



EVERGREEN

CHRISTIAN COMMUNITY

EMPLOYEE HANDBOOK

EMPLOYEE HANDBOOK | TABLE OF CONTENTS

1. WELCOME

- 1-A. INTRODUCTION**
- 1-B. OUR NAME**
- 1-C. OUR VISION AND MISSION**

2. NATURE OF EMPLOYMENT

- 2-A. PURPOSE OF THIS HANDBOOK**
- 2-B. AT-WILL EMPLOYMENT**
- 2-C. RIGHT TO AMEND**
- 2-D. NON-DISCRIMINATION POLICY**
- 2-E. DISABILITY ACCOMMODATION**
- 2-F. IMMIGRATION REFORM AND CONTROL ACT**
- 2-G. BACKGROUND CHECKS**
- 2-H. EMPLOYEE EVALUATIONS**
- 2-I. PERSONNEL RECORDS**
- 2-J. WRITTEN EMPLOYMENT CONTRACTS**

3. EMPLOYEE CLASSIFICATIONS AND PAY POLICIES

- 3-A. EMPLOYEE CLASSIFICATIONS**
- 3-B. REGULAR HOURS**
- 3-C. OVERTIME HOURS**
- 3-D. MEAL AND REST PERIODS**
- 3-E. ATTENDANCE AND PUNCTUALITY**
- 3-F. PAY PERIODS AND PAYDAYS**
- 3-G. TIME CARDS**
- 3-H. INCLEMENT WEATHER OR OTHER OFFICE CLOSURES**

4. WORKING TOGETHER

- 4-A. HARASSMENT AND DISCRIMINATION**
- 4-B. ALCOHOL AND CONTROLLED SUBSTANCES**
- 4-C. CONFIDENTIALITY**
- 4-D. PERSONAL APPEARANCE**
- 4-E. CHILD ABUSE AND NEGLECT REPORTING**
- 4-F. RESPONDING TO VOICEMAILS AND EMAILS**
- 4-G. MAIL**
- 4-H. SOCIAL MEDIA POLICY**

- 4-I. CONTACT WITH THE MEDIA & COURTS
- 4-J. EMPLOYEE DISCIPLINE
- 4-K. ABOVE REPROACH POLICY
- 4-L. EMPLOYEE GRIEVANCES

5. BENEFITS AND LEAVE

- 5-A. GENERAL DESCRIPTION OF BENEFITS
- 5-B. FAMILY AND MEDICAL LEAVE (FMLA)
- 5-C. JURY DUTY
- 5-D. LEAVE WITHOUT PAY
- 5-E. MILITARY & MILITARY SPOUSE LEAVE
- 5-F. DOMESTIC VIOLENCE LEAVE
- 5-G. COBRA

6. PURCHASES AND REIMBURSEMENTS

- 6-A. EXPENSE AND MILEAGE REPORTS
- 6-B. CHECK REQUESTS
- 6-C. PURCHASE ORDERS & STORE CHARGE CARDS
- 6-D. COMPANY-PROVIDED CREDIT/DEBIT CARDS
- 6-E. GAS CARDS

7. EVERGREEN CAMPUS AND PROPERTY

- 7-A. EVERGREEN PROPERTY
- 7-B. INSPECTION OF EVERGREEN & EMPLOYEE PROPERTY
- 7-C. KEYS & CODES
- 7-D. SOLICITATION AND DISTRIBUTION
- 7-E. FUNDRAISERS ON CAMPUS
- 7-F. TECHNOLOGY
- 7-G. EVERGREEN VEHICLE USE
- 7-H. SAFETY

8. EMPLOYEE ACKNOWLEDGMENT

- 8-A. STANDARDS OF CONDUCT
- 8-B. EMPLOYEE ACKNOWLEDGEMENT & AGREEMENT

1. WELCOME

1-A. INTRODUCTION

Welcome to Evergreen Christian Community and Evergreen Christian School, where we are changing the world through more and better followers of Jesus! We believe that everything we do in our daily operations should be purposed toward making disciples and furthering the mission of Jesus in our community.

Evergreen is a multi-site church committed to equipping people of all generations to join with Jesus in changing their world. Through powerful gatherings, transformational relationships, spiritual disciplines, and meaningful service, we help one another grow in our devotion to God and partnership in His mission.

We believe that your employment with Evergreen Christian Community is more than a job or position; you will have daily opportunities to impact the Kingdom of God in practical way as Ministry Partners.

Ministry Partners of Evergreen Christian Community are required to participate in certain spiritual disciplines we believe to be critical to the spiritual health of ECC.

Expectations Regarding Church Participation:

We believe it is imperative that Ministry Partners consistently attend and are part of community here at ECC. God has called us to a personal, intimate, growing relationship with Him. The primary ways we experience that relationship is through regular, consistent practice of spiritual disciplines and corporate worship together. If you are unable to attend corporate worship gatherings in person or online, it is expected that you communicate this with your supervisor.

It is also imperative as Ministry Partners that we are involved in a small group ministry (aka community group). We believe a key part of spiritual growth and accountability is regular and consistent involvement in a church approved small group. Small groups are a place for deeper relational connection, applying God's Word to our lives, and providing ministry and care in times of need. Ministry Partners should be prepared to provide the name of their small group leader if asked by a supervisor or pastor.

Expectations Regarding Tithing:

As followers of Jesus who serve His mission vocationally, we cannot ignore the Biblical principle of paying the first 10% of our earnings to the Lord as declared in Malachi 3:8-10, and reaffirmed in Matthew 22:21. Since we are receiving a

paycheck directly from the bucket of dollars given by faithful ECC donors, we will not be hypocritical and ask others to do what we are not willing to do ourselves.

In our commitment to be Biblically obedient, if you find that you need assistance in managing your resources, we offer to pay the fee for Ministry Partners to attend the Financial Peace University class at ECC and/or provide free one on one financial coaching by request. Financial coaching is confidential and offers help budgeting using Biblical principles and wisdom.

1-B. OUR NAME

Evergreen Christian Community, founded in 1928, also does business as (DBA) Evergreen Christian School. In this Handbook and throughout our campus, you will also hear us referred to as “Evergreen” or “ECC.”

1-C. OUR VISION AND MISSION

MISSION: Changing the World Through More and Better Followers of Jesus

MISSIONAL METHOD:

Powerful Gatherings | Transformational Relationships | Spiritual Disciplines | Meaningful Service

WE ARE SUCCESSFUL WHEN WE ARE PURSUING:

Intimacy with GOD | Investment in our OIKOS (8-15)

2. NATURE OF EMPLOYMENT

2-A. PURPOSE OF THIS HANDBOOK

This Employee Handbook (“Handbook”) contains information about the general employment policies and procedures of Evergreen. It is a general guide, not a detailed explanation of every rule and policy or a promise of specific treatment in specific situations. It is not a contract of employment. If there is a conflict between the provisions, benefits, or policies in this Handbook and the terms of an employee’s contract the terms of the contract, if any, shall prevail.

2-B. AT-WILL EMPLOYMENT

Employees of Evergreen are employed at-will. This means that either Evergreen or the employee may terminate the employment relationship at any time, with or without cause, and with or without notice. Only written agreements, signed by both an authorized representative of the ECC Board and the employee, may alter

an employee's at-will employment status or agree that an employee's employment with Evergreen is not at-will.

2-C. RIGHT TO AMEND

This Handbook supersedes and replaces any and all prior handbooks and verbal or written policy statements. Evergreen reserves the right to amend, supplement, or rescind any provision of this Handbook in its sole discretion, with or without prior notice. This Handbook may be revised only in writing by action of the ECC Board. This Handbook is subject to the interpretation by Evergreen, which shall be binding.

2-D. NON-DISCRIMINATION POLICY

Evergreen does not discriminate against employees or applicants for employment on the basis of race, color, national origin, sex, age, disability, or any other characteristic protected by applicable federal, state, and local laws and regulations. As a religious organization, Evergreen is permitted to, and expressly reserves the right to, prefer employees or prospective employees on the basis of religion, and to require that its employees live in accordance with Evergreen's religious beliefs.

2-E. DISABILITY ACCOMMODATION

Evergreen complies with the Americans with Disabilities Act ("ADA"), as applicable, and is committed to providing reasonable accommodations to qualified employees and applicants as required by the ADA and other applicable laws and regulations. Employees should notify their immediate supervisor if the employee requires reasonable accommodations to perform the essential functions of his or her job due to a disability.

2-F. IMMIGRATION REFORM AND CONTROL ACT

In compliance with federal law, Evergreen is committed to employing only individuals who are authorized to work in the United States. Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. If an employee is authorized to work in this country for a limited time, the individual will be required to submit proof of renewed eligibility prior to expiration of that period to remain employed.

2-G. BACKGROUND CHECKS

As a condition of continued employment, Evergreen may require updated criminal background checks and copies of driving records prior to and during the course of employment. Updated background checks and driving records, if requested, are to ensure the safety of Evergreen's congregants, students, and employees. Refusal to authorize additional background checks or provide requested driving records may result in termination of employment.

2-H. EMPLOYEE EVALUATIONS

Supervisors and employees are encouraged to discuss job performance and goals informally on an ongoing basis. In addition, supervisors may conduct a formal Employee Review or Evaluation quarterly, biannually, or annually.

2-I. PERSONNEL RECORDS

A personnel record may be maintained for each employee. This record may include, but is not limited to, the initial application, pay rate information, performance reviews, leave documents, and other data. It is the employee's responsibility to notify Human Resources of any changes in personal information, including, but not limited to: name, address, telephone number, marital status, emergency contacts, or beneficiaries.

2-J. WRITTEN EMPLOYMENT CONTRACTS

Evergreen may enter into written employment contracts with employees for a specific term. Such contracts shall automatically expire at the end of the stated contract period. Evergreen makes no guarantees or promises regarding the renewal of employment agreements beyond their current term, and no Evergreen employee or representative is authorized to make such promises or guarantees except in a written employment contract approved by the Lead Pastor. In hiring for the Lead Pastor role, the written employment contract and/or employment offer must be approved by the ECC Board.

3. EMPLOYEE CLASSIFICATIONS AND PAY POLICIES

3-A. EMPLOYEE CLASSIFICATIONS

Non-exempt Employees are those considered non-exempt under the Federal Labor Standards Act and the Washington Minimum Wage Act. Non-exempt Employees are entitled to receive an hourly minimum wage and the payment of overtime for hours worked in excess of forty (40) hours in a work week. A "Work

Week," as defined by Evergreen, begins at 12:00 a.m. on Sunday and ends at 11:59 p.m. on Saturday. Exempt Employees are exempt from the minimum wage and overtime provisions of the Federal Labor Standards Act and the Washington Minimum Wage Act.

Full-Time Employees regularly work 30 or more hours per week on a year-round basis, or a school-year basis for ECS employees. Part-Time Employees regularly work less than 30 hours per week. Temporary Employees are generally hired for a period initially expected to be less than 90 days. On-call/Substitute Employees have no regularly scheduled working hours and work solely on an as-needed basis.

For more information about your particular employee classification, consult the Human Resources department. This is not an exhaustive list, so other employee classifications may exist.

3-B. REGULAR HOURS

In compliance with the directives of the Human Resources department, each department head or immediate supervisor should set work hours for all Evergreen Employees. Changes to an employee's schedule or duties must be approved by the department head and reported to Human Resources.

3-C. OVERTIME HOURS

Non-exempt Employees working over 40 hours in the Work Week will receive one and one-half times their regular pay for hours worked in excess of 40 hours in compliance with applicable laws and regulations. Any paid leave (vacation, sick time, holiday, etc.) will not be calculated as actual time worked. Non-exempt Employees must receive prior authorization from their immediate supervisor or department head for all hours worked in excess of their normal schedule. Exempt employees are not eligible for overtime compensation.

3-D. MEAL AND REST PERIODS

Non-exempt employees working at least five hours a day are required to take a thirty (30) minute, unpaid meal break, which does not count as hours worked. In order to ensure compliance with all applicable laws, non-exempt employees may not work through their meal break. Non-exempt employees who work for ten (10) or more hours in a day must take an additional thirty (30) minute unpaid meal break prior to or during the tenth hour of work.

Non-exempt employees may take a rest break of ten (10) minutes for every four hours worked. When the nature of the work allows employees to take intermittent rest periods equivalent to ten (10) minutes for each four hours worked, scheduled rest periods are not required. The rest breaks are paid time and cannot be combined. They also may not be used to extend the meal period, or to shorten the work day.

If a non-exempt employee is unable to take a meal or rest break, except to the extent waived in accordance with a meal and rest period agreement or applicable law, he or she must inform Human Resources. Voluntarily skipping meal or rest periods may subject the employee to disciplinary action.

3-E. ATTENDANCE AND PUNCTUALITY

If an employee is going to be late for work or absent, they must notify Human Resources and their supervisor as soon as possible, but, absent emergency circumstances, at least thirty (30) minutes before the start of the shift. Failure to follow assigned schedules, whether through excessive and unexcused tardiness and/or absenteeism, may result in disciplinary action.

3-F. PAY PERIODS; PAYDAYS; DEDUCTIONS

Evergreen's pay periods are generally the 1st through the 15th and the 16th through the last day of each month.

Generally, Evergreen's paydays are the 7th and the 22nd of each month. In the event the 7th or the 22nd falls on a Saturday or a holiday (except a Monday holiday), payday should be on the previous business day. If the 7th or the 22nd falls on a Sunday or a Monday holiday, payday should be on the next business day.

Proper Pay Policy:

It is Evergreen's policy and practice to accurately compensate employees in compliance with applicable laws. To ensure employees are paid properly for all time worked and no improper deductions are made, employees must correctly record all work time and review paycheck records promptly to identify and report any errors.

Evergreen makes every effort to ensure employees are paid correctly, but, because inadvertent mistakes can happen, employees are responsible for reviewing their paycheck records. When mistakes do happen and are called to attention, Evergreen will promptly make any necessary correction. Employees

should review each payroll record when pay is received to make sure it is correct. Overpayments or underpayments must be immediately reported to their supervisor.

If employees have questions about deductions from their pay, believe their pay has been subject to improper deductions, or that their pay does not accurately reflect all hours worked or the appropriate amount of pay, they should contact Human Resources immediately. If employees do not receive a satisfactory response within five business days after reporting their concern, they should contact the Associate Pastor of Infrastructure.

Every report will be fully investigated and corrective action will be taken, up to and including discharge of any employee who violates Evergreen's policies related to employee pay.

Deductions:

Federal and state law require that we deduct the following from every paycheck:

- Social Security (FICA)
- Income tax (federal and state where applicable)
- Medicare
- Other deductions required by law or requested by the employee

A Wage and Tax Statement (W-2) recording the previous year's wages and deductions will be provided at the beginning of each calendar year. If at any time you wish to adjust your income tax withholding, please notify Human Resources.

3-G. TIME CARDS

Non-exempt employees must keep a daily, accurate, and complete record of hours worked on the time keeping system implemented by Evergreen. These records must be completed by the employee, approved by the employee's supervisor, and ready for Human Resources by the first business day following the close of a pay period. All changes to recorded time must be initiated by the employee's manager or supervisor.

3-H. INCLEMENT WEATHER OR OTHER OFFICE CLOSURES

The information contained in this policy is intended to help ECC/ECS answer most questions that arise during periods of inclement weather. Please talk to your supervisor or the Human Resources Director for specific issues not addressed here.

Evergreen Christian School (ECS) Employees:

If the ECS Principal determines that ECS is to have a late start or a closure, employees should be paid according to the following grid, based on employee classification and closure type.

	PT Non-Exempt	FT Non-Exempt	Exempt
Official Late Start Called by ECS Principal	No pay for missed hours	Paid for missed hours	No adjustment to pay
Emergency/Inclement Weather Closure * NOT MADE UP	No pay for missed hours	Paid for missed hours	No adjustment to pay
Emergency/Inclement Weather Closure * TO BE MADE UP	No pay for missed hours	No pay for missed hours	No adjustment to pay

ECC Administrative Offices & Facilities Department:

Only the Lead Pastor and/or Associate Pastor of Infrastructure have the authority to make the decision to close the ECC Administrative Offices due to inclement weather. During inclement weather or power outages, employees are responsible to contact their supervisor for instructions. If the Lead Pastor or Associate Pastor of Infrastructure determines that the office is to be closed, employees should be paid according to the following grid, based on employee classification and closure type.

	PT Non-Exempt	FT Non-Exempt	Exempt
If Office/Campus Remains Open	No pay for missed hours	No pay for missed hours	No adjustment to pay
If Official Office/Campus Closure		Paid for missed hours	

If Evergreen Christian Community remains open, and the employee makes a personal decision to not report to work, there is no pay unless the supervisor and the employee agree that work will be completed at an alternate location, or vacation/personal time is approved. If the employee's supervisor requests that they do not report to work, there is no pay because no work is required of them.

If an Evergreen Christian Community campus is closed by a public official for any health-related reason, and employees cannot perform their regular workplace

duties at an alternate campus, employees may be permitted to use accrued paid sick leave, if applicable, for their regularly scheduled hours during the closure.

4. WORKING TOGETHER

4-A. HARASSMENT AND DISCRIMINATION

Evergreen desires that all of its employees treat each other with courtesy and respect. The work environment should be free from all forms of unlawful discrimination, intimidation, exploitation, and harassment. "Harassment" is defined as unwelcome conduct that is based on race, color, national origin, sex, age, disability, or any other characteristic protected by applicable federal, state, or local law. Violation of this policy may result in discipline, up to and including termination of employment.

Sexual Harassment Defined:

"Sexual harassment" means unwelcome sexual advances, requests for sexual favors, and/or other visual, verbal, or physical conduct of a sexual nature, when:

- a. Submission to such conduct is explicitly or implicitly made a term or condition of an individual's employment activities (including extracurricular activities);
- b. Submission to, or rejection of, the conduct by the individual is used as the basis of employment decisions affecting the individual;
- c. Such conduct (whether intentional or unintentional) has the purpose or effect of unreasonably interfering with an individual's work, or of creating an intimidating, hostile, or offensive work environment; and
- d. Submission to, or rejection of, the conduct by the individual is used as the basis for a decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through Evergreen.

Where to Report Harassment or Discrimination:

Employees who feel that they have been subjected to conduct that violates this policy (by an employee, student, parent, or person not affiliated with Evergreen) should promptly report the matter to either the Evergreen Human Resources Director or Associate Pastor of Infrastructure. If both the Associate Pastor of Infrastructure and Human Resources Director are involved in the alleged harassment or discrimination, then the employee should report the violation to the Lead Pastor. If the Lead Pastor is also alleged to be involved in the harassment or

discrimination, the employee should report to the ECC Board. Evergreen reserves the right to fully investigate each and every complaint in its sole discretion.

Procedure for the Investigation of a Complaint of Harassment/Discrimination:

The following procedures should be used in the investigation of a harassment or discrimination complaint. These procedures apply only to complaints filed under this section of the Handbook and do not apply to other sections and/or subsections of this Handbook.

- a. Upon receipt of a complaint, the Human Resources Director should direct an investigation, if appropriate. If the Human Resources Director is the alleged harasser, the Associate Pastor of Infrastructure should direct the investigation. If both the Human Resources Director and the Associate Pastor of Infrastructure are involved, the Lead Pastor should direct the investigation.
- b. If the investigation confirms the allegations, prompt corrective actions should be taken, up to and including termination of employees found to be responsible.
- c. Any form of retaliation against a person filing a complaint in good faith or who has participated in an investigation or hearing under this section violates this policy. Any employee who believes they have been retaliated against must promptly notify their supervisor or Human Resources so the concerns can be investigated. However, Evergreen may take disciplinary action, up to and including immediate termination, in any case where a false or frivolous complaint was submitted in bad faith.
- d. Evergreen should attempt to keep the identity of the complainant confidential. However, it cannot guarantee anonymity of an individual making a complaint. Evergreen reserves the right to notify appropriate government officials as the circumstances warrant.

4-B. ALCOHOL AND CONTROLLED SUBSTANCES

Alcohol: Evergreen is a dry organization. We don't sell, benefit from the sale of, or have alcohol on our campus or present at any of our events. Employees are prohibited from possessing, using, selling, being under the influence of, or distributing alcohol during work hours or on the Evergreen campus. We highly discourage public consumption of alcohol, and we prohibit drunkenness and/or public photos of Evergreen employees consuming alcohol.

Controlled Substances: A controlled substance is defined by state law, and prohibited acts are listed in RCW 69.50.401. Evergreen employees are prohibited from using controlled substances, with the exception of appropriate possession and use of medication in accordance with a valid prescription. While Washington

State Law provides allowances for medical and recreational marijuana, Evergreen prohibits their use recreationally under any circumstances, and medical exceptions must have the expressed written consent of the Lead Pastor.

Employees must inform their immediate supervisor if the employee is taking any medication or controlled substance that has the potential to affect the employee's job performance. Evergreen will make all attempts required by applicable law to retain such an employee, as long as the employee's job performance is not materially affected by the medication or substance, or creates a safety risk for others.

Consistent with the requirements of state and federal law, Evergreen may require drug and alcohol testing of employees at Evergreen's discretion. This includes post-accident testing following workplace accidents or injuries, testing based on reasonable suspicion where Evergreen reasonably suspects that an employee may be under the influence of drugs or alcohol, or any other situation that suggests that an employee is otherwise violating this policy.

Employees who voluntarily request assistance in dealing with a substance abuse problem may be granted an unpaid leave of absence for the purpose of seeking treatment for such chemical dependency in the sole discretion of Evergreen. Evergreen will also make a reasonable accommodation for employees who are recovering from a previous chemical dependency to the extent required by applicable law.

Information collected pursuant to this policy will generally be kept in confidence to the extent possible, and revealed only when consistent with applicable law.

Violation of this policy may subject the employee to disciplinary action, up to and including termination of employment.

4-C. CONFIDENTIALITY

Each team member is responsible for safeguarding confidential information obtained during employment. Access to confidential information should be on a "need to know" basis. Any breach of this policy will be cause for disciplinary action up to and including termination.

Evergreen employees may have a moral and legal obligation to inform certain individuals or government agencies about information learned from students or employees. Employees should not promise absolute confidentiality. Employees must report all violations of Evergreen policies and/or rules to the Human

Resources Director. Please discuss any questions regarding this policy with the Human Resources Director.

4-D. PERSONAL APPEARANCE

An employee's appearance contributes to the morale of other Evergreen employees and affects the image that Evergreen strives to portray to the community. Evergreen expects employee's appearance and clothing to be non-distracting, presenting a modest and clean appearance.

4-E. CHILD ABUSE AND NEGLECT REPORTING

Evergreen recognizes that Washington law requires certain persons to report suspected abuse or neglect to government officials and it expects employees to fully comply with Washington reporting requirements.

Definition of Abuse & Neglect:

Washington law defines abuse or neglect as "the injury, sexual abuse, sexual exploitation, negligent treatment, or maltreatment of a child by any person under circumstances which indicate that the child's health, welfare, and safety is harmed, excluding conduct permitted under RCW 9A.16.100; or the negligent treatment or maltreatment of a child by a person responsible for or providing care to the child." RCW 26.44.020.

Internal Reporting Obligations:

All employees and volunteers who have reasonable cause to believe that abuse or neglect has occurred must discuss the matter with their supervisor within 24 hours, and, if possible, prior to reporting to government officials. The report should be made verbally and in writing. If the employee or volunteer is a school worker and the supervisor is not available, the employee or volunteer should report their suspicion to the school Principal. If the employee or volunteer is a church worker and the supervisor is not available, the employee or volunteer should report their suspicion to an Evergreen pastor. The supervisor, pastor, or school Principal must report the suspicion to the Associate Pastor of Infrastructure and the Human Resources Director within 8 hours.

Employees required by law to report suspected child abuse or neglect have an independent duty to report such suspected abuse or neglect to Child Protective Services or local law enforcement and are not relieved of this duty by merely reporting to Evergreen officials. Failure to report may result in criminal prosecution.

External Reporting Obligations:

Evergreen employees, including teachers, counselors, psychologists, licensed or certified child care providers, school administrators, and school nurses, who, in his or her official supervisory capacity, have “reasonable cause” to believe a child has suffered abuse and/or neglect must report such abuse to local law enforcement authorities or Child Protective Services at the first opportunity, but in any case within forty-eight (48) hours, provided the abuse or neglect was caused by a person whom he or she regularly supervises and is employed by, contracted by, or volunteers for Evergreen or regularly has unsupervised access to a child or children.

Washington law requires that all reports required to be made under RCW 26.44 include the name of the accused if known and should also include:

1. The name, address and age of the child;
2. The name and address of the child’s parents, step parents, guardians, or other persons having custody of the child;
3. The nature and extent of the injury or injuries, neglect, or abuse; and
4. Any other information that might be helpful in establishing the cause of the child’s injuries or the identity of the alleged perpetrator.

In all cases, the employee or volunteer will also report the incident pursuant to this Handbook’s Internal Reporting Procedures. The ECS Principal or Associate Pastor of Infrastructure may report the incident to local police or other appropriate government officials even if the employee or volunteer is not required by law to do so.

Employees or volunteers with mandatory reporting obligations under Chapter 26.44 RCW are not relieved of their obligations by simply reporting the incident to Evergreen personnel.

If an employee has a question as to whether (s)he is a mandatory reporter, (s)he should contact the school Principal or the Associate Pastor of Infrastructure.

4-F. RESPONDING TO VOICEMAILS AND EMAILS

Evergreen’s telephone and voice mail system is designed to aid in daily ministry operations. It is important that employees respond to each message received in a timely manner or forward the message to the individual who can best handle the caller’s request. Similarly, employees should respond to emails in a timely manner. It is generally expected that employees return phone calls and emails within 24 business hours, if possible.

4-G. MAIL

Any mail received or returned to Evergreen's address without an individual sender's name will be opened for the purpose of identifying and locating the sender. We discourage personal deliveries at ECC and accept no liability for loss or damage to personal mail.

4-H. SOCIAL MEDIA POLICY

For the purposes of this policy, "social media" includes, but is not limited to, websites, blogs, forums, and social networking sites, such as Twitter, Instagram, Snapchat, Facebook, LinkedIn, YouTube, etc.

Evergreen recognizes that many of its employees use social media as an avenue of self-expression and outreach. While this use can be positive, the personal websites, blogs, or social networking sites of Evergreen employees reflect on the church, regardless of the employee's intentions, and whether or not the church is specifically discussed or referenced.

As a result, Evergreen employees who use social media are expected to comply with all aspects of this policy. Failure to do so may result in discipline, up to and including the immediate termination of employment, at Evergreen's sole and absolute discretion.

Evergreen recognizes and encourages appropriate use of social media as a ministry tool. Social media accounts established for ministry must be authorized by the Associate Pastor of Infrastructure.

Any questions about this policy can be directed to the employee's supervisor or Human Resources.

Christian Standards of Conduct:

Evergreen employees are expected to act in accordance with the individual moral and ethical conduct requirements of Scripture. Evergreen expects its employees to follow these Biblical patterns in all aspects of life, including the use of social media. Therefore, any use of social media that displays images or reflects personal opinions or lifestyle choices that conflict, or appear inconsistent, with these Scriptural standards as determined in the sole and absolute discretion of Evergreen, may be grounds for discipline, up to and including termination of employment.

Respect the Church and its Staff:

Employees are expected to exercise respect for the church, its staff, and members. Employees may not use social media to disparage the name or reputation of the church, its practices, or its pastors, denomination, employees, volunteers, members, or attendees. Social media sites are not an appropriate vehicle to discuss or relate occurrences or circumstances at the church, or regarding its staff or attendees, and employees must not use them in this capacity, unless the specific disclosure is expressly authorized by the Associate Pastor of Infrastructure.

Employees may not use Evergreen's logos on any social media site or reproduce church material without first obtaining prior express permission from the Associate Pastor of Infrastructure.

Respect Others:

Employees are expected to treat others respectfully and in accordance with Scriptural principles when using social media. Employees must conform to Evergreen's harassment policies as described in this handbook and shall not engage in any form of personal, racial, or sexual harassment, unfounded accusations, or remarks that would contribute to a hostile workplace. Employees should avoid embarrassing their readers or any others, and should not post ethnic slurs, personal insults, inappropriate or inflammatory jokes, or any other derogatory, disparaging, illicit, or otherwise inappropriate material. Evergreen has sole and absolute discretion in determining what postings violate this policy.

Employees should not post comments or pictures involving other employees, volunteers, members, or attendees without that person's prior express consent.

Interaction with Minors:

Employees may not use social media to contact minors from the church regarding any personal matters. This policy applies to anyone under 18 years of age attends ECC or ECS. Personal matters are all subjects not directly related to Evergreen activities.

This policy is not intended to prevent Evergreen employees who work with minors from using social media to engage youth in Evergreen activities or pass on authorized church information. However, social media contact between adults and minors raises significant concerns that the contact could become inappropriate or even illegal. Even appropriate contact can give the

appearance of impropriety. This policy is intended to protect Evergreen and its employees accordingly.

Appropriate contact with minors, for instance, by a youth pastor who uses Facebook, Twitter, or other social media to announce church events, or communicate in a public forum should be done in a public way and never via private message. Employees are discouraged from accepting “friend requests” from minors at the Church, or otherwise encouraging minors to access the employee’s personal websites. Any questions about this policy can be directed to the employee’s supervisor or Human Resources.

Respect the Law:

Employees may not engage in any illegal activities in their use of social media. Employees must observe copyright laws pertaining to music, videos, pictures, or any other copyrighted material and may not post such material without permission from the copyright owner.

Respect Confidentiality:

Employees may not disclose confidential or proprietary information on social media. Information obtained in the course of the employee’s work should be considered confidential or proprietary and may not be disclosed to non-employees unless required by law or authorized by Human Resources. Any such disclosures are subject to Evergreen employee policies on confidentiality and disclosure of proprietary information.

Employees may only announce information on social media that has been previously announced in weekend bulletins, on the Evergreen website or official company social media, or from the leadership during church gatherings. Any other disclosures require prior express permission from Human Resources.

Respect Your Time:

Evergreen considers social media to be a personal endeavor. Employees may not use social media for personal activity during work time, and may not use Evergreen property (including, but not limited to: offices, computers, software, internet service, or telephones) to engage in personal social media activity, unless the use is approved by a supervisor and is directly related to work activities.

It is the responsibility of the employee to ensure that their personal social media use does not interfere with their work or conflict with Church policies or business.

4-I. CONTACT WITH THE MEDIA & COURTS

All media inquiries regarding Evergreen and its operations must be referred to the Lead Pastor or his designee. Only the Lead Pastor or his designee is authorized to make or approve public statements pertaining to Evergreen or its operations. No employees, unless specifically designated by the Lead Pastor, are authorized to make these statements.

From time to time, employees may be asked by Evergreen members, parents, representatives of students, or others to testify or sign declarations describing events or in support or against a position, person, or entity based upon their observances as an Evergreen employee. Employees must disclose any such requests to their supervisor and to the Human Resources Director, and Evergreen generally prohibits employees from voluntarily testifying in any contested proceeding such as a child custody dispute. Employees may testify truthfully in response to a lawful subpoena.

4-J. EMPLOYEE DISCIPLINE

Evergreen reserves the right to discipline any employee in its sole discretion as it deems appropriate in any given situation, including discipline with respect to violation of any policy contained in this Handbook, any violations of an employee's contract and/or its terms, or any other policies established by Evergreen. Evergreen makes no promise or guarantee to any employee of specific treatment in any situation which may arise during the course of employment with Evergreen.

4-K. ABOVE REPROACH POLICY

All team members are expected to conduct themselves professionally and in a Christ-like manner. Each team member should remain above reproach when dealing with others, especially with members of the opposite sex, which includes exercising extreme caution with answering emails, instant messages, and/or text messages with the opposite sex. Team members should be aware of appearances and remove oneself from situations that may appear inappropriate or feel inappropriate. Window blinds should remain open during closed-door meetings with the opposite sex, and pastoral care and home visits should be made only in the presence of an additional person.

4-L. EMPLOYEE GRIEVANCES

In an effort to encourage positive working relationships among employees through healthy relationships, Evergreen encourages employees to address grievances concerning work-related issues with their immediate supervisor.

If the employee and his or her supervisor cannot solve the grievance, or if the employee is dissatisfied with the supervisor's decision, the employee may submit a written grievance to the Human Resources Director.

If the employee is unwilling or unable to prepare a written grievance, he or she may contact the Human Resource Director to assist the employee in preparing a written grievance. The Human Resources Director should discuss the grievance with the supervisor and employee and render a decision. If the employee remains dissatisfied, the employee may appeal to the Associate Pastor of Infrastructure. The decision of the Associate Pastor of Infrastructure shall be final.

5. BENEFITS & LEAVE

5-A. GENERAL DESCRIPTION OF BENEFITS

Evergreen provides certain benefits to eligible employees. These benefits may include, but are not limited to, the following:

- Participation in available medical, dental, and vision insurance
- Participation in Evergreen's 403(b) retirement plan
- Paid sick, vacation, personal, and/or universal leave
- Paid holidays

Eligibility and general descriptions of these benefits are more fully described in the applicable "Benefit Structure" document applicable to the employee's position. Copies of the Benefit Structure are available from the Human Resources office and are subject to change from time to time.

5-B. FAMILY AND MEDICAL LEAVE (FMLA)

Eligibility:

Employees who have been employed for at least twelve months, and for at least 1,250 hours during the preceding twelve-month period are eligible for family and medical leave. Special rules apply if a husband and wife both work for Evergreen. A determination on whether an employee qualifies for family and medical leave will be made at the time the leave is requested.

Reasons for Leave and Duration of Leave:

An eligible employee may be granted up to twelve weeks of unpaid leave time in any twelve month period in order for the employee to care for a newborn, newly adopted, or newly placed foster child; to care for the employee's seriously ill parent, spouse, or child; or for the employee's own serious health condition that makes the employee unable to work.

A "serious health condition" is an illness, injury, impairment, or physical or mental condition that requires inpatient care in a medical facility or continuing treatment by a physician or other health care provider.

Any leave due to the birth and care of a child or the placement of a child for adoption or foster care, and care of the newly placed child, must be completed within one (1) year of the date of birth or placement of the child.

The leave period commences on the first day in which the leave is used. The employee is expected to utilize their accrued paid leave before taking any unpaid leave. The leave may be taken intermittently or at a reduced schedule. Some restrictions may apply.

The eligible employee must make their request for family and medical leave in writing to the Human Resources Director at least thirty (30) days in advance of the leave, or as soon as possible. Failure to provide notice may delay or postpone commencement of the leave.

Service Member Family Leave:

An eligible employee may be granted up to twenty-six (26) weeks of unpaid, job-protected leave time in any twelve month period in order for the employee to care for a spouse, son, daughter, parent, or next of kin who is a member of the Armed Forces (including a member of the National Guard or Reserves) and is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.

In addition, eligible employees may be granted twelve (12) weeks of unpaid, job-protected leave during any twelve-month period for qualifying exigencies that arise when the employee's spouse, son, daughter, or parent is on covered active duty or has been notified of an impending call or order to covered active duty. This leave must be supported by a certification related to active duty or call to active duty, and the twelve (12) month period commences on the first day in which leave is used.

Finally, the combined total of service member family leave and any leave described may not exceed twenty-six (26) weeks in a single twelve (12) month period for any one employee.

5-C. JURY DUTY

Full-Time Employees will receive a paid leave of absence to serve on jury duty up to 10 work days per jury duty occurrence. Evergreen supports each employee in fulfilling their civic responsibilities by serving jury duty when required.

The employee shall give a copy of the summons to his/her supervisor before leaving for jury or witness duty. Since jury service is not a voluntary service, the full-time employee will be paid his/her regular salary for two full work weeks plus any partial weeks, or in the case of non-exempt full-time employees, the full-time employee will be paid for his/her regularly scheduled hours up to 10 work days. Employees are expected to return to work when feasible during paid jury duty.

Payment received by the employee from the court shall be turned over to Evergreen upon receipt, with the exception of mileage reimbursement.

5-D. LEAVE WITHOUT PAY

If leave without pay is needed for family care or medical reasons, please refer to the "FAMILY AND MEDICAL LEAVE" section in this Handbook. For other leave without pay, please continue reading.

ECC generally discourages employees from taking leave without pay for convenience sake, or as a way to save vacation, sick or personal days, as it can create hardship for other employees who may be needed to fill in or take on additional responsibilities for the absent employee. Any full-time employee may submit a request for leave without pay, but requests will be considered on a case by case basis.

All requests for leave without pay must have prior authorization and approval. Requests must be submitted in writing to the appropriate department head and Human Resource Director, and may be reviewed by the Associate Pastor of Infrastructure. Requests should be submitted at least 30 days in advance of requested leave time, when possible.

5-E. MILITARY & MILITARY SPOUSE LEAVE

Evergreen employees who perform military service are entitled to an unpaid military leave of absence from their position, subject to the limitations and

restrictions set forth in federal and state laws and this policy. Upon receiving an assignment for military service, an employee should promptly provide notice, such as submitting a copy of military orders to the Human Resources Director, at least thirty (30) days prior to the time the leave is to begin if possible.

Accrued leave may be used to replace wages while on military leave. During the period of military leave, health benefits and leave accrual will continue as normal. For more information, contact the Human Resources Director.

Employees averaging over 20 hours of work per week who are spouses of military personnel deployed or on leave from deployment during times of military conflict may take up to 15 days of unpaid leave from work per deployment. Spouses of returning military personnel whose deployment orders have ended are not covered. For more information, contact the Human Resources Director.

5-F. DOMESTIC VIOLENCE LEAVE

An employee who is a victim of domestic violence, sexual assault, and/or stalking (or the family member of a victim) may take a reasonable amount of unpaid leave from work for legal or law-enforcement assistance, medical treatment, or counseling. An employee must give advance notice, when possible. For more information, contact the Human Resources Director.

5-G. CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT (COBRA)

Through the Consolidated Omnibus Budget Reconciliation Act ("COBRA"), eligible employees and their dependents may be given the option of continuing participation in the group medical plan at their own cost for a maximum period of 18 months after a qualifying event. This coverage may be continued longer than 18 months in limited circumstances. A qualifying event includes the following:

1. The death of the covered employee;
2. The termination of the covered employee for any reason other than gross misconduct;
3. A reduction in the covered employee's hours so that the employee or dependent is ineligible for coverage;
4. The divorce or legal separation of the covered employee and his or her spouse;
5. For spouses and eligible dependents, the covered employee becomes enrolled in Medicare; and
6. For dependent children who marry or reach the limiting age under the insurance plan and cease to be a dependent under the terms of the plan.

Questions regarding COBRA should be directed to the Human Resources department.

5-H PAID SICK LEAVE

Accrued sick leave benefits may only be used for the following:

- A. The employee's injury, illness, or temporary disability which keeps the employee from performing the employee's regular duties; including one caused by pregnancy, childbirth, or related medical conditions; or medical and dental appointments.
- B. To attend to a child, stepchild, or dependent under the age of 18 (or 18 years or older if the child is incapable of self-care due to a mental or physical disability) who has an illness or injury which warrants supervision or medical treatment, or the need to accompany the child to a medical or dental appointment.
- C. For immediate family members over the age of 18 who have a serious illness or health condition and are incapacitated and require the employee's supervision or attendance (immediate family members are defined as: parent, spouse, child, parent-in-law, grandparent, or dependent living in the employee's household for whose care the employee is responsible.) Absences for a parent, spouse or child's serious health condition will additionally be considered for Family Medical Leave Benefits. If an employee takes sick leave for family medical leave purposes, such sick leave will be counted towards any federal and/or state limits on the use of leave for family medical leave purposes.

Upon application, an employee may be granted sick leave with pay equal to the employee's accumulated sick leave credits. The employer may require a certificate from a physician when such sickness exceeds three (3) consecutive working days and/or may require the employee to undergo a medical evaluation by a physician of the employer's choice to verify/determine the nature and extent of the illness, injury, and/or inability to perform the functions of their position. An employee returning to work from an extended sick leave absence of more than three (3) consecutive work days may be required to provide a certificate from his/her physician certifying the employee is able to perform the full functions of their position.

6. PURCHASES AND REIMBURSEMENTS

6-A. EXPENSE AND MILEAGE REPORTS

Evergreen maintains an accountable, qualified expense reimbursement plan for employees seeking reimbursement. Expense and Mileage Report forms must be submitted, along with receipts or supporting materials for any purchase for which reimbursement is requested. Blank forms are available in the main office and may be available electronically through the staff resources webpage. Pre-approval may be required for such purchases. The Expense Report must be signed by the department head of the department from which reimbursement is requested. The Associate Pastor of Infrastructure will approve any expenses made by department heads or members of their immediate family that are to be charged to their department. Evergreen generally provides reimbursement for approved mileage at, or close to, the IRS approved rate. Evergreen expects employees to submit reimbursement requests in a timely manner, no later than 60 days after incurring the expense.

6-B. CHECK REQUESTS

If employees need a check for an outside vendor or volunteer, a check request form should be submitted. Blank check request forms are available in the main office and may be available electronically through the staff resources webpage. Check Request forms must be thoroughly completed and signed by the department head. Checks are generally printed on a weekly basis; please allow two weeks to process check request forms.

6-C. PURCHASE ORDERS & STORE CHARGE CARDS

Purchase orders for local business accounts or store charge cards may be available to employees and certain volunteers through the Accounting Office. After purchasing the designated supplies, the employee must return the charge card and/or purchase order with the receipts the same business day.

6-D. EVERGREEN-PROVIDED CREDIT/DEBIT CARDS

Credit and/or debit cards may be available for employee use. Credit cards must be checked out from the Accounting Office and should be returned the same business day with all receipts. Receipts should be labeled with the correct account code, along with descriptive notes to explain the purchase. Pre-paid PEX debit cards may be available through the Accounting Office. PEX receipts should be turned in at the time of purchase and/or updated through the PEX app, and should be labeled with the correct account code and descriptive notes to

explain the purchase. Employees must not use Evergreen credit and/or debit cards for any personal or unauthorized charges.

6-E. GAS CARDS

Gas cards may be made available to certain employees and volunteers for business vehicle use. They may be checked out from the Accounting Office, or provided at the time of checking out a vehicle. Employees must not use a gas card to put fuel in any personally owned vehicle. If an employee's personal vehicle is used, a mileage reimbursement should be used in lieu of a gas card.

As with other policies in this Handbook, Evergreen reserves the right to discipline employees, up to and including termination, for unauthorized use of company cards, charge accounts, or resources.

7. EVERGREEN CAMPUS AND PROPERTY

7-A. EVERGREEN PROPERTY

All Evergreen supplies, copy services, postage meters, folding machines, computers, computer software, and all other equipment are for the business and ministry operation of Evergreen. These supplies, equipment, and services must not be used for personal business without the consent of the employee's supervisor and the Associate Pastor of Infrastructure.

7-B. INSPECTION OF EVERGREEN AND EMPLOYEE PROPERTY

Evergreen reserves the right to question employees and other persons entering and leaving Evergreen property, and to inspect any employee packages, parcels, purses, bags, backpacks, or other possessions carried to and from Evergreen property.

Offices, desks, files, computers (including, but not limited to, software, internet, e-mail systems, and e-mail messages), telephones (including, but not limited to, telephone voice mail files), lockers, and other property owned, leased, or used by Evergreen and provided for use by its employees are Evergreen property. As such, Evergreen reserves the right to search all Evergreen property, including, but not limited to, any employee's office, desk, files, computers, e-mail system, and lockers.

7-C. KEYS & CODES

Upon initial employment, the employee may be issued a key and alarm code to certain areas of the campus. Keys and codes are for the employee's use only, and for Evergreen business only, therefore, must not be copied or shared with any other individuals. Any person found giving a security code or key to unauthorized persons may be subject to disciplinary action, up to and including termination of employment. If a key is lost or destroyed, the employee is responsible to notify the Facilities Director and Human Resources office as soon as possible. Upon leaving employment with Evergreen, the employee must immediately return the key(s).

Office doors must be kept locked when employees are out of the office to ensure security of Evergreen files and property. Evergreen is not liable for any personal property left or stored at Evergreen. Any breach of security must be reported immediately to the employee's supervisor and the Facilities Director.

7-D. SOLICITATION AND DISTRIBUTION

Evergreen prohibits employees from soliciting or distributing literature, including handbills, to others while on the Evergreen property, at an Evergreen function (including church gatherings or services), or engaged in Evergreen business unless the solicitation or distribution is directly related to Evergreen's business or is authorized in writing by the Lead Pastor or Associate Pastor of Infrastructure. Evergreen employees may not use for personal business or disclose or distribute any of Evergreen's mailing or member lists to non-employees without authorization from the Lead Pastor or Associate Pastor of Infrastructure.

7-E. FUNDRAISERS ON CAMPUS

In compliance with applicable state law and to maintain our tax-exempt status, all fundraising activities on the ECC/ECS campus must be approved by the leadership of ECC or ECS. Washington law outlines strict limitations related to personally initiated fundraisers on tax-exempt property. Therefore, all fundraisers must be managed by delegates of ECC/ECS and the funds distributed by ECC/ECS. Fundraisers must be organized for the benefit of a group versus the benefit of a specific person. In other words, the profits from fundraisers cannot provide direct personal or for-profit income to families and individuals even if the stated purpose of the fundraiser is a church or school related activity in which the individual desires to participate. There are exceptions to helping specific individuals when they qualify for benevolent assistance of a housing and life-sustaining nature. However, even in these cases the fundraising effort must be approved by the ECC or ECS Administration. The effort must be organized by ECC/ECS and the funds approved, controlled and distributed by ECC/ECS.

7-F. TECHNOLOGY (E-MAIL, PHONE, INTERNET, NETWORK, ETC.)

Introduction:

The evolution of technology has a profound impact on ministry. The following policy is a set of general principles that apply regardless of particular technological changes. The purpose of this policy is to set clear expectations about the use of church's computers, mobile devices, and communications systems, and the use of other devices and systems for the church's purposes, to minimize the church's legal risk, and prevent the loss or disclosure of private information.

Definitions and Concepts:

Technology involves both equipment or devices (cell phones, personal computers, etc.) and services (internet access, network access, cloud storage, software as a service, etc.). Both equipment and services are either "Church-Controlled Technology" or "Other Technology." Church-Controlled Technology includes church email accounts, the voice mail system, church-provided computers or mobile devices, subscription-based software in the church's name, etc., and anything else owned or controlled by the church. Other Technology is anything that is not Church-Controlled Technology but that is used in part for church purposes such as personal cell phone that accesses a church email account, the use of a cloud-based service for church purposes but where the account is in the employee's name, such as Dropbox, Gmail, Google Drive, OneDrive, etc., an employee's home computer with work-related files, and any other equipment or service which may be owned, or be in the name of, an employee or party other than church but is used by the employee at least in part for church purposes. Other Technology does not include equipment or services that is not used for church purposes (e.g. personal email accounts where no work-related messages are sent, personal iTunes account, etc.).

Physical Safety – No Texting or Talking while Driving:

Employees may not use cell phones or other mobile devices while operating a vehicle under any of the following situations, regardless of whether a hands-free device is used and regardless of whether it is church Technology or otherwise:

1. When the employee is operating a vehicle owned, leased, or rented by church.
2. When the employee is operating a personal motor vehicle in connection with church business.
3. When the motor vehicle is on church property.
4. When the cellular telephone or mobile electronic device is Church Technology.

5. When the employee is using the cellular telephone or mobile electronic device to conduct church business.

Professionalism; No Harassment:

All use of Church-Controlled Technology or Other Technology is subject to the church's other policies, including policies against harassment. Distribution of obscene, derogatory, disparaging, or other inappropriate statements will result in disciplinary action. Likewise, employees may not use Church-Controlled Technology or Other Technology for any illegal conduct such as sharing of copyrighted material, access to pornography, etc.

Personal Use of Church Technology; Monitoring; No Expectation of Privacy:

Employees should not use Church-Controlled Technology for personal purposes other than in emergencies or in limited circumstances where it does not interfere with job responsibilities. Employees should not access or store personal data (pictures, music, personal contacts, social networks, Google/Microsoft accounts, etc.) on or from Church-Controlled Technology. Email, telephone, internet access, and any other Church-Controlled Technology may be monitored or reviewed, and church employees should have no expectation of privacy in the use of such products or services.

Use of Other Technology:

Employees should not use Other Technology without the prior consent of the Associate Pastor of Infrastructure. Employees who use Other Technology agree to produce it for inspection upon request, agree to provide any passwords or account information upon request, agree to have their mobile devices remotely wiped (including personal information and pictures), and generally forfeit any expectation of privacy in such Other Technology. Therefore, to ensure a greater degree of employee privacy and to provide greater separation between the employee's personal information and church's information, employees are discouraged from using personal equipment and services for church purposes.

Security:

Employees must comply with all security protocols issued by church from time to time, such as automatic locking of mobile devices, complex passwords, not using unsecured wifi, etc. Employees may not share their passwords with any other person and should immediately report any compromised password to the IT Director. Employees may not use any password used for church purposes for any other purposes, as a security breach on an unrelated website could then result in that password being compromised. The loss or theft of a computer or mobile

device must be immediately reported to the Associate Pastor of Infrastructure and the IT Director, so that ECC can take actions to remotely disable or wipe the device. The foregoing applies to both Church-Controlled Technology and Other Technology. The use of a password or other security measure should not be construed as creating an expectation of privacy for an employee; church reserves the above-described rights of inspection and review.

Computer Software and Copyright Law Policy:

Unlicensed duplication or use of any software program is illegal and can expose you and the church to civil and criminal liability under the copyright laws. In order to ensure that you do not intentionally or inadvertently violate the software publisher's copyright, you should not copy any program installed on the church computer system for any purpose without permission from the IT Director. Likewise, you should not install any program onto church computers without such permission, in order to verify that a license is held to cover such installation.

The church does not tolerate any employee making unauthorized copies of software. Any employee found copying software illegally is subject to disciplinary action up to and including termination.

7-G. EVERGREEN VEHICLE USE

Employees and volunteers that drive Evergreen-owned vehicles must complete a Ministry Driver Screening Packet, provide ECC with a copy of their Driver's License and insurance card, and give ECC permission to obtain a copy of their driving record. Certain infractions may prevent an individual from being approved.

Any individual who drives their personal vehicle for Evergreen business understands that that their personal liability insurance may be the primary insurer in the event of a collision or accident.

7-H. SAFETY

Emergency Procedures:

Evergreen employees are expected to follow all emergency procedures and drills per Evergreen's instructions. This includes, but is not limited to, fire, lockdown, and earthquake drills.

Reporting of Safety Concerns:

Safety concerns and other potential hazards should be reported immediately to the Facilities Director, in order to proactively prevent injuries and accidents.

Work-Related Injuries:

If an employee suffers a work-related injury while on the job, they must notify their supervisor and the Human Resources department as soon as possible, who will assist them in seeking treatment and completing the necessary incident report and L&I claim paperwork.

Weapons Policy:

No weapons should be brought to or kept on Evergreen property, including in parked vehicles, during school hours.

8. EMPLOYEE ACKNOWLEDGMENT

8-A. STANDARDS OF CONDUCT

Evergreen Employees must certify that they understand and agree with Evergreen's Statement of Faith and understand and agree that Evergreen employees are motivated by this Statement of Faith and their desire to live lives and do work in accordance with their faith. Therefore, employees are expected to agree and abide by Evergreen's behavioral expectations in both word and deed, at all times, whether or not on the job. Below are some general behavioral expectations of Evergreen's employees, this list is illustrative only:

Personal Lifestyle:

Evergreen expects its employees to live a lifestyle consistent with Evergreen's Statement of Faith and is a consistent reflection of the lifestyle patterned for them by Jesus Christ. This includes avoiding drunkenness, slander and gossip, and being mindful of any number of addictive behaviors or idols that could compromise an employee's Christian witness. Evergreen recognizes that the Bible gives clear directives on sexual conduct limiting sexual activity to the institution of heterosexual marriage. Employees will be held to these standards. Any violation will subject the employee to discipline, up to and including termination.

Responsibility to Evergreen:

Employees are encouraged to refrain from any type of outside activity that could raise questions and/or bring discredit to Evergreen or its religious mission including, but not limited to, its board of directors, pastors, employees, and membership.

Responsibility to Fellow Employees:

Employees' relationships with each other must demonstrate courtesy and respect and reflect a faith consistent with Evergreen's Statement of Faith.

Work Ethic:

Employees are expected to work diligently on behalf of Evergreen. Personal telephone calls, interruptions, and/or e-mail correspondence during Evergreen business hours must be confined to those that are absolutely necessary and must be kept to a minimum.

Assigned Job Schedules:

Failure to follow assigned schedules, whether through excessive and unexcused tardiness and/or absenteeism or unapproved overtime, is prohibited.

Stewardship of ECC Resources:

Evergreen facilities, equipment, and supplies must be properly used in order to receive the greatest possible benefit to Evergreen, and shall not be used for personal business without the written consent of the employee's supervisor.

Evergreen reserves the right to determine whether an employee's conduct violates these standards in its sole and absolute discretion. Violation of these standards may result in disciplinary action, up to and including termination.

8-B. EMPLOYEE ACKNOWLEDGEMENT & AGREEMENT

I have received, read, and understand the Evergreen Christian Community (ECC) Employee Handbook. I acknowledge that any questions I have should be directed to the Human Resources department or Associate Pastor of Infrastructure.

I understand and agree that this Handbook is not an employment agreement or contract for employment, but sets forth the practice and spirit of ECC’s general employment policies. I also understand and agree that the policies contained in this Handbook are subject to revision and interpretation by Evergreen, with or without prior notice.

I understand and agree that my employment is at-will and may be terminated by myself or by Evergreen Christian Community at any time, with or without cause or advance notice. I understand that this at-will employment relationship cannot be altered except in writing, signed by the Lead Pastor and Secretary of the ECC Board. I authorize Evergreen to deduct any amounts owing to Evergreen from my final paycheck should my employment terminate for any reason.

I understand and agree that this Handbook supersedes all previous manuals, publications or policy statements, written and verbal, regarding ECC’s general employment policies.

I understand that Evergreen may require me to authorize updated criminal background checks and copies of my driving record during the course of my employment.

I understand and agree with Evergreen’s Statement of Faith. I understand that Evergreen employees are motivated by this Statement of Faith and their desire to live lives in accordance with that faith. I therefore agree to abide by Evergreen’s behavioral expectations and standards of conduct.

I have received and reviewed the Benefit Structure applicable to my position. I have been afforded an opportunity to ask questions concerning this Handbook and Benefit Structure.

Employee Signature

Date

Employee’s printed name

This form is to remain in the staff member’s personnel file.