

**R. Howard Dobbs, Jr. Foundation**

**Employee Handbook  
Rev. June 2022**

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# The R. Howard Dobbs, Jr. Foundation

## WELCOME

Welcome to the staff of The R. Howard Dobbs, Jr. Foundation (hereafter “Dobbs Foundation” or “Foundation”). As a small office, it is our goal to operate in the following manner:

- Guided by a strong legacy and a compelling mission
- Clear roles and professional expectations that enable everyone to work productively
- Collegial atmosphere that respects and draws from the gifts of everyone involved
- Entrepreneurial way of working that encourage innovation
- Commitment to learning that draws from our experiences of success and failure

In the interest of helping you join us in this effort, it is important for you to know as much as possible about the Foundation’s policies, benefits, and rules of conduct as quickly as possible. You will find it to your advantage to read this entire handbook promptly so that you will have a complete understanding of the materials covered. If you have any questions, please do not hesitate to ask.

We look forward to having you as a member of our staff.

## GUIDING DOCUMENTS

The R. Howard Dobbs, Jr. Foundation enjoys the benefit of several guiding documents that stand behind everything that we do. Copies will be made available when you join our staff. As such, you are encouraged to read and review periodically the following:

- Legacy Statement of R. Howard Dobbs, Jr.
- By Laws of the Corporation
- Code of Conduct
- Guiding Principles

## HOW TO USE THIS EMPLOYEE HANDBOOK

This Employee Handbook (the “Handbook”) is intended to provide Foundation employees with general information concerning the Foundation’s personnel policies and benefits. However, as the Foundation continues to grow or its needs change, it may become necessary to modify the policies or benefits described in this Handbook. The Foundation therefore reserves the right to revise, supplement, or rescind any policies or portions of the Handbook from time to time as it deems appropriate, in its sole and absolute discretion. No foundation employee has authority to modify any of these policies or procedures unless approved in writing by the Foundation’s President.

**This Employee Handbook is not a contract for employment and nothing contained in this Handbook is intended nor should be construed as a guarantee that employment or any benefit will be continued for any period of time. Employment with the Foundation is “at-will” and may be terminated by either the Foundation or the employee at any time for any reason.**

# **EMPLOYMENT POLICES AND PRACTICES**

## **OPEN DOOR POLICY**

An open-door policy is always in effect at the Dobbs Foundation. We encourage you to communicate freely. Your ideas, concerns, or suggestions will be welcome as we will be most effective when we draw from the experience of the entire team.

## **EQUAL OPPORTUNITY EMPLOYER**

The Dobbs Foundation is committed to providing equal opportunities in employment to all members of our staff in accordance with all applicable federal, state, and local laws. We believe that every staff member should have equal opportunities to grow and develop as a professional, regardless of his/her race, color, creed, religion, sex, domestic relationship status, parental status, familial status, sexual orientation, national origin, gender identity, age, and disability ("Protected Classes").

## **EMPLOYMENT ELIGIBILITY VERIFICATION COMPLIANCE POLICY**

In compliance with the Immigration Reform and Control Act of 1986 ("IRCA") and any other applicable federal, state, or local laws, The Dobbs Foundation is committed to employing only those who are authorized to work in the US, and not discriminating on the basis of national origin or citizenship in hiring, recruiting, or terminating employees. Every employee of The Dobbs Foundation must adhere to all aspects of this policy. Failure to comply with IRCA may subject The Dobbs Foundation and any responsible individuals to civil monetary or criminal penalties.

All employees must complete Section 1 of the Form I-9 no later than the first day of employment, and must present acceptable documents authorized by USCIS proving identity and employment authorization no later than the third day after starting employment with The Dobbs Foundation. The I-9 employment eligibility verification process must be completed for each new employee within the required time frame and there are no exceptions to this requirement.

## **POLICY AGAINST DISCRIMINATION AND HARASSMENT**

It is the policy of The Dobbs Foundation that all employees have a right to work in an environment free of unlawful discrimination or harassment. Employees who violate this policy shall be subject to appropriate disciplinary action up to and including dismissal.

Harassment can take many forms. Sexual harassment may include promises of benefits in exchange for sexual favors, threats of reprisal for refusal to engage in social or sexual relations, and sexually suggestive and offensive language and conduct.

Other prohibited harassment includes verbal or physical conduct that denigrates or shows hostility toward an employee because of his or her race, religion, gender, national origin, age, disability or other Protected classes and that: (i) has the purpose or effect of creating an abusive or hostile work environment; (ii) has the purpose or effect of unreasonably interfering with an employee's work performance; or (iii) otherwise adversely affects an

employee's employment opportunities. Such harassment may include, but is not limited to:

- (i) epithets, slurs, stereotyping, intimidating, threatening, or any hostile act that relates to race, color, religion, gender, national origin, age, or disability or other Protected classes; and
- (ii) written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of race, religion, gender, national origin, age, disability or other Protected Classes.

Employees have a duty to immediately report all complaints of harassment and/or discrimination which they hear, observe and/or experience. This report should be made by the employee in writing or, if initially made orally, should be captured in writing by the employee and submitted as set forth below. Depending on the circumstances, employees may report such conduct to the Foundation's President, Board Chair, or other member of the Foundation's Board of Trustees.

The Foundation will not take any retaliatory or adverse action against any employee who, in good faith, makes a complaint about harassment or who participates in the investigation of a complaint. Any employee who feels that he or she is being retaliated against for making a harassment complaint or participating in a harassment investigation should report the matter to the Foundation's President, Board Chair, or other member of the Foundation's Board of Trustees for investigation and, if necessary, appropriate corrective action. The Dobbs Foundation will promptly conduct an investigation of all complaints of harassment and/or discrimination which are reported. Each investigation will be conducted with care and discretion. At the conclusion of the Foundation's investigation, the employee who originated the complaint will be told of the status of the investigation and the corrective action, if any, that the Foundation will take in response to the complaint. Where investigation confirms the allegations, appropriate corrective and/or disciplinary action will be taken.

## **DISABILITY ACCOMMODATIONS POLICY**

If you believe you need an accommodation because of your disability, you are responsible for requesting a reasonable accommodation. You may make the request orally or in writing. The Dobbs Foundation encourages employees to make their request in writing and to include relevant information, such as:

- A description of the accommodation you are requesting.
- The reason you need an accommodation.
- How the accommodation will help you perform the essential functions of your job.

After receiving your oral or written request, The Dobbs Foundation will engage in an interactive dialogue with you to determine the precise limitations of your disability and explore potential reasonable accommodations that could overcome those limitations. The Dobbs Foundation encourages you to suggest specific reasonable accommodations that you believe would allow you to perform your job. However, The Dobbs Foundation is not required to make the specific accommodation requested by you and may provide an alternative, effective accommodation, to the extent any reasonable accommodation can be made without imposing an undue hardship on The Dobbs Foundation.

Individuals will not be retaliated against for requesting an accommodation in good faith. The Dobbs Foundation expressly prohibits any form of discipline, reprisal, intimidation, or retaliation against any individual for requesting an accommodation in good faith.

## **MAINTAINING A DRUG-FREE WORKPLACE**

In order to help ensure a safe, productive work environment, it is the policy of The Dobbs Foundation to forbid the possession or use of non-prescribed narcotics, hallucinogenic drugs, marijuana, or other non-prescribed controlled substances on the company property or while on working time for the company.

An employee suspected of having an illegal substance in his/her bloodstream or who is in the possession of such substances may be requested to undergo specified appropriate medical tests. Refusal to undergo such tests, or other violation of this policy, may result in disciplinary action, up to and including termination of employment.

## **EMPLOYMENT CATEGORIES AND DEFINITIONS**

Employees of The Dobbs Foundation are placed into one of the following job classifications. It is important that you understand your job classification and its possible impact on your pay and benefits.

- Full-time: A full-time employee is one who is regularly scheduled to work thirty (30) or more hours per week. This employee is entitled to all benefits offered by The Dobbs Foundation.
- Part-time: A part-time employee is one who is regularly scheduled to work less than thirty (30) hours per week. This employee is entitled to limited benefits as described herein.
- Temporary or Intermittent: A temporary employee is one who is called in periodically for temporary periods of time, regardless of the number of hours worked per week or the period of time. This individual is not entitled to company benefits.

## **CONFIDENTIAL INFORMATION**

Your job will entail working with confidential information about the Foundation, grant candidates, and grantees. This confidential information should be discussed only with people whom you know are authorized to receive this information and when you know the information will be used only for the proper conduct of Foundation business. Under no circumstances should you reveal any information to those not authorized to receive it. Employees who violate this Policy shall be subject to appropriate disciplinary action, up to and including termination of employment.

## **GENERAL WORK POLICIES**

### **HOURS OF WORK**

#### **Generally**

The President, in anticipation of the Foundation's needs, will determine your hours of work. The normal workweek is Monday through Friday, from 8:00 a.m. until 5:00 p.m., local Atlanta, Georgia time and consists of 40 hours. However, every employee occasionally may need to work evenings, weekends, and possibly overtime in accordance with the Foundation's needs. Depending on your position and duties, an alternate work schedule may be available if approved by the President.

#### **Overtime Pay for Non-Exempt Employees**

The Dobbs Foundation designates each employee as either exempt or nonexempt in compliance with applicable federal, state, and local law. Employees designated as exempt are paid a fixed salary and are not entitled to overtime pay. Employees designated as nonexempt are entitled to overtime pay at a rate of 1.5 times their regular rate of pay for all hours worked over 40 in a workweek, as required by applicable federal, state, and local law.

#### **Timekeeping**

To ensure that The Dobbs Foundation has complete and accurate time records and that employees are paid for all hours worked, nonexempt employees are required to record all working time. Employees should record on a daily basis all actual time worked, including the starting and stopping times of each workday, and all time away from work, including the starting and stopping times of unpaid periods and sick leave, vacation days, and company holidays.

Falsifying time entries, including by working "off the clock," is strictly prohibited. If you falsify your time entries or work off the clock, you will be subject to discipline, up to and including termination.

You must immediately report any supervisor or manager who falsifies your time entries or encourages or requires you to falsify your time entries or work off the clock to the Foundation's President, Board Chair, or other member of the Foundation's Board of Trustees.

### **WORK ATTIRE**

Your work attire is an important part of the image you convey. All employees are expected to present a neat, well-groomed appearance. Business attire is expected in the office and away from the office while on Foundation business. Clothes should be of conservative cut and fit appropriate to convey a professional image. Additionally, appropriate attire should be worn when attending meetings or conferences for professional development.

Employees who report to work in unacceptable attire may be requested to leave work and return in acceptable attire.

Business casual attire may be worn on Fridays.



## **ATTENDANCE AND PUNCTUALITY**

Attendance and punctuality are important to the smooth operation of The Dobbs Foundation. Your attendance and punctuality are necessary to ensure an efficient operation, as well as to prevent placing an extra burden on your colleagues. Excessive absences or tardiness cannot be tolerated and may be grounds for disciplinary action, up to and including employment termination.

If you cannot come to work, you are requested to notify the office as early as possible. All absences of more than one day should be reported daily unless other arrangements have been made. If no one is unavailable when you call, you should leave a message on the President's voice mail.

When returning to work after repeated or extended absences due to illness or injury, you may be required to provide a physician's note.

## **VOTING**

If you wish to vote in any municipal, county, state, or federal election or primary, you must typically do so before or after your regular working hours. If polls are not open two consecutive hours either before or after your scheduled hours of work, you should speak with your manager about taking time off to vote, which must not exceed two hours. Retaliation against an employee who requests leave under this policy is strictly prohibited.

## **YOUR PAY**

Paychecks are issued twice a month, on approximately the 15<sup>th</sup> and the 28<sup>th</sup> day of the month (or preceding Friday). Your paycheck will cover all wages earned during the previous pay period. For non-exempt employees, additions for overtime or subtractions for time not worked will be made in the following paycheck. Should you have any questions or problems concerning your paycheck, notify the President immediately.

## **PAYROLL ADVANCES AND LOANS**

Each employee is encouraged to use financial institutions for all money needs. The Dobbs Foundation will not provide loans or advances on paychecks.

## **PERSONAL STATUS CHANGE**

When you were hired, you provided us with information necessary for your personnel record. This information is considered privileged and will be kept confidential to the extent possible. However, keeping this information up-to-date is important to both you and the Foundation.

Promptly provide the Foundation with notice of changes in your personal status including, without limitation:

- Name
- Address

- Telephone number
- Marital status
- Birth date, relationship and total number of dependents
- Formal education courses completed and other training or skills acquired
- Person(s) to notify in case of emergency
- Beneficiaries for benefit plans

## **EMPLOYEE DEVELOPMENT**

It is The Dobbs Foundation's policy to pay for appropriate training for continuing education in order to encourage your professional development. As a result, from time to time, we may pay for relevant classes, seminars, conferences, subscriptions, and memberships in professional organizations which provide for individual growth and increased capacity of the Foundation. The President must approve any expenditure prior to incurring the expense. Approval for any class requiring an absence of more than one day must be obtained from the President.

## **CONFLICTS OF INTEREST**

At The Dobbs Foundation, all business must be conducted within the spirit of honesty, integrity, and the law. We expect every employee to promote and protect The Dobbs Foundation's best interests and maintain professional and personal integrity at all times.

You are expected to refrain from taking part in any transaction or action that would be a conflict of interest with the Foundation's purpose, aims or goals. We reserve the right to determine when your activities represent a conflict with the Foundation's interest and to take whatever action is necessary to resolve the situation.

If you have questions about circumstances or situations as they relate to a possible conflict of interest, you are strongly encouraged to discuss it with the President and/or the Board Chair.

## **ACCEPTANCE OF GIFTS**

Accepting gifts of any kind from organizations or entities with which The Dobbs Foundation has a funding relationship (past, current, or potential) is prohibited. You should use your discretion when accepting gifts (e.g., tickets to professional sporting events) or hospitality (e.g., a meal) from any person or entity with which The Dobbs Foundation has a business relationship.

## **SOLICITATIONS OR DISTRIBUTIONS**

The Dobbs Foundation policy prohibits employees and non-employees from soliciting others for any service, product or organization during working hours, unless the President has previously approved it. In addition, you are requested not to distribute material or information unrelated to your work, unless the President has previously approved it.

## **DISCIPLINARY ACTION**

We hope that you will know what is expected of you throughout your employment with The Dobbs Foundation. Whenever you are unsure of those expectations, or need help reaching them, please speak up. This is important for both the effective operation of the Foundation as well as your professional development.

Should there be a time when you fall short of meeting these standards of job performance, corrective action may be necessary. The typical sequence of corrective action is as follows:

- Verbal warning
- Written warning
- Suspension or discharge

Certain situations however may require immediate termination or deviation from the above procedures. The Dobbs Foundation reserves the right to administer discipline, as it deems appropriate, without following the sequence of corrective action listed above.

## **STANDARDS OF CONDUCT**

Certain conduct cannot be tolerated when it interferes with our ability to operate or is offensive to others. Such conduct may result in disciplinary action, up to and including termination of employment.

Examples include:

- Failure to meet performance standards, to fulfill job requirements, or to abide by a policy for which you have been trained.
- Insubordination (i.e., refusing to follow management's instructions concerning a job-related matter). If you disagree with your manager's request, you should follow the instructions given at the time and discuss it later in private.
- Using rude or profane language. Civility is vital to our way of working.
- Abuse of equipment or property. If you have any questions about the proper use of a piece of equipment, ask your manager for help.
- Acting violently towards others. A safe work environment is priority for everyone.
- Falsifying company records, communications or reports, including employment applications and personnel records.
- Theft or unauthorized use of Foundation assets, including, without limitation, equipment, property, information or funds.
- Failing to maintain the confidentiality of information about the Foundation, grant candidates, and grantees.
- Engaging in off-duty misconduct that reflects negatively on the Foundation or causes or has the potential to cause harm to the Foundation or its reputation.

These examples are illustrative of the types of behavior that are not permitted at The Dobbs Foundation, but are not intended to be all-inclusive. You are expected to comply with all standards of conduct that could be expected by persons exercising reasonable judgment.

## **COMPUTER AND E-MAIL USAGE POLICY**

Computers, computer files, e-mail and voicemail systems, and software furnished to the Foundation's employees are the sole property of the Dobbs Foundation and are intended solely for business use. Foundation employees should not have an expectation of privacy of any e-mail, voicemail, documents, or other electronic files stored on the Foundation's equipment or systems. The Foundation may access and disclose information stored on its computer systems, including its e-mail and voicemail systems, at any time with or without notice to employees. Employees should not use another employee's password, access another employee's files, or retrieve another employee's stored communication without authorization. During an extended absence from work, or upon termination, messages sent to your Foundation e-mail address will be forwarded to the Foundation's Network Administrator to ensure your messages are received and handled on a timely basis.

The Foundation prohibits the use of its computer and e-mail systems in ways that are disruptive, offensive to others, or harmful to morale. For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other prohibited uses of the Foundation's computer and e-mail systems include, but are not limited to, ethnic slurs, racial comments, off-color jokes, or anything else that may be construed as harassment or as a showing of disrespect toward others. The Foundation's computer and e-mail systems are to be used for business purposes only.

The Foundation purchases and licenses the use of its computer software and does not own the software or its related documentation. Unless authorized by the software developer, the Foundation does not have the right to reproduce such software for use on more than one computer. Thus, employees may only use software on local area networks or on multiple machines according to the applicable software license agreement. The Foundation prohibits the illegal duplication of software and its related documentation.

Employees should immediately report to the President any violations of this policy. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

## **VOLUNTARY TERMINATION**

Should you decide to leave our employment, we ask that you provide as a matter of courtesy a minimum of two weeks notice of your intentions to the President and/or Board Chair.

## **SMOKE-FREE ENVIRONMENT**

The Dobbs Foundation and its landlord maintain a smoke-free environment. If you smoke, you must do so outside of the building.

# BENEFITS

## SUMMARY

Wages are just a part of the total compensation package you receive at The Dobbs Foundation. A comprehensive benefits package is also available. If you have any questions regarding any of your benefits, please do not hesitate to consult with the President. The Dobbs Foundation reserves the right to amend, change, terminate, modify and/or alter the language, provisions, features, coverages and /or benefits offered at any time to any employee.

A brief summary of your benefits follows. For a comprehensive plan document for insurance benefits, please contact the Office Manager.

## HOLIDAYS

Regular full-time and part-time employees are immediately eligible for the following paid holidays:

- New Year's Day
- Martin Luther King Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving - 2 days
- Christmas - 2 days

Each December, a list of dates specific to each holiday for the following year should be circulated and posted. Temporary employees are not eligible for paid holidays.

## PERSONAL TIME OFF

Regular employees are eligible for paid personal time off to be used for vacation, sick time, doctor's appointments, or any other personal reason. This paid time off is referred to as Personal Time Off (PTO).

Full-time employees will accrue PTO, prorated on a monthly basis, according to the following schedule:

Years of Service	Annual PTO	PTO Earned Per Month
1 – 5	15 days	1.25 days
5 or more	20 days	1.67 days

Part-time employees will accrue PTO in accordance with this schedule on a proportionate basis that will be determined by the employee's regular work schedule during the years as measured against a 5-day, 40-hour week.

Employees may find they need time away from work prior to accruing the necessary PTO; in such cases, an employee may request an advance against his/her future PTO accrual. Such requests will be considered in light of the Foundation's business needs and may be granted at the Foundation's sole discretion.

PTO may not be taken in increments smaller than one-half (1/2) day. Personal time away from work for vacation is very important. We therefore encourage you to use your PTO; pay will not be given in lieu of PTO. PTO cannot be accumulated and carried over from one year to the next. Upon termination of your employment, unused PTO will not be paid.

Requests for PTO should be submitted to the President as far in advance as possible. Although we will make every effort to accommodate your PTO request, the needs of the Foundation will take priority. If you need to take PTO because of illness, please notify the President as soon as possible.

## **LEAVE OF ABSENCE POLICY**

Leaves of absence provide a means for the Foundation to continue its employment relationship with individuals who, for various reasons, are not able to work for extended periods. Leaves of absence of up to 90 days for personal reasons may be granted at the Foundation's sole discretion in accordance with the terms described below. You must request a leave of absence in writing at least two weeks before the time you wish such leave to begin and such request must address the nature and expected duration of the leave. If the leave request is necessitated by an emergency, you or a member of your immediate family must notify the President as soon as practicable and should submit a written explanation of the nature and expected duration of the leave within three days of when the leave begins. All leaves must be approved by the President.

Leaves of absence are unpaid except that you will be required to use any unused PTO at the start of the leave. While on a leave of absence, benefit accrual will stop. In addition, it may be necessary for you to pay your insurance premiums in order to continue your coverage. The Dobbs Foundation will comply with any applicable law.

Although the Foundation will endeavor to place employees returning from a leave of absence in their former position or a position comparable to their former position, reinstatement will not be guaranteed to any employee returning from leave. If you do not return to work following the conclusion of an approved leave, you will be considered to have voluntarily resigned your employment with the Foundation.

## **BEREAVEMENT LEAVE**

You are eligible for up to 3 days off with pay due to a death in your immediate family. Immediate family is defined as grandparent, parent, spouse, sibling, child, grandchild, and father-in-law or mother-in-law.

## **MILITARY SERVICE**

Any employee who enters active duty in the uniformed services of the United States will be granted an unpaid military leave in accordance with the Uniformed Services Employment and Reemployment Rights Act (“USERRA”) and applicable state law. Pursuant to the provisions of USERRA and applicable state law, employees returning from military service will be entitled to re-employment and to retain the same seniority, status, and pay they would have received had they not entered military service.

## **JURY DUTY**

While on required jury duty, an employee will receive his/her regular pay as well as any juror fees for the period of active service. You may be required to present a copy of the Juror Summons.

## **INSURANCE COVERAGE**

### **Full Time Employees**

We offer a comprehensive program of insurance coverage to help protect you. Our insurance package currently includes health, dental, life, short-term and long-term disability coverage. The company currently pays for all or a portion of the insurance coverage depending upon the coverage selected. We will be happy to provide you with more details concerning these plans, costs and eligibility. You are eligible the date you start your employment with The Dobbs Foundation. Such plans are subject to change or termination at any time.

### **Part Time Employees**

Part-time employees are not eligible for any insurance benefits.

## **403(b) PLAN**

A 403(b) plan is available to help you save and invest money for retirement. If you participate in the plan, the Foundation will contribute to your retirement savings at a rate determined by the Board of Trustees.

You are eligible to begin participating in the 403(b) plan on the date you start your employment with The Dobbs Foundation. If you choose not to begin participating when you first become eligible, you may participate at a later date.

Through the 403(b) plan, you may choose to have up to the maximum allowable by law contributed to the plan on a pre-tax basis. This enables you to reduce the amount of income tax you currently pay, while encouraging you to save for the future.

You are always fully vested in the value of your own contributions to the plan as well as the value of the contributions made by the Foundation.

The Foundation may change or discontinue its policy of retirement contributions at any time.

## **PARKING**

The Dobbs Foundation will pay for monthly parking for its downtown offices.

## **SECURITY AND SAFETY**

### **SAFETY POLICY**

All Dobbs Foundation employees are expected to help ensure a safe working environment for all employees and guests. Please report any safety hazards, broken or malfunctioning equipment, and unsafe practices to the President immediately.

### **WORK RELATED INJURIES**

Any work-related illness, injury, or exposure should be reported to the President as soon as possible. In order for medical attention to be covered under Workers Compensation insurance, you must see one of the physicians on the posted panel of physicians.

### **PROTECTION OF PROPERTY**

As a member of our team, please provide good care for all equipment and use supplies prudently and economically. In certain cases, for obvious misuse or loss, you may be asked to share in the replacement cost of any items which you damage.

Upon termination of employment, you must return all Foundation property, including work product and documents in your possession or control. This includes all intellectual property or information, regardless of its form, and all copies or excerpts. Unauthorized retention of the Dobbs Foundation's property may subject you to legal liability for conversion, misappropriation, or other violations of applicable law.

### **DISCLAIMER OF RESTRICTIONS ON EMPLOYEES' RIGHTS UNDER THE NATIONAL LABOR RELATIONS ACT**

The policies in this Handbook are not intended to preclude or dissuade employees from engaging in legally protected activities, including the National Labor Relations Act, such as discussing wages, benefits, or terms and conditions of employment, forming, joining, or supporting labor unions, bargaining collectively through representatives of their choosing, raising complaints about working conditions for their and their fellow employees' mutual aid or protection, or legally required activities.



## **AGREEMENT TO ARBITRATE**

The employee listed below (Employee) and The Dobbs Foundation, Inc. (The Dobbs Foundation) agree that binding arbitration is the best possible forum to resolve all disputes that may arise out of the employment context. Both The Dobbs Foundation and Employee agree that any claim, dispute, and/or controversy that either Employee may have against The Dobbs Foundation (or its trustees, officers, managers, employees, agents, and parties affiliated with its employee benefit and health plans) or The Dobbs Foundation may have against Employee, arising from, related to, or having any relationship or connection whatsoever with Employee seeking employment with, employment by, or other association with The Dobbs Foundation shall be submitted to and determined exclusively by binding arbitration under the Federal Arbitration Act, in conformity with the procedures of the Georgia Arbitration Law, O.C.G.A. § 9-9-1 et seq. The arbitration will be conducted pursuant to the Employment Rules or other similar rules of the American Arbitration Association. The decision of the arbitrator shall be final and may be enforced by any court having jurisdiction thereof.

Included within the scope of this Agreement are all disputes, whether based on tort, contract, statute (including, but not limited to, any claims of discrimination and harassment, whether they be based on the Georgia Sex Discrimination in Employment Act, the Georgia Equal Employment for the Handicapped Code, Title VII of the Civil Rights Act of 1964, as amended, or any other State, local or federal laws or regulations), equitable law, or otherwise, with exception of claims arising under the National Labor Relations Act which are brought before the National Labor Relations Board, claims for medical and disability benefits under state workers' compensation laws, administrative claims for unemployment benefits, or as otherwise required by law.

To the extent applicable in civil actions in United States District Court, the following shall apply and be observed in arbitration proceedings pursuant to this Agreement: all rules of pleading, all rules of evidence, all rights to discovery, and all rights to resolution of the dispute by means of motions for summary judgment and judgment on the pleadings. Resolution of the dispute shall be based solely upon the law governing the claims and defenses set forth in the pleadings, and the arbitrator may not invoke any basis (including but not limited to, notions of "just cause") other than such controlling law. The arbitrator shall have the immunity of a judicial officer from civil liability when acting in the capacity of an arbitrator, which immunity supplements any other existing immunity. Likewise, all communications during or in connection with the arbitration proceedings are privileged. As reasonably required to allow full use and benefit of this agreement, the arbitrator shall extend the times set for the giving of notices and setting of hearings. Awards shall include the arbitrator's written reasoned opinion. Should any term or provision, or portion thereof, be declared void or unenforceable it shall be severed and the remainder of this agreement shall be enforceable.

**EMPLOYEE UNDERSTANDS AND AGREES TO THIS BINDING ARBITRATION PROVISION, AND BOTH EMPLOYEE AND THE DOBBS FOUNDATION GIVE UP THEIR RIGHT TO TRIAL BY JURY OF ANY CLAIM EMPLOYEE OR THE DOBBS FOUNDATION MAY HAVE AGAINST EACH OTHER.**

**[CONTINUED ON THE FOLLOWING PAGE]**

**MY SIGNATURE BELOW ATTESTS TO THE FACT THAT I HAVE READ, UNDERSTAND, AND AGREE TO BE LEGALLY BOUND TO ALL OF THE ABOVE TERMS.**

**DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE ARBITRATION AGREEMENT.**

---

Employee Signature

---

Date

---

Print Full Name

[Retain in Employee Personnel File]

## HANDBOOK RECEIPT

This is to acknowledge that I have received a copy of The Dobbs Foundation, Inc.'s Employee Handbook.

I understand that it is my responsibility to read the Handbook and to abide by the policies set forth therein. If I have any questions concerning the information in the Handbook, I will bring them to the attention of the President.

I understand that the statements contained in the Handbook constitute management and employee guidelines only, and are in no way to be interpreted as a contract between The Dobbs Foundation, Inc. and any of its employees. I further understand that The Dobbs Foundation, Inc. reserves the right to change, modify, or delete any of its work rules and policies at any time. I further understand that the consequence of failing to follow the policies set forth in this handbook may include disciplinary action, up to and including, termination of my employment with The Dobbs Foundation, Inc.

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Signature of employee

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Date

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Print name

[Retain in Employee Personnel File]