

EMPLOYEE HANDBOOK



APPROVED MAY 20, 2009 BY THE
BOARD OF DIRECTORS

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I. **PURPOSE AND SCOPE OF POLICIES**

The following policies affect all employees of the East Baton Rouge Redevelopment Authority (“RDA”) and are recommended as guidelines for supporting organizations of the RDA. While the RDA hopes that your employment relationship with the RDA is successful, these policies do not constitute a contract guaranteeing employment for any specific length of time. Employment with the RDA is voluntarily entered into, and the employee is free to resign at any time, with or without cause. Similarly, the RDA may terminate the employment relationship at will at any time, with or without cause.

Employees are expected to comply with these policies at all times. Any breach or violation of these policies or any other workplace rules may lead to disciplinary action, including but not limited to, suspension without pay and/or termination of employment.

In order to ensure our ability to respond to legal requirements and changing needs, the RDA reserves the right to change any employment benefits, policies and/or insurance coverage at any time. Changes will be communicated to all staff members. Employee benefits are stated in a separate document entitled “***CURRENT BENEFITS***”.

In some cases, change from policy might be negotiated with an individual, but if so, there must be prior written approval of the President or person designated by the President.

II. **ENVIRONMENT**

The RDA recognizes that its fundamental strength and future growth depends on the contribution made by each person within the organization, and that productivity and efficiency result from real job satisfaction.

A. **Equal Employment Opportunity**

The RDA fully supports and practices the principle of equal employment opportunity and strictly prohibits any form of unlawful discrimination. Thus, it is the RDA’s policy to recruit, hire and promote qualified employees without regard to race, color, religion, sex, or national origin. The RDA also strictly prohibits any form of unlawful discrimination based upon an applicant or employee’s age or disability. No employee or other person, no matter his or her title or position, has the authority, expressed, actual, apparent or implied, to discriminate against or harass an employee of the RDA.

Any employee having a question about this policy or concern that the policy is not being followed should immediately contact the President. Each employee has both a right and a duty to report conduct which he or she believes may constitute unlawful discrimination, and the RDA will not condone or authorize any kind of retaliation against any employee who has in good faith reported conduct which he or she believes may constitute discrimination in violation of this policy. Additionally, any employee found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

B. Workplace Harassment

The RDA strictly prohibits sexual harassment of employees. Sexual harassment has been defined as follows:

- i. Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature constitutes sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.
- ii. The RDA also strictly prohibits harassment of employees on the basis of race, color, religion, age, disability or national origin.
- iii. Verbal or physical conduct that creates an intimidating, hostile or offensive work environment is the type of conduct which is prohibited by this policy. Examples of actions that may constitute harassment in violation of this policy include epithets, slurs, or negative stereotyping.
- iv. Written materials in the workplace showing hostility toward an employee because of the employee's race, color, religion, gender, national origin, age or disability are also prohibited.

All complaints regarding harassment by any supervisor or fellow employee should be immediately communicated to the President. Each employee has not only a right, but a duty, to report conduct which he or she believes may constitute harassment, and the RDA will not condone or authorize any kind of retaliation against any employee who has made a good faith report of conduct which he or she believes may constitute harassment in violation of this policy. The RDA will thoroughly investigate allegations of harassment and maintain confidentiality to the extent consistent with a thorough investigation. Any employee at any level found to have engaged in the harassment of another employee in

violation of this policy will be subject to appropriate disciplinary action, up to and including termination of employment.

C. Drug and Alcohol Free Work Environment

Introduction

The RDA is committed to promoting and maintaining efficient operations and a safe, healthy and productive work environment for its employees. To further these goals, the RDA adopts this policy for a drug and alcohol free work environment. Compliance with this policy is a condition of employment as the RDA is unwilling to assume any risk created by the presence of drugs, alcohol and controlled substances in the workplace. Nothing in this policy is intended to create contractual or other legal obligations on the part of the RDA or such rights on the part of any employee. Both the RDA and each employee remain free to terminate his or her employment relationship at will.

Policy Statement

i. Prohibition Against Presence of Alcohol, Drugs and Controlled Substances

To ensure a safe, productive work environment at all the RDA facilities and to safeguard the RDA/Baton Rouge Area Foundation (“BRAAF”), the RDA strictly prohibits the use, sale, transfer or possession of alcohol, drugs, drug paraphernalia or controlled substances on any RDA/BRAAF premises or facilities. Vehicles owned by the RDA, as well as private vehicles parked on RDA/BRAAF premises or facilities, are locations included within this prohibition. Additionally, the RDA strictly prohibits any person with any detectable amount of drugs or controlled substances present in his or her body, or who is under the influence of alcohol, from being on any RDA/BRAAF premises or facilities. The RDA further prohibits any employee from being on duty, whether on or off RDA/BRAAF premises or facilities, with any detectable amount of drugs or controlled substances present in his or her body, or under the influence of alcohol. Any employee found in violation of this policy is subject to immediate discharge. Any non-employee (including visitors, contractors, employees of contractors, etc.) found in violation of this policy, or suspected of having alcohol, drugs or controlled substances present in his or her body, may be refused entry on to or removed from the RDA/BRAAF's premises and denied future access. Furthermore, depending on the circumstances, other action, including notification of appropriate law enforcement agencies, may be taken against any violator of this policy.

This policy prohibits the use of illegal drugs as well as the abuse of legal drugs.

An exception to this policy may be made for the authorized serving of alcohol at official RDA events.

ii. Legal Drugs

Any employee taking a drug or other medication, whether or not prescribed by a physician, which is known or advertised as possibly affecting or impairing judgment, coordination, or other senses, or which may adversely affect ability to perform work in a safe and productive manner, must notify his or her supervisor or other management official prior to starting work or entering the RDA/BRAF facilities. The supervisor or management official will decide if the employee can remain at work or on the RDA/BRAF premises or facilities and what restrictions, if any, are deemed necessary or appropriate. Any employee violating this policy is subject to immediate discharge.

iii. Examinations

The RDA may, as a prerequisite to employment, require all applicants for employment to submit to a urinalysis, saliva test, blood test, and/or other medical test for detecting drugs and/or alcohol. The RDA may also require any employee to submit to any such tests for drugs and/or alcohol in the following circumstances:

- (a) following any serious or potentially serious accident or injury, regardless of fault;
- (b) whenever required or requested by a customer or funder of the RDA as a condition for entering the customer's premises, providing funds, or performing services for the customer;
- (c) whenever an employee is suspected of violating this policy;
- (d) as part of occasional follow-up testing if an employee is found to have breached these policies but has been permitted to remain employed; and on a random selection basis and any other time deemed appropriate by the management of the RDA, without prior announcement.

Employees will be required to sign a written consent to such examinations at the time of and as a condition of their initial employment, as well as at the time such examinations are conducted. Any employee who refuses to consent to a required examination

may be discharged. The purpose of these examinations is to determine whether a person has any detectable amount of alcohol, drugs or controlled substances present in his or her body. Employees should be aware that laboratory testing procedures are extremely sensitive and can detect the presence of drugs or controlled substances several days or even weeks after the drug was used.

iv. Searches and Inspections

The RDA may conduct searches and inspections of employees and their personal effects, desks, lunch boxes, purses, wallets, baggage, vehicles, etc., located on the RDA's premises or facilities. The purpose of such searches and inspections under this policy is to determine whether any person is in possession of alcohol, drugs, or controlled substances. Entry onto the RDA's premises or facilities constitutes consent to such searches or inspections. Employees will be required to sign a written consent to such searches and inspections at the time of and as a condition of their initial employment, as well as at the time such searches and/or inspections are conducted. Any employee who refuses to consent to a required search or inspection may be discharged. Any non-employee having business with the RDA or otherwise seeking access to the RDA premises or facilities who refuses to submit to a search or is found in possession of alcohol, drugs or controlled substances may be removed and denied future access to the RDA's premises or facilities. Searches of such non-employees will be conducted only with the written consent of such persons. When appropriate, any items discovered through such searches or inspections may be taken into custody and may be turned over to the proper law enforcement authorities.

All examinations, searches and inspections will be performed with concern for each employee's personal privacy and confidentiality.

D. Smoking

The RDA provides a smoke-free work environment for all staff. All offices of the RDA are considered non-smoking.

E. Personal Appearance

Personal appearance is a reflection of our organization and it is important that we view and present ourselves as professionals. On a daily basis, we have business associates, grantees, board members and other guests in the office. Appropriate professional attire as determined by the RDA is expected at all times.

Fridays are considered casual days unless employees are scheduled to participate in meetings outside the office or have guests coming to the office for meetings. Casual day is defined as casual yet still professional with no jeans allowed.

III. Employment Classification

A. Exempt and Non-exempt Positions

Every position is analyzed to determine its classification as “exempt” and “non-exempt.”

“Exempt” persons are not entitled to overtime. “Non-exempt” persons, who are paid hourly for part-time employment or internships are entitled to overtime.

B. Status

A full-time employee is one who consistently works 40 hours per week, excluding lunch periods. Full-time employees are eligible for employee benefits according to the terms of the plans.

A part-time employee is one who is employed for a specified number of hours per week (but less than 40 hours, excluding lunch periods). Part-time employees are not eligible for employee benefits.

C. Employment of Relatives

From time to time, relatives of employees may apply for openings at the RDA. The RDA may exclude relatives of current employees from employment eligibility. If the RDA employs two or more relatives, there may be no reporting relationship between the two. In most instances, relatives of members of the Board of Directors and Officers are not eligible for full-time employment.

Exceptions may be made for part-time employees. The President will have final approval. If two employees become related during the course of employment, the situation will be evaluated and the RDA may require that one or both of the employees resign.

D. Probation Period

A 90-calendar day probationary period is required upon initial employment as a regular full-time or part-time staff member at the East Baton Rouge Redevelopment Authority. The purpose of the 90-calendar day probationary period is to provide the staff member and the supervisor a means by which to evaluate the work situation. Full-time employees will not be eligible for retirement benefits until they have successfully completed their respective probationary periods.

Supervisory Responsibility During the Probationary Period

During the first 90 calendar days of employment, the supervisor should carefully

evaluate the staff member's performance, attitude, and potential for success in the job.

The supervisor should:

- explain the purpose of the 90-calendar day probationary period to the staff member on the staff member's first day of work;
- provide the staff member with a copy of the staff member's job description;
- explain the expectations regarding performance in the new position, and
- provide training which covers the specific duties and responsibilities of the position.

Since the probationary period is only 90-calendar days, supervisors should not expect 100 percent efficiency in the job, but rather demonstrated capacity to eventually perform the job.

90-Calendar-Day Probationary Review Procedures

At the end of the 90-calendar days, the supervisor will fill out a Probationary Review Form and meet with the staff member to discuss performance and determine whether the staff member is performing satisfactorily during the probationary period.

In the event the staff member terminates employment during the probationary period, the supervisor should return the Probationary Review Form to the Vice President (who serves as human resources) with an explanation.

Supervisory Concerns

If a staff member is proving unsuitable for the job, the supervisor should discuss the situation with the Vice President. This contact must be made as early as possible, but at least 14 calendar days prior to the end of the 90-calendar day probationary period, and before discussing it with the staff member.

The Vice President will provide information, advice and the appropriate procedure to follow in the event of an extension of the probationary period or termination.

Extension of the Probationary Period

With prior approval from the Vice President, the probationary period may be extended for up to 30-calendar days. The request for extension must be made at least 14 calendar days prior to the end of the 90-calendar day probationary period.

Even in cases when an extension is granted, the Probationary Review Form for the 90-calendar day probationary period must be completed, signed by the staff member and supervisor, and returned to the Vice President.

- i. The supervisor should obtain a Probationary Review Form. The Probationary Review Form must be completed and distributed in the same manner as the 90-calendar day Probationary Review Form.
- ii. During the extension period, the supervisor will continue to instruct and support the staff member in areas where improvement is desired.
- iii. If performance remains unsatisfactory during the extension period, the supervisor should again contact the Vice President.

Termination of Employment

If the staff member proves unsuitable for the position, employment should be terminated prior to the end of the 90-calendar day probationary period or the 30-calendar day probationary extension period, if granted.

IV. Working Hours

A. Office Hours

The normal workweek consists of 40 hours for full-time employees, Monday through Friday, with a one hour lunch period.

Part-time employees' normal working hours are determined at time of hire and vary according to individual program area needs.

Flexible work schedules may be possible in certain circumstances pending approval of your supervisor. In each case, departmental and office coverage of regular office hours will be considered.

B. Attendance and Absenteeism

Employees are expected to report to work promptly when they are scheduled to work. Prompt and regular attendance is a condition of employment and is an essential function of the job. The RDA does acknowledge, however, that certain unscheduled absences are unavoidable. Employees are required to call their immediate supervisor by 8:00 a.m. if they expect to arrive late or require an unscheduled absence. Excessive absenteeism and tardiness may lead to disciplinary action, up to and including termination of employment.

C. Overtime

The RDA requires that any non-exempt employee who finds the need to work additional work hours in excess of the normal workweek (40 hours) will not be compensated for overtime.

All hours worked by hourly employees (non-exempt) must be recorded and submitted to the Administrative Assistant. The supervisor's signature must be obtained on any time records that include overtime hours.

D. Compensation Policy

Any inquiries concerning your compensation should be directed to the President. The RDA is committed to compliance with the Fair Labor Standards Act and prohibits any pay practices, including improper deductions, in violation of the Act. If at any time you feel that improper deductions have been made from your pay or that you have not been compensated for all time worked, you are expected to immediately contact the President.

E. Lunch Periods

A one-hour lunch period is provided for regular and part-time employees and should be planned as close to the noon hour as possible.

Lunch periods should be staggered to assure office telephone coverage. Management will be responsible for the assignment of relief for the receptionist during lunch periods.

F. Office Closing

If inclement weather conditions exist, the following guidelines should be followed:

If the weather is sufficient to warrant closing the offices, employees will be notified by their supervisor by 7:00 a.m. (if possible). Because we have employees in all parts of the metro area, if you have a question or concern about streets in your neighborhood, before starting out, please call your supervisor. Above all, the safety of employees is our concern.

Office Closing: The President will evaluate conditions and determine whether to declare the RDA office officially closed and may also abide by decision made by the Baton Rouge Area Foundation executive (while occupying BRAF space). If the office is considered closed due to weather, the period of lost work time will be paid, including time lost due to a late opening or early closing.

G. Resignations

Employees are requested to provide at least two (2) weeks notice of resignation to the RDA. A letter of resignation is to be submitted to the immediate supervisor. The RDA, at its discretion, may waive the two-week notice period.

V. EMPLOYEE BENEFITS – SEE CURRENT BENEFITS DOCUMENT

A. Health and Major Medical Insurance

Health insurance coverage is available for all eligible full time employees of the RDA. See “*CURRENT BENEFITS*” for further information on premium coverage. An employee may elect to include immediate family members by paying an additional spouse and/or dependent premium, which will be deducted

from the employee's paycheck. Contact the Vice President as soon as possible if you experience a change in dependent coverage.

Employees who are otherwise covered by health insurance may elect to waive duplicate coverage by the RDA. If health insurance available to employees of the RDA is waived, employees will not be compensated for the waived benefit. See the terms of the insurance plan for additional information, including details regarding eligibility and pre-existing conditions.

B. Life Insurance

A group life insurance program is available for all eligible full-time employees - see "*CURRENT BENEFITS*". See the terms of the plan for additional information, including eligibility requirements.

C. Retirement Program

A Defined Contribution Plan is provided for all eligible full-time employees - see "*CURRENT BENEFITS*".

D. Parking

The RDA, in its discretion, may pay for parking for eligible full-time employees.

E. Jury Duty

Because it is the responsibility of citizens to serve when called upon, the RDA provides for paid leave for jury duty for all full-time and part-time employees. If called, please notify your supervisor and provide a copy of the summons as soon as possible so adjustments can be made to the work schedule.

F. Military Leave

Employees who are required to take a leave of absence due to service in the military should notify the RDA as soon as possible. Such employees are entitled to certain re-employment rights and benefits upon return from duty under certain conditions. If an employee receives notice to report for military duty, he or she should contact his or her supervisor in order to arrange the leave of absence and receive information on re-employment rights and benefits.

G. Holidays

The RDA observes ten (10) holidays each year. Holidays are paid to full-time employees who would otherwise be scheduled to work on the holiday. Occasionally, the dates of observed holidays may be rescheduled due to department needs.

New Year's Day
Martin Luther King Day
Mardi Gras (Fat Tuesday)
Good Friday
Memorial Day
Independence Day (July 4)

Labor Day
Thanksgiving Day
Day after Thanksgiving
Christmas Eve
Christmas Day

H. Vacation Leave

Time away from work to relax and pursue special interests is important to everyone. All full-time employees are eligible for vacation leave and the RDA encourages employees to take the vacation days to which they are entitled in the year earned. Accordingly, employees may neither carry unused vacation into the following year nor receive additional pay for unused vacation.

Based on the following schedule, vacation leave is available to eligible employees upon the first day of employment; however, employees will actually accrue vacation days on a pro-rata basis on the first day of each month he or she is actively working:

Eligible Employees	Annual Vacation Leave
Full-time employees (up to 5 years of employment)	10 days
(over 5 years of employment)	15 days
Vice President (up to 5 years of employment)	15 days
(over 5 years of employment)	20 days
President and CEO	20 days

If an employee has qualified for additional vacation days due to promotion, the employee will qualify for an additional five (5) days of vacation leave immediately upon employment in that position.

At its discretion, the RDA may classify a new employee with equivalent professional experience into a category that the employee would not have qualified based on employment years with the RDA.

Employees must notify their supervisor at least two weeks prior to taking a vacation, unless the vacation is required due to an emergency. In an emergency, employees must notify their supervisor of their intended vacation as soon as possible.

Workloads, time constraints, the requests of other employees, and other factors may prohibit the approval of an employee's vacation request. While the RDA

will attempt to accommodate each employee's preference, all employees must be prepared to accept alternative dates if required by the RDA for reasons it deems necessary or appropriate.

The RDA-observed holidays occurring during an employee's vacation are not counted against accrued vacation.

Terminating employees will be paid in full for any vacation the employee has accrued, but not yet used, during the current year. If, as of the date of termination, an employee's used vacation exceeds the employee's current accrued vacation, the employee's excess vacation pay must be repaid to the RDA. In the event this excess exists as of the date of termination, the RDA may deduct the amount owed by the employee for excess vacation from the employee's final paycheck.

I. Sick Leave

Upon commencement of employment, full-time employees may request and be granted up to ten (10) days of paid sick leave per year. Sick leave can be taken only when an employee is unable to work because of personal injury or illness or because of illness or injury in the employee's immediate family. The RDA may require medical proof of illness or injury at any time and may require a release to return to work when an employee has missed three or more consecutive days due to illness or injury. The granting of sick leave is at the discretion of the RDA and any unused sick leave will not carry over to the next year and will not be paid upon termination of employment.

J. Maternity and Paternity Leave

Eligible female employees are entitled to six (6) weeks paid Maternity Leave in connection with pregnancy, childbirth or adoption.

Eligible male employees are entitled to six (6) weeks paid Paternity Leave to care for the employee's child after birth or adoption.

K. Additional Discretionary Paid and Unpaid Leave

The RDA, at its sole discretion, may grant additional paid or unpaid leave to eligible employees for the following reasons: (1) to care for the employee's child after birth or after a child has been placed for adoption or foster care with the employee; (2) to care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or (3) for a serious health condition that makes the employee unable to perform his or her job. A serious health condition is one which involves either an incapacity requiring inpatient care or absence from daily activities for more than three days or a health condition requiring continuing treatment by a health care provider. The RDA may require medical certification from a healthcare provider in determining whether to grant leave pursuant to this policy.

Except as required by law, benefits do not accrue during an unpaid leave of absence. Employees can continue health insurance coverage by paying the employee's share of the premium (if applicable).

VI. STANDARDS OF CONDUCT

A. The East Baton Rouge Redevelopment Authority Code of Conduct

All RDA employees must adhere to the Formal Code of Conduct.

B. Employee Misconduct

There are certain minimal standards which must be adhered to by all employees of the RDA in order to maintain and operate a safe and efficient business. Therefore, the RDA will not tolerate any form of misconduct by employees, and any employee found to have engaged in misconduct will be subject to appropriate disciplinary action, including immediate termination of employment.

The types of misconduct which the RDA prohibits include, but are not limited to, the following:

- (1) Failure to comply with any rules and regulations established by the RDA including, but not limited to, policies covered in this section;
- (2) Refusal or inability to maintain satisfactory job performance, including output or quality of work.
- (3) Theft or dishonesty;
- (4) Immoral, indecent or disorderly conduct;
- (5) Falsifying records;
- (6) Excessive absenteeism/tardiness;
- (7) Insubordination or disobedience;
- (8) Bringing illegal drugs and/or unauthorized alcohol onto worksites, including parking lots; consuming illegal drugs on the job or the unauthorized consumption of alcohol on the job; or reporting for work with any detectable amount of alcohol or drugs present in one's body;
- (9) Assault or threats;
- (10) Willful destruction or abuse of property or equipment belonging to the RDA, other employees or others on the premises of the RDA;

- (11) Disobeying federal, state or local safety rules and regulations;
- (12) Gambling, fighting or horseplay at work;
- (13) The use of abusive or threatening language or action against fellow employees or others at the worksite;
- (14) The use of equipment or supplies of the RDA on or off the job without proper authorization;
- (15) Violation of any provision of the personnel policies;
- (16) Conviction of a crime; and
- (17) Any other behavior considered unprofessional or improper by the RDA.

C. Conflict of Interest Policy

INTRODUCTION

The purpose of this policy is to define what constitutes a conflict of interest so that employees may avoid such activities and to set guidelines for disclosing any actual and/or potential conflict of interest.

The RDA respects each individual's right to engage in commercial, social, community, political or religious activities outside his or her employment which are private in nature. The performance of these activities may, however, result in an actual or potential conflict, or give the appearance of a conflict of interest situation. A conflict of interest occurs when an employee uses his or her position at the RDA for individual personal advantage or advantage of a family member. In all business associations both inside and outside the RDA, officers and employees ("employees") should not permit themselves to be placed in a conflict of interest situation.

POLICY

A conflict of interest arises whenever your interest or that of your immediate family conflicts or appears to conflict with the interest of the RDA. Each employee has a duty to avoid a conflict of interest or the appearance of a conflict of interest.

The following discussion is not intended to intrude upon your privacy but to help you avoid a conflict of interest. If you are faced with a personal transaction, decision, or situation which you think may create a conflict of interest, you are to report it to the President. In some situations, if there are no objectionable, legal or ethical issues involved, the RDA may consent to the proposed activity even

though a conflict of interest exists. Therefore, it is the policy of the RDA that employees:

- (a) Carry out their assignments as employees of the RDA with loyalty and faithfulness to their obligations and duties to the organization and to bring credit to themselves and to the RDA exercising their best care, skill, and judgment for the benefit of the institution; and
- (b) Refrain from activities which do or could appear to create a conflict of interest.

PROCEDURE

- (1) Possible, actual or the appearance of a conflict of interest situations must be reported to the President. Employees must make a full disclosure of all facts and circumstances surrounding the actual or potential conflict of interest and the RDA will then make a determination whether the employee may pursue and/or continue the activity.
- (2) All employees are expected to maintain an awareness of potential conflicts of interest and ensure compliance with procedure.

Employees in violation of this policy may be subject to disciplinary action, up to and including, termination of employment.

D. Policy on Campaigns for Elective Office and Service in Elective Office

INTRODUCTION

The RDA cannot support its employees who wish to participate as campaign workers and as candidates for elective office and who serve in elective office. Moreover, the RDA's responsibilities to its funders, agencies and the community require that an employee's responsibilities to the RDA may not be diminished or compromised as a result of the employee's elected public service. Therefore, this policy statement sets forth the RDA's position applicable to its employees who participate in political campaigns and who are elected to public office.

POLICY

- (18) As a result of these legal restrictions, an employee who is participating as a campaign worker or a candidate for elective office must act solely and exclusively in his or her individual capacity, and not as an employee or representative of the RDA. Therefore, any employee who wishes to participate in a campaign or as a candidate for elective office must resign their position prior

to working on any campaign or announcing his/her intentions to run for office.

E. Reporting of Illegal, Fraudulent or Dishonest Conduct

The RDA is committed to maintaining the highest standards of conduct and ethics. This Illegal, Fraudulent or Dishonest Conduct Policy reflects the practices and principles of behavior that support this commitment. The RDA expects every employee, volunteer, and officer to read and understand the Policy and its application to the performance of his or her responsibilities.

The RDA will investigate any possible illegal or fraudulent acts or dishonest use or misuse of RDA resources, assets or property by management, staff, or volunteers. The RDA will take appropriate action against anyone found to have engaged in fraudulent or dishonest conduct, including disciplinary action by the RDA and/or civil or criminal prosecution when warranted.

All members of the East Baton Rouge Redevelopment Authority community are both encouraged and required to report possible illegal, fraudulent or dishonest conduct (i.e., to act as a “whistleblower”), pursuant to the procedures set forth in the next section.

The RDA will not condone retaliation against a person who makes a good faith report under this Policy.

HOW TO REPORT

An employee’s concerns about possible illegal acts, or fraudulent or dishonest use or misuse of resources, assets or property should be reported immediately to his or her supervisor. If for any reason an employee finds it difficult to report his or her concerns to a supervisor, the employee can report it directly to the President or any Board Officer. The names of the current persons in these positions and their contact information are attached to the RDA’s Employment Policies.

Employees are encouraged to report the concern verbally so that the manager or other person receiving the complaint can ask clarifying questions in order to ensure that the concern is fully understood. If the concern is communicated in writing, the employee should ensure that the concern is described in detail. Less than a thorough explanation of the concern may impair any investigation into the concern.

RIGHTS AND RESPONSIBILITIES

Supervisors

Supervisors are required to immediately report suspected illegal, fraudulent, or dishonest conduct to the President or a Board Officer. In addition, supervisors are responsible for maintaining a system of management controls to detect and deter

illegal, fraudulent or dishonest conduct. Failure by a supervisor to establish management controls or report misconduct within the scope of this policy may result in adverse personnel action against the supervisor, up to and including termination of employment. The President and Board Officers are available to assist management in establishing management systems and recognizing improper conduct.

Reasonable care should be taken in dealing with suspected misconduct to avoid:

- baseless allegations
- premature notice to persons suspected of misconduct and/or disclosure of suspected misconduct to others not involved with the investigation
- violations of a person's rights under law

Accordingly, a supervisor who becomes aware of suspected misconduct:

- should not contact the person suspected to further investigate the matter or demand restitution
- should not discuss the case with anyone other than the President, the Vice President or a Board Officer
- should not report the case to an authorized law enforcement officer without first discussing the case with the President, the Vice President, or a Board Officer
- should direct all inquiries from any attorney to the President or the Vice President
- should direct all inquiries from the media to the President or the Vice President

WHISTLEBLOWER PROTECTION

The RDA will protect whistleblowers as defined below:

- The RDA will not condone retaliation against any person who made a good faith report under this Policy. Complaints under this policy will be handled confidentiality to the extent consistent with a thorough investigation.
- Whistleblowers who believe that they have been retaliated against may file a written complaint with the President or a Board Officer. Any complaint of retaliation will be promptly investigated and appropriate corrective measures taken if allegations of retaliation are substantiated. This protection from retaliation is not intended to prohibit supervisors from

taking action, including but not limited to, disciplinary action, against employees in the usual scope of their duties and/or based on valid performance-related factors. Nothing in this policy is intended to alter the at-will nature of the employment relationship between the RDA and employees.

- Whistleblowers must be cautious to avoid baseless allegations (as described below in the definitions section of this policy).

DEFINITIONS

Baseless Allegations: allegations made with reckless disregard for their truth or falsity. People making such allegations may be subject to disciplinary action by the RDA, and/or legal claims by individuals accused of such conduct.

Fraudulent or Dishonest Conduct: a deliberate act or failure to act with the intention of obtaining an unauthorized benefit. Examples of such conduct include, but are not limited to:

- forgery or alteration of documents
- unauthorized alteration or manipulation of computer files
- fraudulent financial reporting
- pursuit of a benefit or advantage in violation of the RDA's conflict of interest policy
- misappropriation or misuse of the RDA resources, such as funds, supplies, or other assets
- authorizing or receiving compensation for goods not received or services not performed
- authorizing or receiving compensation for hours not worked

Whistleblower: an employee who informs a supervisor, the President, the Vice President, or a Board Officer about an activity relating to the East Baton Rouge Redevelopment Authority which that employee believes in good faith to be illegal, fraudulent or dishonest.

CONTACTS

Questions related to the interpretation of this Policy should be directed to the President or a Board Officer.

F. Confidentiality

Employees have the responsibility of protecting confidential RDA and donor information. It is imperative that employees who have access to this type of information keep it confidential. This applies to RDA information and employee compensation information. Revealing or discussing this information with unauthorized persons is grounds for discharge.

Removal of RDA files for work at home is only permitted with the specific permission of the employee's supervisor.

As a condition of employment with the RDA, all employees shall execute a separate Confidentiality Agreement.

VII. PROBLEM RESOLUTION

Any employee with an employment related concern has the opportunity to formally share his or her concern. The employee should notify the President with any concerns. The RDA will not condone retaliation against an employee who makes a good faith report under this policy.

VIII. PERSONNEL RECORDS

Personnel records are maintained to comply with record keeping requirements and to ensure the efficient administration of the organization.

The RDA maintains a neutral reference policy. Only the President is authorized to release information to outside parties such as prospective employers and credit/mortgage institutions. Any employee receiving a request for a reference should forward the request to the President without providing any information.

Only the President is authorized to release information in the personnel files to law enforcement officers and attorneys when such information is requested in duly authorized subpoenas or as required by law.

In order for us to maintain accurate records on our employees and so that your paycheck reflects the proper deductions for taxes and benefits, employees shall notify the finance department promptly if an employee has a change in any of the following information:

- Name
- Address
- Telephone number
- Tax exemptions
- Social Security number
- Marital status
- Insurance coverage
- Beneficiaries

IX. OFFICE AND EQUIPMENT

All RDA employees are expected to keep their own workstations and common areas clean, tidy and organized. Inappropriate items should not be left in these areas. No employee shall have any expectation of privacy in work areas. When appropriate, an employee should assist in cleaning up a conference room or any common area and returning it to a clean and orderly condition.

X. MISCELLANEOUS POLICIES

A. Entry to Offices

The security of the RDA personnel, information and equipment is dependent on the access of only authorized personnel. Therefore, only full-time personnel will be issued keys to the RDA office.

Keys may NOT be distributed to the following:

- (1) Part-time employees
- (2) Consultants
- (3) Vendors
- (4) Repairmen
- (5) Previous employees
- (6) Community groups utilizing our facilities

Exceptions may be made on a case-by-case basis, but approval to distribute a key or security code must be obtained in advance from the President.

Any workers other than full-time employees or any of the unauthorized persons listed above who must have access to the offices outside of normal working hours must be admitted by a full-time employee. Arrangements should be made in advance and all personnel notified who will be in the offices.

B. Mileage Reimbursement

Employees will be reimbursed mileage for use of their personal vehicle for approved travel related to RDA business. The rate of mileage reimbursement is determined by the IRS. During scheduled business hours, mileage is determined from the RDA office to the destination and return, unless otherwise approved by the President or Vice President.

C. Expense Reimbursement

Expense reimbursements must be approved by your immediate supervisor. Requests for expense reimbursements must be accompanied with the original receipts. Requests must be signed by the employee's supervisor before being submitted to the Accounting Department. Without prior approval from your immediate supervisor, entertainment, amusement or recreation charges are not acceptable as RDA business expenses and therefore are not reimbursable.

No employee will be compensated for non-work related lunch or entertainment expenses with other employees.

D. Travel

All employees making travel arrangements for official business should use coach class accommodations. Tickets should be purchased far enough in advance of the departure date to take advantage of any discount airfare opportunities. Ticket purchases made by employees are eligible for reimbursement with supervisor approval.

Hotel space should be reserved on a single room basis unless rooms can be shared to minimize expenses and conference or corporate rates should be requested. Suites and similar accommodations should not be obtained unless personal requirements, conferences or other special needs justify such additional accommodations. Lodging expenses shall not exceed the maximum allowable nightly rate under the current State of Louisiana Travel Guide, unless the traveler is staying at a designated conference hotel, in which case the actual cost for a single occupancy, standard room may be approved at the conference rate. Advance approval of your immediate supervisor is required to make any travel arrangements.

Travelers may expense or be reimbursed for meals according to the following schedule.

- a. **Breakfast:** When travel begins at/or before 6 a.m. on the first day of travel or extends beyond 9 a.m. on the last day of travel, and for any intervening days.
- b. **Lunch:** When travel begins at/or before 10 a.m. on the first day of travel or extends beyond 2 p.m. on the last day of travel, and for any intervening days.
- c. **Dinner:** When travel begins at/or before 4 p.m. on the first day of travel or extends beyond 8p.m. on the last day of travel, and for any intervening days.

The maximum rates for meals shall correspond to the maximum allowances under the current State of Louisiana Travel Guide. Receipts are not required for routine meals within these allowances if reimbursement will be requested. Meals expensed on an RDA credit card will require a receipt as back up documentation. Failure to provide a receipt in such instances may result in the traveler reimbursing the RDA for the expensed amount.

Other related travel expenses, such as baggage fees, ground transportation, parking, Internet fees, copies, and tips are allowable expenses and may be eligible for reimbursement. All travel expenses must be approved by your supervisor prior to reimbursement.

If travel occurs on either side of a weekend and staying an additional day or leaving a day early reduces airfare enough to cover an extra night's lodging, the expense of one additional night's lodging may be allowed and submitted for reimbursement. Supervisor approval shall be obtained prior to making such arrangements. Additional expenses incurred with such a stay over (food and entertainment) or more than one extra night's lodging would be considered a personal expense.

When employees attend professional conferences that are fully or partially paid for by the RDA, course descriptions must be submitted along with the registration receipt.

E. Telephone Courtesy and Procedures

Rapid and accurate communication by telephone is an essential part of good customer relations. The same courtesy and attention should be given to customers over the telephone as in direct contact situations.

When transferring internal or external calls to another employee or back to the switchboard, stay on the line and announce the call to that person.

Our telephone system is equipped with voicemail. Most telephones within the office will roll automatically to voicemail after four rings. This applies to both internal and external telephone calls. The caller will then hear your personalized greeting (which should be changed frequently) and they will be able to leave you a message. At 5:00 p.m. each business day, all telephones are forwarded, by the receptionist, to voicemail and remain there until 8:00 a.m. the next business day.

Although cellular phones are not prohibited, please keep the ringer volumes on a low level or silent so as not to disrupt the adjoining offices.

Personal use of the telephone should be limited to essential calls. Long distance or toll calls for personal use are prohibited without prior approval from your immediate supervisor.

F. Electronic Communications Policy

The RDA currently provides its employees with various electronic tools, such as access to the programs and databases contained on the RDA's internal network, e-mail capability on that same internal network, external Internet-based e-mail capability, access to external information and systems via the Internet, the use of personal computers, network stations and internet devices and the software that resides on them (referred to collectively as PC in this policy), as well as the use of voice mail. These tools are provided for the sole purpose of assisting employees in the performance of their job duties.

These policies apply to all employees using the RDA's systems. By using the RDA's PC and/or voicemail systems, each employee agrees to comply with these policies and acknowledges and consents to the RDA's right to monitor its systems and the information exchanged and/or stored on these systems.

General

- (1) All hardware and software provided by the RDA for use by its employees, as well as all products generated by the employee's use of this hardware and software are owned exclusively by the RDA.
- (2) By utilizing computer hardware, software, telephones, voice mail and other communications systems and equipment owned and provided by the RDA, employees waive all rights to personal privacy on these systems and equipment. Employee use of the RDA's PC, Internet, email and voicemail systems is neither private nor confidential.
- (3) The RDA may, at any time and without further notice, monitor any and all aspects of its systems, including but not limited to Internet access and usage, sites visited on the Internet (even those visited outside of business hours), material downloaded or uploaded by employees, internal and external e-mail sent and received, database and software usage on the RDA's internal network, PC contents and usage, as well as telephone and voice mail systems, to ensure they are being used properly and for the RDA business and to monitor the business that is being conducted.
- (4) Use of these systems in a manner that would violate applicable law and/or any RDA policy is strictly prohibited and is grounds for disciplinary action, up to and including termination of employment and/or appropriate legal action.
- (5) The RDA will not be responsible for any damages, direct or indirect, arising out of the improper use of any of the systems mentioned above.

E-Mail (Internal and External)

- (1) E-mail sent and/or received on any RDA system or device is the property of RDA and is considered public information. Employees should exercise the same care in drafting e-mail and posting items to newsgroups as they would for any other written communication. Anything created on the computer or the Internet may, and likely will, be reviewed by others.

- (2) Employees should not consider e-mail communications private or confidential, despite any such designation by either the sender or recipient.
- (3) The RDA's management can and will enter any of the various e-mail systems and review, monitor, copy, print or delete any or all messages drafted or received by employees, whether they have been held, sent, or received, and disclose such messages to others. The use of passwords to gain access to e-mail is for the protection of the RDA, not the employee; therefore, the employee should not assume that messages are confidential even though a private password is used. The RDA reserves the right to monitor email communications, including information exchanged or stored on computers, the Internet or other email systems, at any time.

PC and Internet Usage

- (1) As a condition of providing employees with access to the RDA's PC systems and the Internet, the RDA places certain restrictions on workplace use of the Internet and those systems. The RDA encourages employee use of the Internet and other systems:
 - a. To communicate with fellow employees and clients in relation to an employee's assigned duties;
 - b. To acquire information related to, or designed to facilitate, the performance of regular assigned duties; and
 - c. To facilitate performance of any task or project in a manner approved by the employee's supervisor.
- XI. At no time may employees of the RDA visit sites on the Internet which are not business related or which are otherwise unacceptable by management, including but not limited to the following:
- a. Sexually oriented sites;
 - b. Racist sites or any other site advocating discrimination against those in protected classes;
 - c. Sites using explicit language or containing violent images;
 - d. Gambling related sites; or
 - e. Chat rooms.
- XII. Activities in which employees are prohibited from engaging include, but are not limited to:

- a. Sending, receiving, displaying, storing, viewing, printing or otherwise disseminating material that is, or contains content that is, fraudulent, harassing, illegal, embarrassing, sexually explicit, obscene, excessively violent, intimidating, defamatory or disparaging of others based on their race, national origin, sex, sexual orientation, age, disability, religious or political beliefs. Employees encountering such material should report it to their supervisor immediately.
- b. Displaying, disseminating, downloading, printing, or in any way using copyrighted materials (including articles and unlicensed software) in violation of copyright laws.
- c. Sending, receiving, storing, viewing, printing, disseminating or otherwise using proprietary data, trade secrets or other confidential information of the RDA or its business associates in violation of the RDA policy or proprietary or confidentiality agreements.

XIII. Employees' use of PC and Internet Systems as well as telephone and voice mail system is neither confidential nor private. Monitoring of these systems, including but not limited to, the information exchanged or stored on these systems, will occur. The RDA reserves the right to monitor these systems at any time.

**ACKNOWLEDGEMENT OF RECEIPT AND UNDERSTANDING OF EAST
BATON ROUGE REDEVELOPMENT AUTHORITY EMPLOYMENT
POLICIES**

I, _____, hereby represent and warrant to the East Baton Rouge Redevelopment Authority (“RDA”) that prior to executing this Acknowledgement, I received a copy of the East Baton Rouge Redevelopment Authority Employee Handbook.

I have read and understand the provisions of the East Baton Rouge Redevelopment Authority Employee Handbook. If I initially did not understand any provisions of the policies and procedures, I asked an officer of the RDA to explain the provisions and have received a satisfactory explanation. I understand that any future questions I may have about these policies should be directed to the President or Vice President.

I agree to comply with each of the provisions of the East Baton Rouge Redevelopment Authority Employee Handbook for the duration of my employment with the East Baton Rouge Redevelopment Authority. I understand that nothing in these policies is intended to create a contract of employment. I further understand that I am employed on an at-will basis and that my employment with the RDA may be terminated at any time by me or the RDA with or without cause.

I understand that any violations of these policies or other workplace conduct rules may result in disciplinary action, up to and including, suspension without pay and/or termination of employment.

Employee Signature

Date: _____

**ACKNOWLEDGEMENT OF ELECTRONIC
COMMUNICATIONS POLICY AND CONSENT TO MONITORING**

I acknowledge that I have been provided a copy of the East Baton Rouge Redevelopment Authority's Electronic Communications Policy. I further acknowledge that I have read and understand this policy and agree to comply with the terms and provisions of the policy.

I acknowledge that the East Baton Rouge Redevelopment Authority ("RDA") has the right to monitor my use of the RDA's computer, Internet, email, telephone and voicemail systems and I give my voluntary consent to such monitoring. I understand that I have no expectation of privacy on these systems and that the RDA may monitor my use of these systems and the information exchanged or stored on these systems at any time.

I understand that any violation of the RDA's Electronic Communications Policy may result in disciplinary action, up to and including, suspension without pay and/or termination of employment.

I understand that any questions I may have about this policy should be directed to the President or Vice President of the RDA.

Employee Signature

Date:_____

**ACKNOWLEDGMENT OF RECEIPT OF THE RDA'S
WORKPLACE HARASSMENT AND DISCRIMINATION POLICIES**

I, _____ have received, read and understand the East Baton Rouge Redevelopment Authority's policies strictly prohibiting harassment and discrimination in the workplace. I also understand that I am required to report any acts of harassment and/or discrimination that I experience or witness during my employment to the President or a Board Officer.

I agree to abide by the East Baton Rouge Redevelopment Authority's policies prohibiting workplace harassment and discrimination and understand that any violations of these policies will result in disciplinary action, up to and including suspension without pay and/or termination of employment.

If I have any questions regarding the content or interpretation of the Workplace Harassment and Discrimination Policies contained in the East Baton Rouge Redevelopment Authority's Employment Policies, I will immediately bring them to the attention of the President.

Employee

Date: _____

**ACKNOWLEDGMENT OF RECEIPT AND EXPLANATION OF
DRUG AND ALCOHOL FREE WORK ENVIRONMENT POLICY**

I have received a copy of the East Baton Rouge Redevelopment Authority's policy for a drug and alcohol free work environment. Provisions of this policy have been explained to me by a representative of the East Baton Rouge Redevelopment Authority ("RDA"). I have also been advised that if in the future I have any questions about this policy, I should contact the President or Vice President.

I understand that my initial and/or continued employment with the RDA is conditioned on my acceptance of and compliance with the provisions of this policy and that a violation of the policy may result in disciplinary action, up to and including suspension without pay and/or termination of employment. I further understand that nothing in this policy is intended to alter or restrict my right, or the RDA's right, to terminate our employment relationship at will.

I understand and have been advised that I should not rely on any attempted oral modifications of this policy and that the only modifications or amendments which are binding on the RDA are those which are in writing and signed by the President or an authorized management official.

I understand and accept the terms of the RDA's drug and alcohol free work environment policy.

Witness

Employee

Date: _____

Date: _____

