



C.H.I.L.D. Inc.

PERSONNEL POLICIES

Rev. December 2025

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ARTICLE 1 Purpose

CHILD Inc.'s ability to provide quality comprehensive child development services to low-income families is dependent upon a competent and dedicated staff. CHILD, Inc. seeks employees who are not afraid of hard work and collaboration, are willing to improve their knowledge and skills, are committed to the principles of family engagement, and who find satisfaction and pride in the contribution their work makes to their community.

These policies are constituted for the purpose of:

- a. Providing the Board of Directors and Policy Council with a clear understanding of their mutual responsibilities and privileges.
- b. Providing the employees with a written statement of the policies and conditions that govern their employment.
- c. To create a procedure for the agency that will ensure fair and equitable treatment in the selection of employees, in working conditions during their employment, and in their termination from employment.

ARTICLE 2 General Policies and Conditions Governing Employment

SECTION 1. Equal Employment Opportunity

CHILD Inc. is an equal opportunity employer. We prohibit discrimination based on race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, genetic information, military service, pregnancy, or status as a victim of domestic violence.

CHILD Inc. recognizes its responsibility to go beyond the mere announcement of an equal opportunity policy and will adhere to both the spirit and the letter of all legislation designed to eliminate discrimination in employment.

To ensure the implementation of this policy, Human Resources has been designated as the Equal Opportunity Officer by the Board of Directors and the Policy Council. The Equal Opportunity Officer shall receive and attempt to resolve complaints on an informal basis, shall provide aggrieved persons with information and advice on equal opportunity procedures including local, state and federal redress, and shall assist in preparing any formal complaint or alleged discrimination.

SECTION 2. Nondiscrimination/Anti-Harassment Policy and Complaint Procedure

CHILD Inc. is committed to a work environment in which all individuals are treated with respect and dignity. Everyone has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, CHILD Inc. expects that all relationships among individuals in the office will be business-like and free of explicit bias, prejudice, and harassment.

CHILD Inc. has developed this policy to ensure that all its employees can work in an environment free from unlawful harassment, discrimination, and retaliation. CHILD Inc. will make every reasonable effort to ensure that all concerned are familiar with these policies and are aware that any complaint in violation of such policies will be investigated and resolved appropriately.

Any employee who has questions or concerns about these policies should talk with their supervisor or Human Resources.

These policies should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, or any other protected characteristic, from participating in business or work-related social activities or discussions. In other words, no one should make the mistake of engaging in discrimination or exclusion to avoid allegations of harassment. The law and the policies of CHILD Inc. prohibit disparate treatment on the basis of sex or any other protected characteristic, with regard to terms, conditions, privileges and perquisites of employment. The prohibitions against harassment, discrimination, and retaliation are intended to complement and further those policies, not to form the basis of an exception to them.

It is the policy of CHILD Inc. to ensure equal employment opportunity without discrimination or harassment on the basis of race (including hairstyle/texture), color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information, or any other characteristic protected by law. CHILD Inc. prohibits any such discrimination or harassment.

Retaliation

CHILD Inc. encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of CHILD Inc. to promptly and thoroughly investigate such reports. CHILD Inc. prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.

Sexual Harassment

Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, "sexual harassment" is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or c) 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.

Title VII of the Civil Rights Act of 1964 recognizes two types of sexual harassment: a) quid pro quo and b) hostile work environment. Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

Harassment

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law, or that of his or her relatives, friends or associates, and that: a) has the purpose or effect of creating an intimidating, hostile or offensive work environment, b) has the purpose or effect of unreasonably interfering with an individual's work performance, or c) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group that is placed on walls or elsewhere on the employer's premises or circulated in the workplace, on company time or using company equipment by e-mail, phone (including voice messages), text messages, social networking sites or other means.

Individuals and Conduct Covered

These policies apply to all applicants and employees, whether related to conduct engaged by fellow employees or by someone not directly connected to CHILD Inc. (e.g., an outside vendor, consultant or customer).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

Reporting an Incident of Harassment, Discrimination or Retaliation

CHILD Inc. encourages reporting of all perceived incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe that they have been the victim of such conduct should discuss their concerns with their immediate supervisor, or human resources. See the complaint procedure described below.

In addition, CHILD Inc. encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and to request that it be discontinued. Often this action alone will resolve the problem. CHILD Inc. recognizes however, that an individual may prefer to pursue the matter through complaint procedures.

Complaint Procedure

Individuals who believe they have been the victims of conduct prohibited by this policy or believe they have witnessed such conduct should discuss their concerns with their immediate supervisor, or human resources.

CHILD Inc. encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Therefore, while no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment.

Any reported allegations of harassment, discrimination, or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

CHILD Inc. will maintain confidentiality throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.

Misconduct constituting harassment, discrimination, or retaliation will be dealt with appropriately. Responsive action may include, for example, training, referral to counseling or disciplinary action such as a warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay, or termination, as CHILD Inc. believes appropriate under the circumstances.

If a party to a complaint does not agree with its resolution, that party may appeal to CHILD Inc's Executive Director/CEO. Employees may seek relief beyond the Chief Executive Officer by following Step 3 of the agency Grievance Procedure.

In addition to the internal complaint process, employees may file a complaint with either or both of the government agencies set forth below.

The United States Equal Employment Opportunity Commission
J.F. Kennedy Federal Building
Boston, Massachusetts 02203
(617) 565-3200

Rhode Island Commission on Human Rights
10 Abbott Place Park
Providence, RI 02903
(401) 277-2661

False and malicious complaints of harassment, discrimination or retaliation (as opposed to complaints that, even if erroneous, are made in good faith) may be the subject of appropriate disciplinary action.

SECTION 3. *Americans with Disabilities Act, Amendments Act(ADA/ADAAA)*

Purpose

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act (ADAAA) are federal laws that require employers with 15 or more employees to not discriminate against applicants and individuals with disabilities and, when needed, provide reasonable accommodations to applicants and employees who are qualified for a job—with or without reasonable accommodations—so that they may perform the position's essential job duties.

It is the policy of CHILD Inc. to comply with all federal and state laws concerning the employment of individuals with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is the company policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, compensation, training, discharge, or other terms, conditions and privileges of employment.

Procedures

When an applicant with a disability requests accommodation and can be reasonably accommodated without creating an undue hardship or causing a direct threat to workplace safety, the employee will be given the same consideration for employment as any other applicant. Applicants who pose a direct threat to the health, safety and well-being of themselves or others in the workplace when the threat cannot be eliminated by reasonable accommodation will not be hired.

CHILD Inc. will reasonably accommodate qualified individuals with a disability so that they can perform the essential job functions unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation or if the accommodation creates an undue hardship to CHILD Inc. Contact Human Resources (HR) with any accommodation questions or requests.

All employees are required to comply with the company's safety standards. Current employees who pose a direct threat to the health or safety of themselves or other individuals in the workplace will be placed on leave until an organizational decision has been made regarding the employee's immediate employment situation.

Individuals currently using illegal drugs at or outside of work are excluded from coverage under the company ADA policy. CHILD Inc's ADA policy does not extend protections to individuals who are currently using illegal drugs. However, if an individual is in or has completed a drug rehabilitation program and is not currently using illegal drugs, a reasonable accommodation may be available.

The Human Resources (HR) department is responsible for implementing this policy, including resolving reasonable accommodation, safety/direct threats, and undue hardship issues.

Undue hardship: Significant difficulty or expense that would be incurred by the employer if an accommodation were implemented. In determining whether an accommodation would impose an undue hardship on a covered entity, factors to consider include:

- The nature and cost of the accommodation.
- The overall financial resources of the facility or facilities involved in providing reasonable accommodation, the number of people employed at such facility, the effect on expenses and resources, or the impact of such accommodation on the operation of the facility.
- The overall financial resources of the employer; the size, number, type and location of facilities.
- The type of operations of the company, including the composition, structure and functions of the workforce, administrative or fiscal relationship of the particular facility involved in making the accommodation to the employee.
- **Essential functions of the job:** Job activities the employer determines are essential or core to performing the job; these functions cannot be modified.

The examples provided in the above terms are not meant to be all-inclusive and should not be construed as such. They are not the only conditions that are considered to be disabilities, impairments or reasonable accommodations covered by the ADA/ADAAA policy.

For terms used, as defined as, in this policy please contact the Human Resource Department.

SECTION 4. Low Income Persons

Hiring preference will be given to low-income applicants, especially parents of children enrolled in the early care and education programs, who may have been denied the benefit of formal education and are willing to learn to perform new functions.

SECTION 5. Service Area Residents

Service area residents (Kent County) will be given first consideration for employment whenever possible.

SECTION 6. Political Activities

Employment by CHILD, Inc. may not be offered as a consideration or reward for the support or defeat of a political party or candidate, nor may any employee engage in partisan political activity on work time and must refrain from using agency email and or agency social media.

Employees are encouraged to participate in political activities on their own time, but may not invoke CHILD, Inc., its logos, or funded programs in doing so.

SECTION 7. Nepotism

CHILD, Inc. shall not employ any person with an immediate family member employed in a Management/Leadership or supervisory capacity, or who is a member of the Board of Directors or Policy Council. The immediate family shall be limited to parents, spouse/partner, children, sisters, brothers, grandparents, and grandchildren of an employee or the employee's spouse.

SECTION 8. Gift Acceptance Policy

Employees shall not solicit or accept for personal benefit directly or indirectly any gift, loan, discount or any item valued more than \$50.00 from any person or company that is seeking to conduct or is currently conducting business with CHILD Inc. Gifts, meals and accommodations of a reasonable and normal value up to \$50.00 provided to all employees may be accepted. Employees should consult with management on the appropriateness of any gift exchange.

SECTION 9. Health Examinations

All CHILD Inc. employees shall present evidence of a physician's exam and general good health at the time of employment. Employees who have direct contact with children and/or food service must also present evidence of recent testing and freedom from tuberculosis.

In addition, CHILD Inc. will require compliance with all immunization mandates and communicate recommendations from DHS Licensing and the Rhode Island Department of Health.

CHILD Inc. shall provide immunization against Hepatitis B infection for all employees having direct contact with children. Employees may elect to be vaccinated as a precaution at any time, or within twenty-four hours of exposure.

SECTION 10. Conformity To Federal Regulations

CHILD Inc. shall conform to all existing Federal Regulations in the selection of employees, in working conditions during their employment, in their termination from employment, and in the administering of these Personnel Policies.

SECTION 11. *Employment At-Will*

Employment with CHILD Inc. is at-will and may be terminated by either the employee or the employer at any time, with or without cause. The Personnel Policies or handbook does not create a contractual obligation or guarantee employment for any specific duration.

ARTICLE 3 Hiring

SECTION 1. Job Posting

All open positions will be posted internally via CHILD Inc's HRIS/Payroll platform. Positions will also be posted externally via CHILD Inc. website (career page). CHILD Inc. will also post/advertise open positions utilizing state employment agencies, colleges, and on-line employment job boards.

All positions will be posted in agency facilities and parent newsletters, as appropriate. There will be a minimum of two (2) weeks between the first notice of a position and the close of applications.

SECTION 2. Management/Leadership Staff

The positions of Chief Executive Officer, Financial Officer, Deputy Director and Program Service Manager shall be filled by the Board of Directors and Policy Council. Initial screening and interviewing sessions will be conducted by the Personnel Committee of the Board of Directors and the Policy Council, who will submit the qualified candidates to the full Board of Directors and the full Policy Council for the final selection. These positions can only be filled by mutual agreement of the Board of Directors and the Policy Council.

SECTION 3. Program Staff

The final authority for hiring all program staff rests with the Policy Council. The initial screening and interview sessions will be conducted by the Policy Council Personnel Committee and the Chief Executive Officer and or designee, who will submit the qualified candidates to the full Policy Council for the final selection.

SECTION 4. Temporary Staff

The Chief Executive Officer, or designee has the authority to hire temporary staff of limited duration. Such staff shall be entitled to holiday pay when the agency is closed, but shall not accrue PTO, nor be eligible for discretionary benefits.

SECTION 5. Introductory Period

All new and rehired staff complete an orientation and work on an introductory basis for the first ninety (90) days after their date of hire or rehire. The introductory period is intended to give new staff the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether their new position meets their expectations. CHILD Inc. uses this period to evaluate staff capabilities, work habits, and overall performance. Either the staff or CHILD Inc. may end the employment relationship at will and at any time during the introductory period. If CHILD Inc. determines that the introductory period does not allow sufficient time to thoroughly evaluate the Staff's performance, the introductory period may be extended. Any significant absence will automatically extend an introductory period by the length of the absence.

ARTICLE 4 Required Documents and Records

SECTION 1. Agency Documents

Each employee of CHILD Inc. will receive at the time of hire the agency Personnel Policies, appropriate job description, rate of pay, and the name and means of access to the Equal Opportunity Officer. Employees shall be notified of any changes in the above within ten (10) workdays of said change.

SECTION 2. Personnel Records

A confidential personnel file shall be maintained for all CHILD Inc. employees in the custody of the HR Department/Chief Executive Officer. These files shall include the following:

- Application, references, confirmation of hiring
- Evidence of education, required credentials/licensure
- Health and safety clearances
- Performance evaluations
- Performance Improvements
- Communications /Verification of Employment/Wages
- Benefit enrollment forms, beneficiary forms, waiver forms, as well as proof of other medical and or dental coverage.
- Pay rate and or position changes
- Evidence of car insurance, drivers' license, and driving record checks, if applicable
- Training documentation
- Leave of absence information / doctor's note
- Other information required by state and federal law

Many documents are also stored electronically/securely in the CHILD Inc. HRIS/Payroll system

ChildPlus and or RISES Data System shall include the necessary documents for Child Care Licensing such as:

- Personnel Data Sheet
- DCYF Clearances and fingerprints
- Evidence of Physician's exam (new hires)
- Evidence of required immunizations
- Evidence of CPR/First Aide Training and any other required training

SECTION 3. Limited Reference Policy

When requested, the Human Resource (HR) department will provide a limited reference for former and or present employees. The following information will be provided:

Dates of Employment

Position Held

Final salary or hourly wage (requiring written authorization)

ARTICLE 5 Staff Development

SECTION 1. Policy Statement

CHILD Inc. recognizes its responsibility to promote and support staff efforts that will improve their knowledge and skills in providing quality services to low-income children and their families. Although all staff can benefit from in-service and supplementary training, agency resources must be invested so as to ensure maximum benefits to program services.

SECTION 2. Orientation

Each employee shall receive an orientation to CHILD Inc. Including policies, procedures, and program services at the time of employment.

SECTION 3. Professional Development and Responsibilities

CHILD Inc. shall provide or ensure the provision of on-going and periodic professional development opportunities for all staff. Activities may include in-service training, workshops, conferences, webinars, technical assistance, consultation, coaching, communities of practice, and peer monitoring.

CHILD Inc. is committed to assisting employees in obtaining degrees from institutions of higher education and/or professional credentials necessary for high quality service delivery. All education assistance requests for college courses may be paid in part or full by CHILD Inc. All requests will require an application, registration documentation, documentation of course fees as well as final grades. Failure to successfully complete coursework may necessitate reimbursement to the agency.

CHILD Inc. expects all employees to participate in the minimum required hours of approved professional development required for their disciplines. CHILD Inc. further expects all employees to maintain the professional credentials required of their positions. Failure to do so could jeopardize their continued employment.

ARTICLE 6 Compensation and Benefits

SECTION 1. Wages

CHILD Inc. shall maintain an equitable wage scale that shall consist of minimum and maximum rates of pay for each position, and such intermediate ranges as are considered necessary. The wage ranges shall be consistent with the requirements, the degree of difficulty, and responsibilities of the positions.

New employees shall start at the minimum rate of the position unless there is a promotion within the agency that requires a higher rate of compensation in order to fairly upgrade the employee, or the hiring authority determines it necessary and appropriate to start a new employee at a higher rate.

Employees shall participate in a performance evaluation prior to consideration for a merit wage increase.

The longevity merit schedule shall be applied to those employees who have not had the opportunity for wage increases through career advancement or promotion, at the discretion of the CHILD, Inc. Management/Leadership.

SECTION 2. Timekeeping and Payroll

CHILD Inc. staff are paid on a bi-weekly basis. Staff are required to record hours worked on a daily basis. Hours worked are recorded in the CHILD Inc. time and labor software. Employees must complete their timecard no later than 12pm on Monday, of the payroll processing week. Supervisors/Payroll Mgr. will review and may need to make corrections to employee timecards. Supervisors will notify staff of any changes that are made to timesheets. Supervisors are required to approve timecards.

SECTION 3. School Year Employees

School Year Employees are scheduled to work 44 weeks per year. School Year employees are scheduled to be off during the summer months beginning the Monday following the close of pre-k to the return of the school, typically the 3rd week in August.. The time away from work is unpaid, unless PTO is used. Since school year employees are expected to work forty-four weeks per year, school year employees are not eligible for unemployment for the summer months.

SECTION 4. Travel Reimbursement

All employees who use their own automobiles for official business of CHILD Inc. shall be reimbursed at the per mile rate authorized by the Internal Revenue Service. In addition, reimbursement for tolls and/or parking expenses shall be made to such employees, provided that receipts are submitted with the request for expense reimbursement.

- a. Mileage expense should be submitted by the employee via CHILD Inc's payroll system within the pay period that the expense occurred, or monthly. Mileage reimbursement will only be approved and processed after confirmation that proof of updated auto insurance is on file with HR/Finance.

Employees traveling out of state on official CHILD Inc. business shall be reimbursed for the actual cost of transportation, plus a per diem rate per day for meals and incidentals, not to exceed the maximum federal government allowance, as agency funds allow. Receipts of expenditures may be requested.

SECTION 5. Temporary Disability and Caregivers Insurance TDI/TCI

RIDLT determines eligibility and may provide benefit payments to insured RI workers for weeks of unemployment caused by a temporary disability or injury. It protects workers against wage loss resulting from a non-work related illness or injury and is funded exclusively by Rhode Island workers.

TCI offers up to 7 weeks of paid leave to care for a seriously ill loved one or to bond with a new child. You must apply within 30 days of starting your leave.

SECTION 6. Worker's Compensation

CHILD Inc. pays the entire cost of workers' compensation insurance. The insurance provides coverage for related medical and rehabilitation expenses and a portion of lost wages to employees who sustain an injury on the job.

SECTION 7. Employment Security (Unemployment Benefits)

This is a form of wage insurance that CHILD Inc. shall pay for any former employee who meets the eligibility rules determined by the Rhode Island Department of Labor and Training.

SECTION 8. Health, Dental and Vision Insurance

All full-time permanent employees are eligible for individual or family health coverage as of the 1st of the month following their date of hire. Plan coverage and plan costs will be provided during the onboarding/orientation process. Employees with alternative coverage who opt-out of coverage will receive a stipend via payroll. Proof of alternative coverage must be provided to the [finance](#) office prior to payment. Employees who end their employment prior to the opt-out payments being issued, forfeit their right to the payment.

All full-time permanent employees shall be eligible for individual or family dental coverage.

All full-time permanent employees shall be eligible for Vision coverage for themselves and or family members with 100% of the cost paid by the employee.

COBRA

When applicable, information regarding benefits continuation through the Consolidated Omnibus Budget Reconciliation Act (COBRA) will be sent to the employee's home address via CHILD Inc's third party COBRA administrator.

SECTION 9. Group Term Life and Accidental Death Insurance

CHILD Inc. shall maintain group term life and accidental death and dismemberment insurance for all eligible employees having completed three full calendar months of employment. This plan shall provide benefits for accidental death and dismemberment, based upon planned annual earnings.

SECTION 10. Group Long-Term Disability Insurance

CHILD Inc. shall maintain Group Long-Term Disability Insurance for all eligible employees after completion of three full-calendar months of employment. This insurance provides compensation after six months of continuous disability and is reduced by benefits from other sources including but not limited to Social Security and Workmen's Compensation.

SECTION 11. Group Retirement Annuity Plan

CHILD Inc. shall maintain a Group Retirement Annuity Plan, administered by a funding sponsor approved by the Board of Directors, for all eligible employees after three full calendar months of employment.

Each year at the time of budget approval, the Board of Directors and Policy Council shall determine the agency's contribution based upon the percentage of gross earnings.

Employees must complete four years of employment to become fully vested, three years to become seventy-five percent (75%) vested, and two years to become fifty percent (50%) vested.

This plan allows employee investment decisions, and limits access to contributions and investment earnings until age 59½ years.

SECTION 12. Pre-Tax Savings Plan

In addition to the group retirement annuity plan, CHILD, Inc. shall make available an Individual Supplemental Retirement Annuity Program, administered by a funding sponsor approved by the Board of Directors, to all eligible employees who are scheduled to work twenty hours or more, at the time of employment or any time thereafter. In accordance with the Internal Revenue Service (IRS) Code, Section 403(b), employees may elect to contribute pre-tax earnings to the plan per bi-weekly payroll deductions.

Effective January 1, 2026 Child Inc. will also offer after tax Roth contributions under the SECURE 2.0 Act, Section 603 Plan.

SECTION 13. Additional Voluntary Benefits/Discounts

CHILD Inc. also offers a variety of additional voluntary benefits, services, and or discount programs, such as:

Term Life Insurance – Employee & Spouse
Accident & Critical Illness Insurance
Disability Insurance
Whole Life Insurance
Flexible Spending Accounts – Medical & Dependent Care
Tuition Reimbursement/Education Assistance
Employee Assistance Program (EAP) – Employees experiencing challenges may access confidential support.
Pet Insurance

Child Inc. reserves the right to modify or eliminate the offering of any voluntary benefits at any time.

SECTION 14. Paid Time Off

Full year employees shall accrue PTO time bi-weekly based on hours worked. PTO can be used as vacation, sick, family, or personal business days. PTO time accrues based on years of service as follows:

- less than 5 years employment: 15 days
- completed 5 years employment: 18 days
- completed 10 years employment: 21 days
- completed 15 years employment: 24 days
- completed 20 years employment: 27 days
- completed 25 years employment: 30 days

School year employees (those employed from September through June) shall accrue bi-weekly up to a total of ten days per school year, to be used as vacation, sick, family or personal business days. Unless otherwise determined by the CHILD Inc. management/leadership, a minimum of five days shall be taken to cover the Holiday break.

- No full year employee shall carry a balance of Paid Time Off of more than 20 days unless necessitated by agency limitations. No school year employee shall carry a balance of Paid Time Off of more than 10 days.
- Employees should ensure they have adequate PTO before requesting time off. Approval of future time off requests may be impacted should time be taken/used prior to the future time off request. An insufficient PTO balance may result in rescinding the approval and declining the time off request.
- Full Time, Full Year employees may only request a maximum of three weeks of PTO during the summer to ensure adequate staffing ratios are met and also ensures that all Child Inc. staff are able to take time away from work.
- CHILD Inc. does not offer unpaid time off, if time is available. The use of Unpaid Time off may be used for approved FMLA leave, medical leave, or special circumstances requiring management/leadership approval
- The CHILD Inc. Management/Leadership shall approve Paid Time Off requests fairly and equitably in the best interest of early care and education programs.
- Employees hired prior to July 2018, shall maintain their sick leave balances. Employees with sick balance are required to use 5 days of PTO prior to using their sick balance. Subsequently, sick leave accruals may be utilized for personal illness beyond five days, or family illness to the extent that the sick balance exceeds twenty weeks.
- An employee forfeits all accrued Paid Time Off in the event his/her resignation does not conform to the requirements of Article X Section V of these policies.

SECTION 15 Holidays

The following shall be general paid holidays for CHILD Inc. employees on active duty (scheduled to work):

New Year's Day	Labor Day
Martin Luther King's Birthday	Columbus Day
Presidents' Day	Veteran's Day
Memorial Day	Thanksgiving Day
Juneteenth	Day after Thanksgiving
Independence Day	Christmas Eve
Victory Day	Christmas Day

Whenever any of the above holidays fall on a Saturday or Sunday, State and/or Municipal observations shall dictate CHILD Inc. closings and/or observances.

To be eligible for holiday pay, an employee shall have worked the day immediately before and immediately following the holiday unless they are scheduled to be off on approved PTO. Consideration will be given should an employee report to work the day before or after a Holiday but are not able to work their entire shift.

Article 7 Leave of Absence

SECTION 1. Bereavement

In case of death in the immediate family of an employee, time off with pay will be provided to prepare for and attend services, up to a maximum of three days. Paid Time Off may be requested should additional time be needed.

The immediate family shall be limited to parents, spouse/partner, children, sisters, brothers, grandparents and grandchildren of an employee.

In case of the death of additional family members, immediate family of spouse/partner, or close personal friends, the CHILD Inc. Management/Leadership may grant time away from work for attendance at the services up to one and one half (1½) days. In this case PTO would be used.

SECTION 2. Military Leave

An employee who is a member of a reserve component of the United States armed forces shall be granted, in accordance with applicable federal and state law, leave of absence with pay during the time of his annual tour of duty as a member of such reserve component provided, however, that such leave shall not exceed ten (10) work days. In such cases, the employee shall receive the difference between his regular pay and compensation received for military training during the same period.

SECTION 3. Jury Duty

Employees who are ordered by appropriate authorities to report for Jury Duty shall be granted a leave of absence with pay for a maximum of two weeks. Employees are required to provide HR/payroll with the jury service summons, proof of attendance, and any proof of payment. In such cases, the employee shall receive the difference between his regular pay and the compensation received for this legal obligation.

SECTION 4. Family and Medical Leave

CHILD Inc. complies with the federal FMLA, which requires employers to grant unpaid leaves of absence to qualified workers for certain medical and family-related reasons. The company also abides by any state and local leave laws. The more generous of the laws will apply to the employee if the employee is eligible under both federal and state laws.

Employees should note there are many requirements, qualifications, and exceptions under these laws, and each employee's situation is different. Employees should contact the HR department to discuss options for leave.

Employee eligibility. The FMLA defines eligible employees as employees who (1) have worked for the company for at least 12 months; (2) have worked for the company for at least 1,250 hours in the previous 12 months; and (3) work at or report to a worksite that has 50 or more employees or is within 75 miles of company worksites that, taken together, have a total of 50 or more employees.

Employees who meet eligibility criteria are entitled for up to 12 weeks of unpaid, job-protected leave under federal Family and Medical Leave Act (FMLA) in a rolling 12-month period. Under Rhode Island law, employees are entitled to 13 weeks of leave in a two-year period under the Rhode Island Parental and Family Medical Leave Act (RIPFMLA). FMLA and RIPFMLA will run concurrently unless otherwise stated.

Employees are entitled to leave for:

- for incapacity due to pregnancy, prenatal medical care, or childbirth.
- to care for the employee's child after birth or placement for adoption or foster care.
- to care for the employee's spouse, child, or parent who has a serious health condition.
- for a serious health condition that makes the employee unable to work.

Employee responsibilities. Employees must provide 30 days' advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, employees must provide notice as soon as practicable and generally must comply with the company's normal call-in procedures. The company may delay leave to employees who do not provide proper advance notice of the foreseeable need for leave, absent unusual circumstances preventing the notice.

Employees must provide sufficient information for the company to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

SECTION 5. Paid Leave

Leave for employees is paid to the extent of having access to Paid Time Off/Sick Balance. Employees with accrued time beyond thirteen weeks are entitled to equivalent extension of medical leave.

Long-term employees having sick leave accrual in excess of twenty (20) weeks may utilize sick leave for serious family illnesses.

SECTION 6. Non-FMLA – Medical/Personal Leave of Absence Policy

A Non-FMLA medical/personal leave of absence may be granted upon request to regular full- and part-time employees for important pressing medical/personal needs, at the discretion of CHILD Inc.

After twelve (12) months of employment, an employee shall be entitled to a total of ten (10) hours of leave during any twelve-month period to attend school conferences or other school-related activities for children of whom the employee is the parent, foster parent, or guardian. Such leave shall be without pay, unless utilizing accrued Paid Time Off.

SECTION 7. Emergency Closing and Inclement Weather Policy

CHILD Inc. will remain open during most inclement weather. All weather-related notifications (delayed opening, early dismissal, and program closures) will be made via RI Broadcasters Association. All Staff are also enrolled in a communication notification system and will receive communication regarding closures.

ARTICLE 8 Employee Conduct and Work Rules Policy

Objective

CHILD Inc. adopts this Employee Conduct and Work Rules Policy to ensure orderly operations and provide the best possible work environment. CHILD Inc. expects employees and others who are engaged to provide services, such as temporary personnel, consultants and independent contractors, to follow these rules of conduct while on company premises, attending company functions or otherwise performing work-related activity.

In addition to maintaining and enforcing this policy to protect the interests and safety of all employees as well as those who receive services, CHILD Inc. complies with all applicable federal, state and local laws and regulations concerning employer/employee rights and obligations.

Procedures

CHILD Inc. is responsible for providing a safe and secure workplace and strives to ensure that all individuals associated with the company are treated in a respectful and fair manner. Though it is not possible to list all forms of behavior that are unacceptable in the workplace, the following are examples of behavior that would be considered infractions of CHILD Inc. rules of conduct. Such behavior may result in a performance improvement, disciplinary action, up to and including termination of employment. This list is not intended to be exhaustive:

- Failure to exercise job responsibilities in a manner that is consistent with the philosophy and goals of CHILD Inc. including parents' role in governance, best practices of teaching and learning, and continuous quality improvement.
- Failure to work proactively to create an environment that is welcoming and supportive of all families, respecting the importance of family participation in program activities.
- Failure to model good health and nutrition habits at all times in the classrooms and in areas specifically designated for children and families. Employees are further expected to exhibit moderation and limit non-nutritional snacks and desserts to special occasions, while in agency facilities
- Violations of dress codes appropriate to job responsibilities, avoiding offensive content, immodest and ill-fitting clothing, this includes wearing proper footwear

- Violation of cell phone/communication policy. Any use of personal communications property, or agency communication property for personal use, should be strictly limited to break times. Personal communications are strictly forbidden in classrooms, outdoor space, agency vehicles, or in any area utilized by children.
- Misuse of agency property including telephones, iPads, computers, copiers and fax machines are intended for the exclusive use of program and business activities of CHILD Inc. Although incidental and infrequent use of agency communications property may be permitted, users waive any rights to privacy.
- Employees should avoid posting confidential, defamatory, or offensive content related to CHILD Inc. or its employees on social media.
- Violation of confidentiality. Employees shall exercise discretion and tact in regards to matters of confidential information including Protected Health Information (PHI), Family Educational Rights & Privacy Act (FERPA) Employees may not communicate to any person, or post on social media, information known to them through the performance of their job responsibility, except as is permitted or required by said responsibilities.
- Theft or inappropriate removal or possession of company property or the property of a fellow employee.
- Willful destruction of company property or the property of a fellow employee.
- Working under the influence of alcohol or illegal drugs.
- Possession, distribution, sale, transfer or use of alcohol or illegal drugs in the workplace, while on duty or while operating employer-owned vehicles or equipment.
- Fighting or threatening violence in the workplace.
- Sexual or other unlawful harassment.
- Using excessively abusive, threatening or obscene language.
- Making malicious, false and harmful statements about others.
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace.
- Falsifying company records or reports, including one's time records or the time records of another employee.
- Violation of smoking/vaping policy
- Excessive absenteeism, no call, no show.

SECTION 1. Attendance Policy

Punctual and regular attendance is an essential responsibility of each employee at CHILD Inc. Employees are expected to report to work as scheduled, on time and prepared to start working. Employees also are expected to remain at work for their entire work schedule. Late arrival, early departure, or other absences from scheduled hours are disruptive and must be avoided.

This policy does not apply to absences covered by the Family and Medical Leave Act (FMLA) or leave provided as a reasonable accommodation under the Americans with Disabilities Act (ADA). These exceptions are described in separate policies.

Absence

“Absence” is defined as the failure of an employee to report for work when he or she is scheduled to work.

If it is necessary for an employee to be absent or late for work because of an illness or an emergency, the employee must notify his or her supervisor by text and/or email either the night before their shift or as soon as possible before the start of their shift. If the employee is unable to notify their supervisor directly, we ask that someone designated by the employee contacts CHILD Inc. to report the absence.

Employees with three or more consecutive days of excused absences *because of illness or injury* must provide CHILD Inc. with proof of physician’s care and a fitness for duty release prior to returning to work.

Employees must take earned PTO for every absence unless otherwise allowed by company policy (e.g., leave of absence, bereavement, jury duty).

SECTION 2. Tardiness and Early Departures

Employees are expected to report to work and return from scheduled breaks on time. If employees cannot report to work as scheduled, they must notify their supervisor no later than their regular starting time. This notification does not excuse the tardiness but simply notifies the supervisor that a schedule change may be necessary.

Employees who must leave work before the end of their scheduled shift must notify a supervisor immediately.

Disciplinary Action

Excessive absenteeism will result in a performance improvement/disciplinary action.

SECTION 3. Job Abandonment

Any employee who fails to report to work for a period of three days or more without notifying his or her supervisor will be considered to have abandoned the job and voluntarily terminated the employment relationship.

SECTION 4. Smoke- and Vape-Free Workplace Policy

It is the policy of CHILD Inc. and DHS to prohibit smoking and vaping in the program or on program grounds (excluding employee vehicles) to provide a safe and healthy work environment for all employees. Smoking is defined as the "act of lighting, smoking or carrying a lighted or smoldering cigar, cigarette or pipe of any kind." Vaping refers to the use of electronic nicotine delivery systems or electronic smoking devices such as e-cigarettes, e-pipes, e-hookahs and e-cigars. Smoking/vaping is also prohibited on any vehicle used by the program for transporting children.

SECTION 5. Drug and Alcohol Policy

Purpose

In compliance with the Drug-Free Workplace Act of 1988, CHILD Inc. has a longstanding commitment to provide a safe, quality-oriented, and productive work environment. Alcohol and drug misuse pose a threat to the health and safety of CHILD Inc. employees and to the security of the company's equipment and facilities. For these reasons, CHILD Inc. is committed to the elimination of drug and alcohol use and misuse in the workplace.

Scope

This policy applies to all employees and all applicants for employment of CHILD Inc. The Human Resource (HR) department and management/leadership are responsible for policy administration.

Employee Assistance

CHILD Inc. will assist and support employees who voluntarily seek help for drug or alcohol addiction before becoming subject to discipline or termination under these or other CHILD Inc. policies. Such employees will be allowed to use accrued paid time off, placed on leaves of absence, referred to treatment providers and otherwise accommodated as required by law. Employees may be required to document that they are successfully following prescribed treatment and to take and pass follow-up tests if they hold jobs that are safety-sensitive or require driving, or if they have violated this policy previously. Once a drug test has been initiated under this policy, unless otherwise required by the Family and Medical Leave Act or the Americans with Disabilities Act, the employee will have forfeited the opportunity to be granted a leave of absence for treatment, and will face possible discipline, up to and including discharge.

Employees should report to work fit for duty and free of any adverse effects of illegal drugs or alcohol. This policy does not prohibit employees from the lawful use and possession of prescribed medications. Employees must, however, consult with their doctors about the medications' effect on their fitness for duty and ability to work safely, and they must promptly disclose any work restrictions to their supervisor.

Work Rules

1. Whenever employees are working, are operating any CHILD Inc. vehicle, are present on CHILD Inc. premises or are conducting company-related work offsite, they are prohibited from:
 - a. Using, possessing, buying, selling, manufacturing or dispensing an illegal drug (to include possession of drug paraphernalia).
 - b. Being under the influence of alcohol or an illegal drug as defined in this policy.
 - c. Possessing or consuming alcohol.
2. The presence of any detectable amount of any illegal drug, illegal controlled substance or alcohol in an employee's body system, while performing company business or while in a company facility, is prohibited.
3. CHILD Inc. will also not allow employees to perform their duties while taking prescribed drugs that are adversely affecting their ability to perform their job duties safely and effectively. Employees taking a prescribed medication must carry it in a container labeled by a licensed pharmacist or be prepared to produce the container if asked.
4. Any illegal drugs or drug paraphernalia will be turned over to an appropriate law enforcement agency and may result in criminal prosecution.

Reasonable suspicion

Employees are subject to testing based on, but not limited to, observations of apparent workplace use, possession or impairment by at least two members of management, Human Resources (HR), or the Director of Operations, should be consulted before sending an employee for testing.

Management must use the reasonable suspicion observation checklist to document specific observations and behaviors that create a reasonable suspicion that an employee is under the influence of illegal drugs or alcohol.

Examples include:

- Odors (smell of alcohol, body odor or urine).
- Movements (unsteady, fidgety, dizzy).
- Eyes (dilated, constricted or watery eyes, or involuntary eye movements).
- Face (flushed, sweating, confused or blank look).
- Speech (slurred, slow, distracted mid-thought, inability to verbalize thoughts).
- Emotions (argumentative, agitated, irritable, drowsy).
- Actions (yawning, twitching).
- Inactions (sleeping, unconscious, no reaction to questions).

When reasonable suspicion testing is warranted, both management and HR will meet with the employee to explain the observations and the requirement to undergo a drug and/or alcohol test within two hours. Refusal by an employee will be treated as a positive drug test result and will result in immediate termination of employment.

Under no circumstances will the employee be allowed to drive himself or herself to the testing facility. A member of management must transport the employee or arrange for transportation and arrange for the employee to be transported home.

ARTICLE 9 Performance Improvement/Disciplinary Action/Separation

SECTION 1. Performance Improvement/Warning

If CHILD Inc. has any reason to warn or reprimand an employee, it shall be done in a manner that is respectful of the employee's individual rights and privacy. Step 1 will consist of a documented verbal warning. Step 2 will result in a written warning. Performance improvements/written warnings will be maintained in the in the employees personnel file. Child Inc. reserves the right to skip step 1 or step 2 should the performance issue be a serious infraction/violation.

SECTION 2. Suspension

The Chief Executive Officer may suspend without pay any employee in serious violation of these Personnel Policies for a period not to exceed ten (10) workdays.

SECTION 3. Separation of Employment

Lay Off

Whenever it becomes necessary to lay off employees due to a shortage of work or lack of funds, seniority will dictate the order of layoff and re-employment when conditions allow, provided it is in the best interest of the childcare programs.

Resignation

Employees shall be required to submit written resignation to their Supervisor and Human Resources a minimum of two (2) weeks prior to their resignation date.

The Chief Executive Officer shall be required to submit a written resignation to the Policy Council and the Board of Directors for a minimum of one (1) month prior to the resignation date.

Involuntary Dismissal

CHILD Inc. staff may be terminated by the Chief Executive Officer or designee, with the approval of the Policy Council.

The Financial Officer, Deputy Directors, and Program Service Managers may be terminated by the Chief Executive Officer, with approval of the Board of Directors and Policy Council

The Chief Executive Officer may only be terminated by mutual agreement of the Board of Directors and the Policy Council.

Eligibility for Rehire

Employees must provide and must complete a two-week work notice and to be eligible for rehire.

SECTION 4. Return of Agency Property

At the time of separation from employment by CHILD Inc. all records, materials, equipment including fobs, laptops, ipads, lap top bag, mouse, monitors, keys, badge or any other property belonging to or issued by CHILD Inc. shall be surrendered immediately to the CHILD Inc. Management/Leadership. Managers shall have a formal transfer of agency property with the CEO or his/her designee.

ARTICLE 10 Grievance Procedure

An employee who is of the opinion that the CHILD Inc. procedures or policies have been improperly or inequitably applied, or who feels in some way aggrieved, may proceed in the following manner:

Step 1.

The employee shall verbally state grievance to and discuss it with her/his immediate supervisor in an earnest effort to reach a settlement. If necessary, the employee may follow the chain of command up to and including the appropriate Program Service Manager.

Step 2.

If it is not in the power of the immediate supervisor and/or the Program Service Manager to correct the problem, or if the employee is not satisfied with the decision, the employee may submit a grievance in writing and may request a meeting with the Chief Executive Officer, which will occur within three (3) work days. After reviewing all pertinent information and materials including any recommendations from the immediate supervisor and/or the Program Service Manager, the Chief Executive Officer will render a decision in writing within five (5) work days of the meeting.

Step 3.

If it is not in the power of the Chief Executive Officer to remedy the problem, or the employee is still not satisfied with the decision, a written request for a hearing must be submitted within five (5) workdays to the Chairperson of the CHILD Inc. Board of Directors.

The Chairperson will establish a Grievance Committee that will hold a hearing for the employee within two (2) weeks of the request date. The Grievance committee shall consist of equal representation from the Board of Directors and the Policy Council, proportionately reflecting their compositions.

After hearing all statements and arguments, the Committee prepares and presents in writing its findings and recommendations to the Board of Directors and the Policy Council, who must render a joint decision in writing within two (2) weeks of receipt of the committee report.

The Chief Executive Officer shall be responsible for implementing the decision and notifying all appropriate parties.

ARTICLE 11 Safety in the Workplace

SECTION 1. Policy Statement

CHILD Inc. is committed to a work environment that is safe and free from any risk to the physical or emotional well-being of its employees, and therefore strictly prohibits vaping, smoking, weapons, firearms, or any other significant hazards or violence in the workplace that pose risks to children or adults.

The CHILD Inc. Management/Leadership is responsible for promoting and maintaining a work environment that enables staff to perform their work responsibilities without threat to their safety, both real and implied. Any threat to the safety of CHILD Inc. staff will be taken seriously and reported immediately to law enforcement authorities. Staff will not be required to perform duties in potentially unsafe situations without the accompaniment of an additional staff member

SECTION 2. Staff Responsibilities

All employees are responsible for notifying their direct supervisor and the central office immediately of any real or implied threat to their safety, or to the safety of their coworkers. All employees are required to fully cooperate with law enforcement agencies in the investigation and/or resolution of any threats to the safety of CHILD Inc. staff.

SECTION 3. Injury Reporting/Workers' Compensation

Workers' compensation is a "no-fault" system that provides compensation for medical expenses and wage losses to employees who are injured or who become ill because of employment.

CHILD Inc. pays the entire cost of workers' compensation insurance. The insurance provides coverage for related medical and rehabilitation expenses and a portion of lost wages to employees who sustain an injury on the job.

The company abides by all applicable state workers' compensation laws and regulations. If an employee sustains a job-related injury or illness, employees must notify their supervisor and Human Resources (HR) immediately. The employee should complete an injury report if able to do so, otherwise the supervisors will be asked to do so. The completed form is returned to Human Resources (HR) for processing. In cases of true medical emergencies, report to the nearest emergency room.

Workers' compensation benefits (paid or unpaid) will run concurrently with FMLA leave, if applicable, when permitted by state and federal law. In addition, employees will not be paid vacation or sick leave for approved absences covered by the company's workers' compensation program, except to supplement the workers' compensation benefits, such as when the plan only covers a portion of the employees' salary as allowed by state law.

ARTICLE 12 The Reporting of Child Abuse and Neglect

SECTION 1. General Statements

CHILD Inc. is not a child abuse and neglect treatment agency. Staff will not undertake, on their own, to treat cases of child abuse and neglect. However, the prevention, identification, and reporting of child abuse and neglect is a part of the social services of CHILD Inc. Staff will cooperate fully with the State Child Protective Agency in assisting families with abuse or neglect problems.

All persons in Rhode Island are required by law (RIGL §40-11-3) (Federal Head Start Policy Manual N-30-356-I), to report known or suspected cases of child abuse and/or neglect to the Department of Children, Youth and Families within 24 hours of becoming aware of such abuse/neglect.

Any suspected case of child abuse and/or neglect is reported to the RI Department of Children, Youth and Families' Child Protective Services (CPS) hotline (1-800-RI-CHILD/1-800-742-4453) within 24 hours in accordance with state law and Department policy.

If the suspected case of abuse or neglect occurred at the program, the program must report to the Department's licensing unit and the office of Head Start after reporting to the CPS hotline. Involved staff may be placed on temporary leave during any pending investigation. This is done to protect both the child and the accused staff member. At the conclusion of any investigation, a determination will be made regarding continued employment.

Per Rhode Island General Laws (§ 40-11-4) Any person participating in good faith in making a report pursuant to the reporting laws shall have immunity from any civil or criminal liability that might otherwise be incurred or imposed. Any such participant shall have the same immunity with respect to participation in any judicial proceeding resulting from the report.

CHILD Inc. also holds reporters that acted in "good faith" free from discharge, retaliation, or other disciplinary action for that reason alone. Acting in "good faith" refers to the assumption that the reporter, to the best of his or her knowledge, had reason to believe that the child in question was being subjected to abuse or neglect. Even if the allegations made in the report

cannot be fully substantiated, the reporter is still provided with immunity (Children's Bureau/ACYF/ACF/HHS).

Federal and State laws will be carefully adhered to in the reporting of known or suspected child abuse and neglect to the State Child Protective Agency (Federal Head Start Policy Manual N-30-356-I and Rhode Island, Chapter 11: Abused and Neglected Children).

In recognition of the importance of maintaining a trust relationship with parents, it is imperative that all staff maintain a helpful rather than punitive attitude. At all times, the protection of the child and the well-being of the family shall be the most important considerations.

SECTION 2. Staff Responsibilities

Staff

Staff members shall regularly communicate to parents any concerns they may have regarding the physical or emotional well-being of children in their care. Appropriate anecdotal records shall be kept of any such contact.

Any staff member who has reasonable cause to know or suspect that any child has been abused or neglected shall within twenty-four hours complete the following:

(1) Communicate concerns, and information to be reported, to parents or guardians. Offer support and/or assistance, including meeting with the State Protective Worker if requested (Note: If there is cause for concern for a child's safety, the Mental Health/Family Services Manager may authorize exception to this responsibility).

(2) Staff are to complete the CHILD Inc. Internal CANTS Report. Provide a verbal report to the Rhode Island Department for Children, Youth and Families at 1-800-742-4453. The designated Mental Health/Family Service Manager or Family Advocate should be available to staff making the call if assistance is requested. In the event that the Mental Health Manager/Family Services Manager or Family Advocate is unavailable, the Deputy Director/Chief Executive Officer should be called if assistance is requested in making the call.

(3) Forward the completed Internal CANTS report to the Mental Health Manager and ensure that the information is recorded in the social service file.

The above activities are listed in the preferred order of completion. However, the inability to perform in sequential order does not negate responsibility to complete all activities.

Child Inc. shall:

- Keep abreast of all amendments to state law and federal policy issuances by attending appropriate conferences and workshops.
- Establish and maintain a cooperative working relationship with the State Child Protective Agency.
- Provide leadership, and provide and/or arrange for training for all staff in identification

ARTICLE 13 Whistleblower Policy

Whistleblower Policy

A whistleblower as defined by this policy is an employee of CHILD Inc. who reports an activity that the employee considers to be illegal or dishonest to one or more of the parties specified in this policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

Examples of illegal or dishonest activities are violations of federal, state or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting.

If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee is to contact his/her immediate supervisor or human resources. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination.

Whistleblower protections are provided in two important areas - confidentiality and retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law, and to provide accused individuals with their legal rights of defense. CHILD Inc. will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes they are being retaliated against must contact human resources immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

All reports of illegal and dishonest activities will be promptly submitted to Human Resources (HR) who is responsible for investigating and coordinating corrective action.

Employees with any questions regarding this policy should contact Human Resources (HR).

SECTION 1. Anonymous Reporting

Employees have the option of reporting concerns securely and anonymously to an outside system, Red Flag Reporting.

www.RedFlagReporting.com
1-877-64-RedFlag (1-877-647-3335)
Code: child

Although the Board of Directors will be informed of any reports, they will be unable to respond to anonymous individuals.

ARTICLE 14 Remote Work Policy

Remote work arrangements must be approved by management and are subject to periodic review to ensure productivity, compliance with company policies, and data security,

ARTICLE 15 Review and Revision of Policies

SECTION 1. Procedure

These policies may only be amended by mutual agreement of the Board of Directors and Policy Council.

SECTION 2. Staff Input

CHILD Inc. is committed to developing, maintaining, and improving the quality of staff performance at all levels and within all program service areas. To ensure the inclusion of staff input into the policies and procedures that govern their employment, the CHILD Inc. Management/Leadership Team shall host staff gatherings, two times per year. Agenda items may include but are not limited to personnel policies, wages, benefits, job descriptions, career advancement opportunities, performance evaluation procedures, and staff training. Unless otherwise indicated, the gatherings will be in the Spring and Fall.

SECTION 3. Amendments

Amendments may be proposed by the Board of Directors, the Policy Council, the employees themselves or the Chief Executive Officer. The proposals to amend must be posted in all job stations at least ten (10) workdays prior to the date of action to allow for employee response. Proposals to amend and any employee recommendations must be in the hands of the Board of Directors and the Policy Council members no less than five calendar days prior to their meeting dates.