any additional Vacation benefits. If an employee later uses enough Vacation benefits to fall below the ceiling, the employee starts to accrue leave again from that date forward until he or she reaches his or her Vacation ceiling. Accordingly, employees are encouraged to use all Vacation benefits in the fiscal year in which they are earned in order to avoid reaching the ceiling limit.

1. Personal/Sick Leave

 Leave benefits are earned on a prorated basis of one day (7 hours) per month for full‐time employees beginning at first day of employment. Part‐time employees receive prorated sick leave benefits, (i.e., 3.5 hours per month if the Employee works 17.5 hours per week). Temporary employees are not eligible for paid sick leave benefits. Use of sick leave is subject to approval by the supervisor and the Executive Director and must be requested in hourly increments.

 EMERGENT ARTS provides three (3) days of leave benefits per calendar year to all Full‐Time and Part‐Time employees who have completed six months of employment with an additional day per month accrued for a total of 15 days annually. Personal leave benefits are prorated accordingly for part‐time employees. Temporary employees are not eligible for paid personal leave benefits. Personal leave is accrued at the beginning of each year and cannot be carried into the next year. Personal leave may not be taken in the first six (6) months of employment. All personal leave is subject to prior approval by the supervisor and Executive Director and must be requested in hourly increments.

1. Military Leave

 Employees who are inducted into or enlist in the Armed Forces of the United States or are called to duty as a member of a reserve unit may take an unpaid leave in accordance with applicable law. The employee must provide advance notice of his or her need for a military leave and EMERGENT ARTS will request a copy of the employee’s orders, which will be kept on record by EMERGENT ARTS.

 The time an employee spends on military leave will be counted as continuous service for the purpose of determining eligibility and accrual for various benefit plans and policies.

 For military leaves extending 30 days or less, EMERGENT ARTS will continue to pay the portion of the premium on health insurance, if any, that it was paying before military leave began. In order to continue such health insurance, the employee must continue to pay his or her portion of premiums during this period. For military leaves extending beyond 30 days, the employee will have the option to continue his or her insurance coverage at the employee’s cost.

 Upon return from military leave, employees will be reinstated as required by law and benefits will be reinstated with no waiting periods.~~ʺ~~

F. Civic Responsibility

 EMERGENT ARTS believes in the civic responsibility of its employees and encourages this by allowing employees time off to serve jury duty when required.

1. *Jury Duty.* For time served on jury duty, EMERGENT ARTS will provide the employee with unpaid leave and flexibility of work hours. Employees must provide EMERGENT ARTS a copy of proof of service received by court in which they serve.

F. Parental Leave

 Parental Leave may be taken as personal/sick leave.

1. REIMBURSEMENT OF EXPENSES

Reimbursement is authorized for reasonable and necessary expenses incurred in carrying out job responsibilities. Mileage or transportation, parking fees, business telephone calls, and meal costs when required to attend a luncheon or banquet, are all illustrative of reasonable and necessary expenses.

 Employees serving in an official capacity for {EMERGENT ARTS} at conferences and meetings are reimbursed for actual and necessary expenses incurred, such as travel expenses, meal costs, lodging, tips and registration fees. When attending meetings that have been approved by the Executive Director, employees are reimbursed for travel expenses, course fees, and costs of meals and lodging at the current rates. Employees may also request a travel advance to cover anticipated expenses approved travel. Employees also may be granted leave to attend a conference or professional meeting related to their professional development, and/or {EMERGENT ARTS}ʹs current and anticipated work. Expenses for these purposes can be paid by {EMERGENT ARTS}, if funds are available, and the employee obtains prior written approval of such expenses.

Employees are responsible for transportation costs between the office and home during normal work hours. Transportation costs are paid by {EMERGENT ARTS} for work outside normal work hours if the employee is on official business for {EMERGENT ARTS}. Employees authorized to use their personal cars for {EMERGENT ARTS} business are reimbursed at the U.S. Internal Revenue Service approved rate.

 Forms are provided to request reimbursement for actual expenses and advance payment for travel. Receipts must be provided for all expenditures made in order to claim reimbursement.

1. SEPARATION

Either {EMERGENT ARTS} or the employee may initiate separation.

{EMERGENT ARTS} encourages employees to provide at least two weeks (10 days) written notice prior to intended separation. After receiving such notice, an exit interview will be scheduled by the Executive Director or his or her designee. The Executive Director has authority to employ or separate all other employees.

Circumstances under which separation may occur include:

* 1. Resignation. Employees are encouraged to give at least 10 business days of written notice. Since a longer period is desired, the intention to resign should be made known as far in advance as possible. Employees who resign are entitled to receive accrued, unused Vacation benefits.

* 1. Termination or Lay‐off. Under certain circumstances, the termination or lay‐off of an employee may be necessary. Employees who are terminated or laid off are not entitled to receive accrued, unused Vacation benefits.

The Executive Director has authority to discharge an employee from the employ of

EMERGENT ARTS. As stated above, all employment at EMERGENT ARTS is

“at‐will.” That means that employees may be terminated from employment with EMERGENT ARTS with or without cause, and employees are free to leave the employment of EMERGENT ARTS with or without cause. The following may result in immediate termination:

* + Falsifying or withholding information on your employment application that did or would have affected {EMERGENT ARTS}’s decision to hire you (this conduct will result in your immediate termination);

* + Falsifying or withholding information in other personnel records including personnel questionnaires, performance evaluations or any other records;

* + Performance at work below a level acceptable to {EMERGENT ARTS} or

the failure to perform assigned duties;

* + Failure to complete required time records or falsification of such time records;

* + Insubordination;

* + Negligence in the performance of duties likely to cause or actually causing personal injury or property damage;

* + Fighting, arguing or attempting to injure another;

* + Destroying or willfully damaging the personal property of another, including EMERGENT ARTS’s property;

* + Breach of confidentiality;

* + Using or appearing to use for personal gain any information obtained on the job, which is not readily available to the general public or disclosing such information that damages the interests of {EMERGENT ARTS} or its customers or vendors;

* + Placing oneself in a position in which personal interests and those of

EMERGENT ARTS are or appear to be in conflict or might interfere with the ability of the employee to perform the job as well as possible;

* + Using EMERGENT ARTS property or services for personal gain or taking, removing or disposing of EMERGENT ARTS material, supplies or equipment without proper authority;

* + Dishonesty;

* + Theft;

* + The possession, use, sale or being under the influence of drugs or other controlled substances or alcoholic beverages during working hours or on the

EMERGENT ARTS premises at any time in violation of EMERGENT ARTS’s policies.

* + Carrying or possessing firearms or weapons on EMERGENT ARTS property;

* + Excessive tardiness or absenteeism whether excused or unexcused;

* + Unauthorized absence from work without proper notice; and

* + Engaging in discriminatory or abusive behavior, including sexual harassment.

 At the sole discretion of the Executive Director, the employee may be asked to leave immediately or be given a period of notice.

1. RETURN OF PROPERTY

Employees are responsible for EMERGENT ARTS equipment, property and work products that may be issued to them and/or are in their possession or control, including but not limited to:

* + Credit cards,
	+ Office/building keys,
	+ Office/building security passes,
	+ Computers, portable media, electronic/voice mail codes, and
	+ Intellectual property (e.g., written materials, work products).
	+ Any and all tools, equipment & supplies.

In the event of separation from employment, or immediately upon request by the Executive Director or his or her designee, Employees must return all EMERGENT ARTS property that is in their possession or control. Where permitted by applicable law(s), EMERGENT ARTS may withhold from the employeeʹs final paycheck the cost of any property, including intellectual property, which is not returned when required. EMERGENT ARTS also may take any action deemed appropriate to recover or protect its property.

1. REVIEW OF PERSONNEL ACTION

Employees may request a review of a personnel action or an unsatisfactory performance review. Employees are expected first to discuss their concern with their immediate supervisor.

If further discussion is desired, the employee may then discuss the situation with the Executive Director. The decision of the Executive Director is final.

1. PERSONNEL RECORDS

Personnel records are the property of EMERGENT ARTS, and access to the information they contain is restricted and confidential. A personnel file shall be kept for each employee and should include the employee’s job application, copy of the letter of employment and position description, performance reviews, disciplinary records, records of salary increases and any other relevant personnel information. It is the responsibility of each employee to promptly notify his~~/~~ or her supervisor in writing of any changes in personnel data, including personal mailing addresses, telephone numbers, names of dependents, and individuals to be contacted in the event of an emergency.

 All employees must complete, within last day of end of each pay period, their time and attendance record for review and approval by the Executive Director. Accurately recording time worked is the responsibility of every employee. Tampering, altering, or falsifying time records, or recording time on another employeeʹs time record may result in disciplinary action, including separation from employment with EMERGENT ARTS.

# OUTSIDE EMPLOYMENT

Individuals employed by EMERGENT ARTS may hold outside jobs as long as they meet the performance standards of their job with EMERGENT ARTS. Employees should consider the impact that outside employment may have on their ability to perform their duties at EMERGENT ARTS. All employees will be evaluated by the same performance standards and will be subject to EMERGENT ARTS scheduling demands, regardless of any outside work requirements.

 If EMERGENT ARTS determines that an employeeʹs outside work interferes with their job performance or their ability to meet the requirements of EMERGENT ARTS, as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain employed with EMERGENT ARTS.

 Outside employment that constitutes a conflict of interest may be prohibited/must be defined and disclosed. Employees may not receive any income or material gain from individuals or organizations for materials produced or services rendered while performing their jobs with EMERGENT ARTS.

1. NON‐DISCLOSURE OF CONFIDENTIAL INFORMATION

Any information that an employee learns about EMERGENT ARTS, or its members or donors, as a result of working for EMERGENT ARTS that is not otherwise publicly available constitutes confidential information. Employees may not disclose confidential information to anyone who is not employed by EMERGENT ARTS or to other persons employed by EMERGENT ARTS who do not need to know such information to assist in rendering services.

 The protection of privileged and confidential information, including trade secrets, is vital to the interests and the success of EMERGENT ARTS. The disclosure, distribution, electronic transmission or copying of EMERGENT ARTS’s confidential information is prohibited. Such information includes, but is not limited to the following examples:

* Compensation data.
* Program and financial information, including information related to donors, and pending projects and proposals.

Employees are required to sign a non‐disclosure agreement as a condition of employment. Any employee who discloses confidential EMERGENT ARTS information will be subject to disciplinary action (including possible separation), even if he or she does not actually benefit from the disclosure of such information.

 Discussions involving sensitive information should always be held in confidential settings to safeguard the confidentiality of the information. Conversations regarding confidential information generally should not be conducted on cellular phones, or in elevators, restrooms, restaurants, or other places where conversations might be overheard.

1. COMPUTER AND INFORMATION SECURITY

 This section sets forth some important rules relating to the use of EMERGENT ARTS’s computer and communications systems. These systems include individual PCs provided to employees, centralized computer equipment, all associated software, and EMERGENT ARTS’s telephone, voice mail and electronic mail systems.

 EMERGENT ARTS has provided these systems to support its mission. Although limited personal use of EMERGENT ARTS’s systems is allowed, subject to the restrictions outlined below, no use of these systems should ever conflict with the primary

purpose for which they have been provided, EMERGENT ARTS’s ethical responsibilities or with applicable laws and regulations. Each user is personally responsible to ensure that these guidelines are followed.

 All data in EMERGENT ARTS’s computer and communication systems

(including documents, other electronic files, e‐mail and recorded voice mail messages) are the property of EMERGENT ARTS. EMERGENT ARTS may inspect and monitor such data at any time. No individual should have any expectation of privacy for messages or other data recorded in EMERGENT ARTS’s systems. This includes documents or messages marked “private,” which may be inaccessible to most users but remain available to {EMERGENT ARTS}. Likewise, the deletion of a document or message may not prevent access to the item or completely eliminate the item from the system.

 EMERGENT ARTS’s systems must not be used to create or transmit material that is derogatory, defamatory, obscene or offensive, such as slurs, epithets or anything that might be construed as harassment or disparagement based on race, color, national origin, sex, sexual orientation, age, physical or mental disability, medical condition, marital status, or religious or political beliefs. Similarly, EMERGENT ARTS’s systems must not be used to solicit or proselytize others for commercial purposes, causes, outside organizations, chain messages or other non‐job‐related purposes.

 Security procedures in the form of unique user sign‐on identification and passwords have been provided to control access to EMERGENT ARTS’s host computer system, networks and voice mail system. In addition, security facilities have been provided to restrict access to certain documents and files for the purpose of safeguarding information. The following activities, which present security risks, should be avoided.

* Attempts should not be made to bypass, or render ineffective, security facilities provided by the company.

* Passwords should not be shared between users. If written down, password should be kept in locked drawers or other places not easily accessible.

* Document libraries of other users should not be browsed unless there is a legitimate business reason to do so.

* + Individual users should never make changes or modifications to the hardware configu- ration of computer equipment. Requests for such changes should be directed to

 computer support or the Executive Director.

* Additions to or modifications of the standard software configuration provided on EMERGENT ARTS’s PCs should never be attempted by individual users (e.g., autoexec.bat and config.sys files). Requests for such changes should be directed to computer support or the Executive Director.

* Individual users should never load personal software (including outside email services) to company computers. This practice risks the introduction of a computer virus into the system. Requests for loading such software should be directed to computer support or the Executive Director.

* Programs should never be downloaded from bulletin board systems or copied

 from other computers outside the company onto company computers. Downloading or copying such programs also risks the introduction of a computer virus. If there is a need for such programs, a request for assistance should be directed to computer support or management. Downloading or copying documents from outside the company may be performed not to present a security risk.

* EMERGENT ARTS’s computer facilities should not be used to attempt unauthorized access to or use of other organizations’ computer systems and data.

* Computer games should not be loaded on EMERGENT ARTS’s PCs.

* Unlicensed software should not be loaded or executed on EMERGENT ARTS’s PCs.

* Company software (whether developed internally or licensed) should not be copied onto to other media other than for the purpose of backing up your hard drive. Software documentation for programs developed and/or licensed by the company should not be removed from the company’s offices.

* + Individual users should not change the location or installation of computer equipment in offices and work areas. Requests for such changes should be directed to computer support or management.

 There are a number of practices that individual users should adopt that will foster a higher level of security. Among them are the following:

* Turn off your personal computer when you are leaving your work area or office for an extended period of time.

* Exercise judgment in assigning an appropriate level of security to documents

 stored on the company’s networks, based on a realistic appraisal of the need for

 confidentiality or privacy.

* Back up any information stored locally on your personal computer (other than

 network based software and documents) on a frequent and regular basis.

 Should you have any questions about any of the above policy guidelines, please contact

 Executive Director.

1. INTERNET ACCEPTABLE USE POLICY

 Internet is provided to employees at all times. EMERGENT ARTS has provided access to the Internet for authorized users to support its mission. No use of the Internet should conflict with the primary purpose of EMERGENT ARTS, its ethical responsibilities or with applicable laws and regulations. Each user is personally responsible to ensure that these guidelines are followed. Serious repercussions, including termination, may result if the guidelines are not followed.

 EMERGENT ARTS may monitor usage of the Internet by employees, including reviewing a list of sites accessed by an individual. No individual should have any expectation of privacy in terms of his or her usage of the Internet. In addition, EMERGENT ARTS may restrict access to certain sites that it deems are not necessary for business purposes.

 EMERGENT ARTS’s connection to the Internet may not be used for any of the following activities:

* The Internet must not be used to access, create, transmit, print or download material that is derogatory, defamatory, obscene, or offensive, such as slurs, epithets, or anything that may be construed as harassment or disparagement based on race, color, national origin, sex, sexual orientation, age, disability, medical condition, marital status, or religious or political beliefs.

* The Internet must not be used to access, send, receive or solicit sexually‐oriented messages or images.

* Downloading or disseminating of copyrighted material that is available on the Internet is an infringement of copyright law. Permission to copy the material must be obtained from the publisher. For assistance with copyrighted material, contact computer support or the Executive Director.

* Without prior approval of the Executive Director, software should not be downloaded from the Internet as the download could introduce a computer virus onto {EMERGENT ARTS}’s computer equipment. In addition, copyright laws may cover the software so the downloading could be an infringement of copyright law.

* Employees should safeguard against using the Internet to transmit personal comments or statements through e‐mail or to post information to news groups and social media outlets that may be mistaken as the position of EMERGENT ARTS or reflect poorly on the organization.

* Employees should guard against the disclosure of confidential information through the use of Internet e‐mail or news groups and social media outlets.

* Employees should not download personal e‐mail or Instant Messaging software to EMERGENT ARTS computers.

* The Internet should not be used to send or participate in chain letters, pyramid schemes or other illegal schemes.

* The Internet should not be used to solicit or proselytize others for commercial purposes, causes, outside organizations, chain messages or other non‐job related purposes.

* The Internet should not be used to endorse political candidates or campaigns

 The Internet provides access to many sites that charge a subscription or usage fee to access and use the information on the site. Requests for approval must be submitted to your supervisor.

 If you have any questions regarding any of the policy guidelines listed above, please contact your supervisor, or the Executive Director.

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Revised JANUARY 24, 2017

Approved by the Executive Committee of the EMERGENT ARTS Board of Directors