



**FELLOWSHIP BIBLE CHURCH
OFFICIAL POLICY EMPLOYEE MANUAL**



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TABLE OF CONTENTS

“And the grain offering with it shall be two tenths of an ephah of fine flour mixed with oil, a food offering to the Lord with a pleasing aroma, and the drink offering with it shall be of wine, a fourth of a hin. And you shall eat neither bread nor grain parched or fresh until this same day, until you have brought the offering of your God: it is a statute forever throughout your generations in your dwellings.”



Welcome	5
Purpose of Manual and Disclaimer	5
Our Hope for Fellowship Bible Church — Teaching Pastor Team	6
Mission Statement	7
Our Vision	7
Our Values	7
Staff DNA	8
Photograph, Video and Audio Release Form	10

EMPLOYMENT POLICIES

Recruitment	11
Search and Hiring Process Ministry Staff	11
Search and Hiring Process Administrative or Support Staff	12
Reference Checks	13
Background and Credit Checks	13
Immigration Law Compliance	13
Unemployment Insurance	13
HIPAA	14
Disability Accommodation	14
New Hire	15
Rehire	15
Relatives	15
No Solicitation	15

Intern/Residency Program	15
Employee Orientation	16
Confidentiality of Church Information	16
Conflict of Interest/Second Jobs	16
Guest Speaker/Artist Best Practices	17
Royalty Policy	17
Severance Policy	18
Problem Resolution	19

EMPLOYMENT STATUS AND RECORDS

Anniversary Date	20
Reinstatement	20
Ministry Classifications	20
Access to Personnel Files	21
Performance Review and Salary Increases	21
Performance Improvement and Progressive Discipline	22
Job Descriptions	24

EMPLOYEE BENEFITS

Vacation	25
Personal Leave	26
Parental Leave	26
Bereavement Leave	26
Ministry Leave	26
Sabbatical Leave	27
Renew Day	28
Holidays	28
Voting	28
Jury Duty	28
Procedures for All Military Leave	29
Military Leave Benefits	29
Reinstatement	29
Conferences and Meetings	30
Housing Allowance	30
Health Insurance	30
The Patient Protection and Affordable Care Act of 2010	30
Health Benefits Continuation	31
Dental Plan	31
Cafeteria Plan	31
Group Term Life Insurance	31
Long-Term Disability Insurance	31
Short-Term Disability	31
Workers' Compensation	31
Social Security	32
403(b) Retirement Plan	32
Supplemental Insurance	33
Vision Care Plan — Supplemental Insurance	33
Employee Wellness	33
Educational Assistance Program	33
Staff Assistance with Counseling Services	34
Employee Incurred Expenses and Reimbursement	35
Mileage Reimbursement	35
Travel Reimbursement	35
Required Management Approval	36

PAYROLL	
Timekeeping	36
Payday	36
Wage Garnishments	36
Comp Time and Overtime Pay	36
Termination	37
WORKPLACE GUIDELINES	
Excessive Absenteeism	38
Employee Safety	38
Emergency Instructions	38
Employee Privacy	38
Monitoring	39
Workplace Search Policy	39
Office Furnishings	39
Workday	40
Child Free Work Environment	40
Appearance and Courtesy	40
Smoking	41
Employee Relationships and Travel	42
Emergency Closings	42
Cell Phone Policy	42
Telephone Use	42
Family and Medical Leave	42
Leave of Absence and Military Leave	45
Code of Conduct	46
Fair Dealing	48
Retaliation	48
Employee Protection (Whistleblower)	49
Drug Free Workplace and Employee Drug Testing	49
Substance Abuse	51
Harassment	52
Workplace Violence	54
Concealed Weapon Policy	54
Return of Property	54
Workplace Emergency Plan	55
E-POLICIES	
General Principles	57
User Responsibilities	58
Access to Information Technology Resources	58
Unauthorized Use and Sanctions	61
Management Access to Technology Resources	62
Passwords	63
E-Mail Policies	66
Personal Blogs and Online Posts, Social Media	67
Sending Messages	68



WELCOME TO FELLOWSHIP BIBLE CHURCH!

When a person accepts a position at Fellowship Bible Church, they are not only accepting employment, but a commitment to the Core Values, Mission and Vision of Fellowship Bible Church. Our desire is that through our common interest and dedication to Christ we can and will, "make disciples who live by God's grace and for His glory at home and across the world."

We are glad you have chosen to work with us and trust our efforts together will produce an atmosphere compatible with the Christian principles we represent.

PURPOSE OF MANUAL AND DISCLAIMER:

This Employee Manual (Manual) with an effective date of February 26, 2020 (with revisions as of February 1, 2024), has been prepared to provide employees of Fellowship Bible Church with a written summary of the state and federal laws, personnel policies and standards of conduct which govern employment with FBC; however, it is not all-inclusive. In the event of a conflict between a provision of this Manual and applicable law, the provisions of that law, policy, or source document shall govern. The policies set forth in this Manual may be altered, modified, or rescinded and new policies may be issued by the FBC HR Director and Central Leadership Team at any time. As policies are written, changed, or updated, they take precedence over any conflicting information found in this Manual. Revising and updating the employee Manual is an ongoing function. Anytime changes occur, the new information will be added to the Manual and posted on the Staff Portal. Employees will be notified of any policy changes referenced in this Manual and are responsible for consulting FBC policies as needed.

This Manual is not a contract of employment between FBC and its employees. All employment at Fellowship Bible Church is on an "at will" basis. Team members and Fellowship Bible Church are free to terminate the employment relationship at any time with or without reason. All Fellowship Bible Church staff are considered "at will" employees. Nothing described herein shall be held or construed to create a promise of employment or future benefits, or a binding contract between the State and its employees, retirees or their dependents, for benefits or for any other purpose. All employees shall remain subject to discharge or discipline to the same extent as if this Manual had not been put into effect. All persons employed by FBC are hired, evaluated, promoted, and/or discharged in accordance with the laws and policies governing employment with the State of Arkansas and its agencies.

Your questions and comments regarding the manual are always welcome. Please direct questions and comments to your overseer or the Human Resources Director.

FROM THE TEACHING PASTORS

MY HOPE FOR FELLOWSHIP IS...



**BRANDON BARNARD,
Teaching Pastor**

I came to Fellowship when I was hired as the Lead Student Pastor. A few years later, the elders asked me to be a Teaching Pastor, which is where I currently serve today. I love this church and my hope and prayer is that our church will make much of Jesus and that more and more people will hear and respond to him. That we will be able to truly connect with God and others, be transformed in attitudes and actions and that the Gospel will be multiplied in countless lives locally and globally.

**JUSTIN BILSON,
Teaching Pastor**

For more than forty years, we have seen God move in unique ways and my hope for our future is that He would continue His work in us. May we continue to be a beacon of light for the lost and a place where His grace permeates through all we say and do. May God continue to grow us as one family that reflects the unity and diversity of Revelation 7:9. May God continue to use us to make disciples who make disciples and build His kingdom in our communities. I pray that we will continue to be a church of irresistible influence and I am excited about our future!



**MARK HENRY,
Teaching Pastor**

My hope for Fellowship is that we would be a community of men and women who worship and follow Jesus so passionately that we would turn our city and the world upside down for the glory of Jesus Christ.

**BEN PARKINSON,
Teaching Pastor**

That we see God do very supernatural things in our midst to glorify His Gospel of grace in very natural ways. That as we follow His footsteps to spend our lives the way He did, making disciples of people from every tribe, tongue, and nation, we will experience an intimacy with Him that will prove to be abundant life indeed. And that following Him in this cursed and broken world will produce enough tension in all of us as "first fruits" of Kingdom to come that we will truly be able to say, "to live is Christ and to die is gain. Come, Lord Jesus, come."



MISSION STATEMENT

MAKING DISCIPLES WHO LIVE BY GOD'S GRACE AND FOR HIS GLORY AT HOME AND ACROSS THE WORLD.

OUR VISION

We hope to be a multi-site, multi-ethnic, multi-generational church with 8 campuses, 60 church plants, 100 mission partners, locally and globally, intent on making worshipful disciples who follow Jesus and live in His transforming grace in a way that the Gospel is proclaimed to over 100,000 in Central Arkansas and beyond.

OUR VALUES



CONNECTION: We believe this happens best in the context of spiritual community, which we call Discipleship Groups, or D Groups, where we can engage in the one another commands of Scripture and grow in the knowledge and grace of Jesus Christ.



TRANSFORMATION: Our role is to be continually aware of our ongoing need for transformation and have faith that God will finish the work He has begun in us.



MULTIPLICATION: God has a heart for people of all nations and desires to see His Gospel advance across the world through His people being disciples who make disciples with intentionality across the world for the glory and fame of God.

STAFF



DNA

WE ASSUME
THE
BEST

1. We will default to trust. Our gut instinct is to assume the best and believe the best in those around us, even when we aren't in the room when the decision is made. If there is a gap in information, we fill it with trust, not suspicion, until we have good reason not to.

2. We have grace for ourselves and grace for each other. While we aim for excellence, it is never at the expense of the people around us. When mistakes and misunderstandings happen, we seek restoration over justification.

WE GIVE
GRACE
Generously

We Are **BETTER TOGETHER**

3. Doing things together adds complexity, time, and sometimes inefficiency, but we value doing ministry as a team. We always default to locking arms and pushing forward as a team.

4. We never start with a posture of “can’t.” We reimagine, evaluate, experiment, take risks, and do our best. Some things may not be possible, but we won’t step back until we’ve stepped in.

We **NEVER LEAD** *with*
“CAN’T”

WE KNOW EACH OTHER BEFORE WE LEAD EACH OTHER

5. Rather than just working together, we take the time to build relationships with each other so that we can better know, understand, and appreciate the unique gifts, talents, and passion that each of us brings. It means that we care about each other enough to serve each other as we lead, instead of relying on positional authority. Relational leadership means that we value the person behind the task.

6. Our mission is too urgent, our calling too great, and the Gospel too important for anything less than our best. This isn’t just a job but a calling. We willingly lay down our personal wants and desires to see the mission of the church accomplished.

WE BELIEVE THE MISSION MATTERS



FELLOWSHIP BIBLE CHURCH PHOTOGRAPH, VIDEO, AND AUDIO RELEASE FORM

I, _____, hereby consent and authorize Fellowship Bible Church and its affiliates the right to photograph me and use and reproduce my photograph (including still camera photograph and/or video) taken by Fellowship Bible Church. As well as circulate the same for any and all purposes, including publicity, publication, and advertising of every description, including television and internet. I further give authorization of the right to reproduce in any manner whatsoever any recording made this date of my voice and all instrumental, musical, or other sound effects produced by me for any purpose associated with the use and distribution of my photographic image or sound recording.

In addition, I authorize Fellowship Bible Church and its affiliates to share the personal information I have disclosed in print, video or on the Internet for purposes as deemed appropriate by Fellowship Bible Church. No claim of any nature arising out of or connected with said photograph(s), film, audio recording or distribution of information will be made by me.

Printed First and Last Name: _____

Signature: _____

Date: _____



EMPLOYMENT POLICIES

RECRUITMENT

Fellowship Bible Church provides opportunity to all applicants based on demonstrated ability, experience, and training.

As positions become available within the church staff, prior to outside recruitment, the Human Resources Director and hiring overseer shall determine the availability of qualified candidates within the church.

Contact the Human Resources Director to discuss the most appropriate method of recruitment.

SEARCH AND HIRING PROCESS MINISTRY STAFF

The hiring of ministry staff will be the responsibility of Central Leadership Team member with assistance provided by Human Resources. Listed below is the standard process for recruitment and hiring of ministry staff at Fellowship.

PREPARATION AND APPROVAL

- Identify need.
- Develop job description or update existing Position Focus Sheet.
- Request hiring approval from Central Leadership Team.
- Notify Human Resources regarding hiring approval.
- Obtain New Hire Salary and Leave Recommendation form provided by Human Resources.
- Discuss compensation/benefit package with Human Resource Director.
- Obtain interview packet from Human Resources.

RECRUITMENT

- Identify primary recruitment sources.
- Initiate contact with likely prospects, requesting resume and references.
- Conduct preliminary phone interview with key prospects.
- Potential candidates will be mailed an interview packet by Human Resources.

INTERVIEW (ASSESSMENT TOOLS AVAILABLE THROUGH HUMAN RESOURCES)

- Evaluate resumes and completed assessment tests. (Servants By Design, DISC, FBC Questionnaire)
- Contact primary candidate and conduct thorough phone interview.
- Contact key references for primary candidate(s).
- Obtain candidate's permission to run background and credit checks. (Credit checks are run if the position is a pastoral position.)
- Determine timeline for on-site, first pass personal interview with primary candidate.

RECOMMENDATION

- Contact primary candidate and communicate desire to recommend them for position.
- Establish schedule for final interview.
- Confirm complete compensation /benefit package with Human Resource Director and Central Leadership Team.

OFFER / HIRE

- Central Leadership Team member will contact candidate and offer position, communicating compensation/benefit package.
- If candidate accepts, agree upon date to join staff. Ask if candidate will use the housing allowance, opt out of Social Security, and utilize our health insurance and dental plans. These all affect the Comp and Benefit Fact Sheet.
- Communicate hire to Human Resources so that Compensation and Benefit Fact Sheet as well as Offer Letter can be provided.
- Human Resources will set up orientation process and notify the IT Department.
- Return interview packet with resume and testing to Human Resources for the personnel file.

SEARCH AND HIRING PROCESS ADMINISTRATIVE OR SUPPORT STAFF

The hiring of administrative or support staff will be the responsibility of the Ministry Overseer and the Human Resource Director. Listed below is the standard process for recruitment and hiring of administrative or support staff at Fellowship.

PREPARATION AND APPROVAL

- Identify need.
- Develop job description or update existing Position Focus Sheet.
- Request hiring approval from Central Leadership Team if an additional position or ministry overseer if position has been vacated.
- Notify Human Resources regarding hiring approval.

RECRUITMENT

- Announce job opportunity to all Fellowship Staff.
- Human Resources will run ad in Fellowship bulletin and on Fellowship web site.
- All applicants are instructed to initiate contact with Human Resources.
- All candidates being interviewed for a full-time staff position will be advised that Fellowship Bible Church requires their staff members to be full-time, attending members of the church. The exception to this policy is the Facilities and Maintenance Teams and Child Care Workers.

INTERVIEW (ASSESSMENT TOOLS AVAILABLE THROUGH HUMAN RESOURCES)

- Human Resources will interview, test and screen qualified applicants.
- Evaluate completed assessment tests. (Servants by Design, DISC, Enneagram, Strengthsfinders)
- Contact key references for primary candidate(s).
- Obtain candidate's permission to run background check.

RECOMMENDATION

- Human Resources will recommend best applicants for interview to the Ministry Overseer.
- Ministry Overseer and Human Resources will agree upon candidate to hire.
- Confirm complete compensation /benefit package with Human Resource Director and Central Leadership Team.

OFFER / HIRE

- Human Resources will contact candidate and offer position, communicating compensation/benefit package.
- If candidate accepts, agree upon date to join staff. Ask if candidate will utilize our health insurance and dental plans. These will affect the Comp and Benefit Fact Sheet.
- Human Resources will coordinate and communicate new staff orientation process and notify IT Department.
- Human Resources will request Compensation and Benefit Fact Sheet from the Finance Administrator for the new hire and will provide in addition to the offer letter.

REFERENCE CHECKS

To ensure that individuals joining the staff are qualified and have the potential to be productive and successful, Fellowship Bible Church will check the employment references of all applicants. Every offer of employment is contingent upon the appropriate completion of a reference check.

BACKGROUND AND CREDIT CHECKS

It is the policy of Fellowship Bible Church to perform background and credit checks on potential pastoral staff hires. "Background check" is a common term used to describe any one or a combination of reports collected about an individual for employment purposes. "Credit check" is a report of your financial history. An authorization form will be obtained from each candidate giving permission for the background and/or credit check. The candidate does not have to agree to this background and credit check, but refusal to do so may exclude the candidate from consideration. In addition, all staff must complete MinistrySafe.

BACKGROUND CHECKS FOR CHILD CARE WORKERS

Fellowship Bible Church desires to provide children a safe and secure environment. As a condition of employment, applicants offered positions in childcare are required to sign release of information forms authorizing Fellowship Bible Church to make a thorough background check. This information is necessary to determine that the applicant or employee has no relevant criminal history or offenses that may jeopardize the safety or welfare of children placed in the care of Fellowship. In addition, all child care workers must complete MinistrySafe.

IMMIGRATION LAW COMPLIANCE

Fellowship Bible Church is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate based on citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, 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. The Immigration Reform and Control Act of 1986 mandates all employers to maintain records documenting the identity and eligibility of all regularly and temporary employees hired after November 6, 1986. Former employees who are rehired must also complete the form if they have not completed an I-9 with Fellowship Bible Church within the past three years, or if their previous I-9 is no longer retained or valid.

UNEMPLOYMENT INSURANCE

Fellowship Bible Church does not provide unemployment insurance on its employees.

HIPAA – THE HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996

HIPPA was enacted to make health insurance more “portable” from one employer to another. The law mandates procedures for providing a certificate of prior creditable health care coverage to both new hires and for existing employees who are leaving a church. HIPPA rules now require employers who are subject to the new privacy rule to provide a notice of the employee’s privacy rights as well as a notice of the privacy practices of a covered entity. A copy of Fellowship’s HIPAA guidelines is provided to full-time employees electing health or dental insurance during new employee orientation.

DISABILITY ACCOMMODATION

Fellowship Bible Church is committed to complying fully with the Americans with Disabilities Act (ADA) and providing opportunity for employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

Hiring procedures have been reviewed and provide persons with disabilities meaningful employment opportunities. Pre-employment inquiries are made only regarding an applicant’s ability to perform the essential duties of the position.

Fellowship Bible Church will provide reasonable accommodation to the known disabilities of any employee, if such accommodation is required for the employee to perform the essential functions of the employee’s job and the accommodation would not cause undue hardship. All employment decisions are based on the merit of the situation in accordance with defined criteria, not the disability of the individual.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as equal treatment in job assignments, classifications, organizational structures, position descriptions, and lines of progression.

Fellowship Bible Church is also committed to not discriminating against any qualified employees or applicants because they are related to or associated with a person with a disability. Fellowship Bible Church will follow any state or local law that provides individuals with disabilities greater protection than the ADA. This policy is neither exhaustive nor exclusive. Fellowship Bible Church is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.

The ADA Act (42 U.S.C. § 12.101 et.seq.) of 1990 is a civil rights act prohibiting discrimination against individuals with disabilities in the offer or conditions of employment and in the participation or furnishing of services. It does not guarantee equal results, establish quotas, or require preferences favoring individuals with disabilities over those without disabilities. The ADA Amendments Act (ADAAA), effective January 1, 2009, was adopted to restore the original intent of the ADA by providing a clear and comprehensive national mandate for the elimination of discrimination and help tap an under-utilized employee population.

The ADA and ADA Amendments provide protection for the person with a disability from discrimination in any employment action and requires an employer to make reasonable accommodations to aid the individual to perform the essential duties of the job.

To be considered disabled under the ADA, a person must have a physical or mental impairment that substantially limits one or more major life activities; have a record of such impairment; or be regarded as having such impairment. Additionally, to be covered by the ADA, a person with a disability must be otherwise qualified for the job, program or activity to which access is sought.

Under ADA, employment decisions must be based on an individual’s ability to perform the essential functions of a position with or without reasonable accommodation. FBC is not required to make accommodations that would eliminate the essential functions of the job or impose an undue hardship on the operation of FBC.

If the employee has a disability and needs an accommodation to perform his/her job duties or to receive any regular benefit or condition of employment, the employee should make the request to his/her overseer verbally, in a written note or memo, or by using a special form. Any other person may assist in making this request.

The ADA and the ADA Amendment Act provides protection for the employer from making accommodations that are unreasonable or detrimental, operationally or fiscally. ADE is not required to create a position as an accommodation or to shift duties from the person with a disability to another staff member resulting in an increased workload for that employee. For additional information about the program, please contact the Human Resources Department.

NEW HIRE

The Human Resources Director or Human Resources Assistant is responsible for having the new employee fill out all pre-employment forms, benefit applications, and enrollment forms; providing basic information on pay and leave policies, benefits, and working hours, on the employee's first day of work. This process has been made available electronically via Proliant. A link will be sent to new hires that will come from ReadyPayOnline to complete all necessary paperwork. Proliant will send an additional link for benefit enrollment. All new hires will receive, within 14 days of their hire, the Health Insurance Marketplace Coverage Options notice.

REHIRE

Applications received from former employees will be processed using the same procedures and standards that govern all direct applications. The Human Resources Department and hiring overseer will review the former employee's performance records and the circumstances surrounding termination of previous employment with the church. Fellowship Bible Church is under no obligation to rehire former employees.

RELATIVES

Relatives of Fellowship Bible Church employees may apply and, if qualified, will be considered for employment. However, relatives will not be allowed to supervise or evaluate each other. Relatives will not work under the same overseer. In the event of an exception that is to be considered, prior to going through the interview process, the overseer will present to the Central Leadership Team for approval. Relatives will not be allowed to speak into work-related, disciplinary or HR issues for their family member. These are to be addressed by the employee and overseer or Teaching Pastor.

A relative is defined as any person related to the employee by blood, marriage, or adoption in the following degrees: parent (including father-in-law and mother-in-law), child, grandparent, grandchild, brother, sister, brother-in-law, sister-in-law, aunt, uncle, niece, nephew, and first cousin.

NO SOLICITATION

Fellowship Bible Church has established a "No Solicitation Policy" for all staff members. FBC does not permit staff to solicit donations for personal or ministry projects outside the approved budget for their area, distribute literature, sell merchandise or hold events without prior approval from the Central Leadership Team. Staff members may submit requests for exceptions to this policy through the Central Leadership Team for discussion and approval or disapproval. The staff member will then be notified of the decision by the Central Leadership Pastor overseeing their ministry area.

INTERN/RESIDENCY PROGRAM

Fellowship Bible Church provides a nine-month program giving hands on experience and vocational training to men and women with a passion for working in full-time ministry. Applicants can come from the WLR, Benton, Cabot or Midtown Campus.

- The residency will focus on four key components that include: Personal and Professional Development, Leadership Training, Church Culture, and Ministry Experience
- The residency will be divided into two semesters (July-December and January-April)
- The residency offers four tracks that include Fellowship Kids, Fellowship Students, Young Adults and Worship
- The residency will provide residents with hands on ministry experience and provide a monthly stipend (housing not included)

REQUIREMENTS

- Willing to attend and serve during Sunday Worship at any of the Fellowship Bible Church campuses a minimum of two times a month
- Attend weekly residency training
- Meet regularly with your department overseer for assignments
- Complete assigned group projects (one per semester)
- Work 22-25 hours per week and complete specific ministry assignments for your area

EMPLOYEE ORIENTATION

All new employees will be provided with an orientation briefing. All employees are scheduled within the first few weeks of employment an orientation meeting with representatives of IT, Communications (pictures), Finance and Human Resources Offices to discuss benefits, policies and procedures. The review of the employee manual will be held in a group setting with other new hires. These orientations classes are scheduled twice a year. The employee orientation goals are:

- To establish good employee-employer communication.
- To reduce the anxieties of a new environment and new responsibilities.
- To build a spirit of teamwork.
- To provide the employee with information about the church benefit package and to explain the participation eligibility dates for the various plans available.
- To assist in the acclimation of new staff into the Fellowship Bible Church culture.
- Acknowledgement forms regarding Fellowship Bible Church policies.
- Acknowledgement Fellowship Bible Church release form for photograph, video, and audio.

CONFIDENTIALITY

In consideration of your employment with Fellowship Bible Church, you will sometimes be exposed to information and materials which are confidential and of vital importance to Fellowship Bible Church. The staff is expected not to disclose or use, either during or after employment, any confidential information received during employment.

FBC employees are responsible to safeguard personal information to ensure the confidentiality of the information. Additionally, FBC will only collect personal information that is required to pursue its business operations and to comply with government reporting and disclosure requirements. Sensitive information collected by FBC may include names, addresses, telephone numbers, e-mail addresses, emergency contact information, social security numbers, date of birth, benefit plan enrollment information, which may include dependent information, and school/college/seminary or certification credentials. All sensitive information must be maintained in a secure manner in compliance with all applicable law.

CONFLICT OF INTEREST & SECOND JOBS

No employee of Fellowship Bible Church shall maintain an outside business or financial interest, or engage in any outside business or financial activity, whether as an officer, director, shareholder, partner or otherwise, which conflicts with the interests of the church or which interferes with his or her ability to fully perform job responsibilities. No one may use FBC property for personal financial gain. Property includes buildings and items belonging to FBC.

For example, and not by limitation, if your job responsibilities include purchasing, or you are in a position to influence such purchases, you should have no proprietary or financial interest in any business that furnishes products, materials, or services to the church or in any related transaction. Nor may you benefit directly or indirectly from a third party who furnishes products, materials, or services to the church. Violation of this policy will result in immediate dismissal.

No staff shall obtain a second job that would impede on their ability to fulfill the duties of their current full-time job. A second job is identified and defined as working outside of normal business hours. Outside employment is generally defined as 1) employment or consulting in an outside work or activity, 2) receipt from an outside source of a regular retainer fee or salary, or 3) regular or periodic involvement with a business or company in which the employee has a principal interest or a non-profit organization in which the

staff is an officer, board member, etc. If interested in obtaining a second job, please consult with your overseer and the Human Resources Director to complete the document for a secondary job.

The overseer will then forward the request to the Human Resources Director with the overseer's recommendation to approve or disapprove.

The Human Resources Director will review the request for second job compliance, will submit the request to the Central Leadership Team and then notify the employee if the initial request has been denied or approved.

GUEST SPEAKER/ARTIST BEST PRACTICES

To maintain consistency about our guest speakers and worship artists, we have put together a set of best practices for all guests at Fellowship Bible Church. Please keep the following practices in mind as you prepare to host a guest speaker/artist.

- All outside speaking fees that total \$1,500 or above need to be approved by your CLT member. Travel expenses need to be negotiated with consideration of the honorarium. FBC does not pay travel expenses or fees for speakers' staff members.
- The inviting staff member has the responsibility to review any messages, handouts, slides or printed media to ensure consistency with Fellowship Bible Church's practice and beliefs.
- The inviting staff member has the responsibility for obtaining the required information (e.g., IRS Form W-9). The Director of Finance will need to review and confirm the appropriate treatment as an independent contractor or employee based on the information received and situation.
- All copyright releases need to be agreed upon and signed prior to speaking/performing.
- If there are promotional or design needs for the guest speaker/artist this should be communicated to our Communication Team at least six weeks prior to the event.

INTELLECTUAL PROPERTY AND "ROYALTY" POLICY

The Royalty Policy was originally established by the Board of Elders of Fellowship Bible Church in March 2000. As of April 1, 2019, it is modified to read as follows:

WORKS

"Works" are defined herein as any intellectual property work (material, written, voice, musical, data or otherwise) produced by an employee ("Employee") of Fellowship Bible Church ("Church") for the Church's own use or for distribution or sale to others.

APPROVAL PROCESS

All Works described herein which may reasonably be expected to generate revenue must be approved in advance by the Church's Operations Pastor through the approval process outlined herein, as may be modified from time to time. A Project Proposal Submission Form created for such approval shall be made available on the Church's staff portal.

CHURCH COPYRIGHT OWNERSHIP

The Church will own the copyright to Works created by an Employee within the scope of his/her employment duties. To avoid ambiguity, an Employee's scope of employment should always be clearly documented in a job description that is regularly updated. The Church's ownership of an Employee's Works is not strictly limited to the documented role nor must the Work be specifically requested. Continued employment and when the work was created—at night, during the day, on the clock, off the clock—are irrelevant to the Church's ownership of an Employee's Work. It is the Church's desire to relinquish copyright ownership to the creating Employee as soon as possible after the use of the work in the ministry of the Church has ended. For Works created at the request of the Church, the Church, through its approved agents or assigns will negotiate all contracts with publishers, distribution organizations and other vendors or service providers.

REVENUE ALLOCATION (A.K.A. "ROYALTIES") FOR CHURCH-REQUESTED WORKS

Revenue generated from Church-Requested Works shall be distributed as follows:

1. The Church shall first be fully reimbursed for all pre-approved expenditures incurred to help the Employee prepare a Work for use or distribution.
2. The Employee shall receive 100% of the next \$5,000 in revenue (after the reimbursement of expenditures as outlined in item #1).

3. The Employee shall receive 75% of the next \$45,000 in revenue.
4. The Employee shall receive 50% of all revenue above \$50,000.
5. If, after the payment of revenue to the Employee has begun, the Church incurs additional expenditures related to the Work, payment of revenue shall stop until the Church is fully reimbursed for such expenditures. After the Church is fully reimbursed, payment of revenue to the Employee shall resume at the same level where it stopped (i.e., it will not start over at 100%).
6. The Church's Finance Department will track expenses and revenue and make distributions of revenue to Employees through procedures as established by the Church at the Church's sole discretion.

The Church reserves the right, on a case by case basis, to waive or assign the Church's share (some or all) of revenue to a designated party. In addition, the Church reserves the right to fully or partially underwrite the cost of producing a Work, thereby not requiring the reimbursement of expenditures incurred in the preparation and distribution of the Work.

EMPLOYEE-OWNED WORKS

Except in the manner detailed above, or in any situation that would contradict the legal requirements for tax exempt organizations, Employees will have copyright ownership of all Intellectual Property, including traditional church-based copyrightable works (such as sermons, songs, drama scripts, curricula, books, and Bible studies) that are created independently and at the Employee's initiative. There must be a Project Proposal submitted, signed, and dated by the Employee before the project begins, and the details below must be agreed upon in writing by the Church. Any Works not disclosed and pre-approved will default to Church ownership. For Employee-owned Works, the Employee, its approved agents, or assigns will negotiate all contracts with directly with publishers and distribution organizations and other vendors and service providers.

REVENUE ALLOCATION (A.K.A. "ROYALTIES") FOR EMPLOYEE-OWNED WORKS

In order to honor the Church's congregation and to acknowledge the generosity with which it supports the staff, Revenue for Employee-owned works shall be distributed as follows:

1. The Church shall first be fully reimbursed for all pre-approved expenditures incurred to help the Employee prepare a Work for use or distribution.
2. For the next 60 months after expenditures in item #1 have been fully reimbursed, 90% of the revenue will go to the Employee.
3. At the end of the 60-month period in item #2, the Employee shall receive 100% of revenue.
4. Unless otherwise agreed, after the payment of revenue to the Employee has begun, the Employee shall be responsible for the payment of any further expenditures related to the Work.
5. The Church's Finance Department will track expenses and revenue and make distributions of revenue to Employees through procedures as established by the Church at the Church's sole discretion.

When the time of other Church staff time or Church-owned resources are utilized for the creation and/or support of Employee-Owned Works, the fair market value of such resources will be determined and billed to the Employee. Employees are solely responsible for tracking and reporting any taxable income accruing to them through the production, sale or distribution of Works. The Church will also fulfill any IRS reporting requirements related to such activities.

PROJECT PROPOSAL REQUIREMENTS

Project Proposals must be submitted in writing and must include the following information:

1. The purpose of the project.
2. The total estimated time the project will take to complete.
3. The amount of Employee(s)' work time that will be spent on the project.
4. The extent that Church-owned resources will be utilized for the creation and support of the project.
5. How the project will benefit the Church.
6. How the project will benefit the Kingdom at large.
7. Any planned collaborations with other Church staff, lay people, or volunteers.

SEVERANCE POLICY

Severance benefits are payments made to employees upon termination of employment caused by events that are beyond their control, such as workforce reductions. Severance benefits are not required by federal

law and are required only by a handful of states. Arkansas is not one of the states required. The payments themselves may be a onetime occurrence or spread over a period. These benefits are usually calculated by the employee's length of service with the company.

Employees may be eligible for severance pay upon the end of their employment. Employees must meet all the following criteria to be eligible:

- They must have worked for FBC for at least two years prior to their termination.
- They must not have quit or resigned, and
- Their employment must have been terminated for reasons other than poor performance, misconduct or violation of FBC rules.

Classification

- Eligible Technical, Director and Administrative Staff will receive one week of severance pay for every full year of employment with FBC, with the maximum being 8 weeks.
- Eligible Pastoral Staff will receive two weeks of severance pay for every full year of employment with FBC, with the maximum being 12 weeks.
- Eligible Central Leadership Team Staff will receive two weeks of severance pay for every full year of employment with FBC, with the maximum being 24 weeks.

Specifics

- Severance is calculated on base pay only.
- Severance will be paid as a salary continuation benefit (continue payments on scheduled paydays).
- Severance is conditional upon the employee signing the Separation Agreement and Release of all Claims.
- Accrued but unused vacation will be paid out to the employee. Vacation will stop accruing as of the effective date of termination.

PROBLEM RESOLUTION

Fellowship Bible Church is committed to providing a rewarding work environment for its employees. This commitment includes encouraging an open and transparent atmosphere in which any problem, complaint, suggestion or question receives a timely response from FBC leaders. FBC adheres to the principles of problem resolution in accordance with Scripture; any employee with a personal matter involving misconduct, fraud, misrepresentation, or other serious concerns that may constitute immoral, unrighteous, unethical or illegal conduct toward them should follow Matthew 18:15-17:

“Moreover, if your brother sins against you, go and tell him his fault between you and him alone. If he hears you, you have gained your brother. But if he will not hear, take with you one or two more, that ‘by the mouth of two or three witnesses every word may be established.’ And if he refuses to hear them, tell it to the School.”

The Protection Policy requires employees to observe high standards of integrity and accountability in order to maintain our Christian witness and comply with federal and state law. This policy is implemented to protect the ministry from financial, accounting, or internal control irregularities or wrongdoing. This policy establishes a process for employees to submit good-faith concerns regarding questionable acts of misconduct, internal controls, or auditing matters and provides reassurance that they will be protected from retaliation. FBC is committed to the highest possible standards of ethical, moral, and legal conduct in the operation of the ministry.

1. Reporting Responsibility

- 1.1. It is the responsibility of all employees to report financial irregularities, misconduct, fraud, misrepresentation, or other serious concerns that may constitute unethical or illegal conduct. An employee, who raises a good-faith concern is protected from any form of retaliation by the organization. “Good faith” means that the employee has a reasonably held belief that the concern reported is true and has not made the report either for personal gain or for any ulterior malicious motive. Malicious allegations may result in disciplinary action.
- 1.2. This Whistleblower Protection policy is intended to encourage and enable employees to grieve serious accounting, internal control, auditing, financial or misconduct concerns within the organization prior to seeking resolution outside the organization. Any concern may be reported anonymously; however, providing a source generally enhances the investigation process and findings.

2. Retaliation Prohibited — No employee who in good faith reports an accounting, internal control, auditing, financial or misconduct concerns shall be subjected to harassment, retaliation, or any adverse employment consequence. Any Pastor, director, manager, or employee who retaliates against the reporting party will be subject to discipline up to and including separation of employment.

3. Definition of Financial, Accounting, Internal Control, Auditing Matters

3.1. For purposes of this policy, concerns related to financial, accounting, internal control, or auditing matters include but are not limited to:

- 3.1.1. Violations of Federal or State law relating to fraud;
- 3.1.2. Theft or other misappropriations of assets of the organization;
- 3.1.3. Misstatements, misrepresentation or other irregularities in the accounting records, including improper accounting entries or the intentional misstatement of the results of operations;
- 3.1.4. Violations of internal accounting controls or improper auditing activities;
- 3.1.5. Any attempt to conceal potential wrongdoing or misconduct;
- 3.1.6. Any retaliation for any report, complaint, allegation made by a Pastor, director, manager or employee, in good faith pursuant to this policy; or
- 3.1.7. Any improper conflict of interest or other transactions that could embarrass or damage the reputation of the organization.

4. Reporting Process – Our goal is to establish and maintain an environment of fairness, ethics, honesty, and accountability for our employees, congregation, the general public, and anyone else with whom we have a relationship. To maintain such an environment requires the active assistance of every employee every day.

5. Any employee of the ministry must report any good faith concerns regarding financial, accounting, internal control matters, fraud, financial wrongdoing, or similar misconduct as described above. All such concerns shall be set forth in writing and forwarded in a sealed envelope to any of the following parties:

- To the immediate overseer, if unresolved at this level or if the complaint is against the Overseer to;
- To a Central Leadership Pastor, if unresolved at this level or if the complaint is against the Central Leadership Pastor to;

If the person is your direct overseer and it is difficult to talk with him or her, seek out your ministry overseer or Human Resources Director. Do not gossip or go to people who are not involved. Human Resources will advise you and/or sit with you during the conversation that needs to take place.

EMPLOYMENT STATUS & RECORDS

ANNIVERSARY DATE

An employee's anniversary date is defined as his or her first day on the job with Fellowship Bible Church.

REINSTATEMENT

Employees who are reinstated on staff will maintain their original anniversary date for those benefit programs governed by the anniversary date. The policy will be as follows:

Layoff — Employees who terminate because of reduction in work force will maintain their original anniversary date if they are re-employed by Fellowship Bible Church within one year after date of termination.

Voluntary Resignation — Employees who voluntarily terminate their employment with Fellowship Bible Church may maintain their original anniversary date, subject to management approval, if they are re-employed by the church within six months after date of termination. The church is under no obligation to rehire any such employee.

MINISTRY CLASSIFICATIONS

Positions within the church staff are generally designed to require full-time employees. In certain functions and during some seasons, work schedules and needs may require the services of other than full-time employees.

Full-Time — An employee hired for an indefinite period in a position for which the normal work schedule is at least 40 hours for a typical work week but not limited to 40 or more hours.

Part-Time — An employee hired for an indefinite period in a position for which the normal work schedule is no more than 30 hours per week.

Temporary — An employee hired for a position for which the scheduled workweek can range from less than 20 to 40 hours, but the position is required for only a specific, known duration, usually less than six months.

Temporary and part-time employees do not qualify for regular church benefits.

Provisions in the Fair Labor Standards Act divide all employees into two categories, exempt and non-exempt, with respect to eligibility for overtime payment. They shall be defined as:

Exempt — An employee considered to be managerial, pastoral, or professional. Exempt employees are not eligible for overtime pay. An individual who is exempt from the overtime provisions of the Fair Labor Standards Act (FLSA) because he or she is classified as an executive, professional, administrative or outside sales employee, and meets the specific criteria for the exemption. Certain computer professionals may also be exempt. With some limited exceptions, exempt employees must be paid on a .

Non-exempt — An employee who devotes most of his or her hours in activities that are administrative or support related. Non-exempt employees are eligible for overtime pay for work completed over 40 hours in a work week. An individual who is not exempt from the overtime provisions of the FLSA and is therefore entitled to overtime pay for all hours worked beyond 40 in a workweek (as well as any state overtime provisions). Nonexempt employees may be paid on a salary, hourly or other basis.

Salaried — An individual who receives the same salary from week to week regardless of how many hours he or she works. Exempt employees must be paid on a salary basis, as discussed above. Non-exempt employees may be paid on a salary basis for a fixed number of hours or under the fluctuating workweek method. Salaried nonexempt employees must still receive overtime in accordance with federal and state laws.

Hourly — An individual who receives an hourly wage for work performed. Generally, such individuals, because of the method of payment, are classified as nonexempt and are subject to the overtime provisions of the FLSA. Exempt computer professionals may also be paid on an hourly basis, as could those exempt under the professional exemption, such as teachers, lawyers, doctors, and still retain their exempt status.

Note — comp time is not available for exempt or non-exempt employees of FBC.

ACCESS TO PERSONNEL FILES

All personnel files maintained in the Department of Human Resources are private and confidential. Except as specifically provided in this policy, no person (other than the employee accessing his or her own file) shall be permitted any access to these files.

Only the following individuals will be permitted access to the personnel files:

- staff of the Department of Human Resources
- staff of the Finance Department
- Direct Overseer

PERFORMANCE REVIEW AND SALARY INCREASES

Fellowship Bible Church has adopted a 3-30 Performance Feedback Review Process. Each employee will meet with their Overseer for their initial Set Up meeting. This meeting will be a discussion between the employee and the Overseer to agree upon goals for the year. They will also have a discussion regarding Development and Growth. The next Performance Feedback session will be scheduled 6 months later to review the goals, discuss progress, and what changes need to be made, if any. The employee will also receive feedback in these areas. The last review will be held at the end of the ministry year. This review will be a summation of the year, how the employee did regarding goals set, growth and development.

It is the overseer's responsibility to develop and maintain a work environment in which employees can openly discuss these areas. The overseer is encouraged to use the Coaching Feedback tool in ProLiant to

provide up to date documentations of where the employee excels, needs to improve and if there was any feedback that needs to be discussed that won't impact the score. There are three coaching ratings. They are positive, constructive, and neutral.

By the end of the ministry year, the annual review process will have been completed, having been covered in meetings all throughout the ministry year.

The overseer is responsible for establishing a relaxed atmosphere at the performance review and encouraging two-way communication. The discussion should be conducted in a positive manner, in complete privacy, and with no interruptions. The overseer shall verify that the employee is familiar with his or her job duties, previous goals, and the appraisal criteria. At the conclusion of the performance appraisal, the employee will be requested to sign the appraisal verifying that he or she participated in the evaluation.

Pay increase factors will include how well the employee has met the objectives agreed upon and the employee's level of contribution to the success of the ministry relative to other employees.

There are occasions when no raises can be granted for the staff pursuant to decisions made by the Elders. This will be an overall budget/ financial decision and does not reflect the employee's performance.

PERFORMANCE IMPROVEMENT/PROGRESSIVE DISCIPLINE

Performance improvement may be suggested whenever management believes that an employee's performance is less than satisfactory and can be resolved through adequate counseling. Corrective counseling is completely at the discretion of management and Human Resources Director. The church desires to protect its investment of time and expense devoted to employee orientation and training whenever that goal is in the church's best interests. The church expressly reserves the right to discharge "at will." Even if corrective counseling is implemented, employment may be terminated at any step at the discretion of leadership and the Human Resources Director. Leadership, in its sole discretion, may warn, reassign, suspend, or discharge any employee at will, whichever it chooses and at any time.

The Overseer, with assistance of the HR Director, reserves the right to determine the course of action/steps best suited to the circumstances. The course of action/steps may include some or all of the following:

Verbal Correction — As the first step in correcting unacceptable performance or behavior, the overseer should review pertinent job requirements with the employee to ensure his or her understanding of them. The overseer should consider the severity of the problem, the employee's previous performance appraisals and all the circumstances surrounding the case. Stating that a written warning, probation, or possible termination could result if the problem is not resolved should indicate the seriousness of the performance or misconduct. The employee should be asked to review what has been discussed to ensure his or her understanding of the seriousness of the problem and the corrective action necessary. The overseer should document the verbal correction for future reference immediately following the review.

Written Performance — If the unacceptable performance or behavior continues, the next step should be a written warning. Certain circumstances, such as violation of a widely known policy or safety requirement, may justify a written warning without first using verbal correction. The written warning defines the problem and how it may be corrected. The seriousness of the problem is again emphasized, and the written warning shall indicate that probation or termination may result if improvement is not observed. Written performance evaluation becomes part of the employee's personnel file, although the overseer may direct that the written warning be removed after a period, under appropriate circumstances.

Probation — If the problem has not been resolved through written performance evaluation or the circumstances warrant it, the individual should be placed on probation. Probation is a serious action in which the employee is advised that termination will occur if improvement in performance or conduct is not achieved within the probationary period. The Human Resources Director and the employee's overseer, after review of the employee's corrective documentation, will determine the length of probation. Typically, the probation period should be at least two weeks and no longer than 60 days, depending on the circumstances. A written probationary notice to the employee is prepared by the overseer.

The letter should include a statement of the following:

- The specific unsatisfactory situation;

- A review of oral and written warnings;
- The length of probation;
- The specific behavior modification or acceptable level of performance;
- Suggestions for improvement;
- A scheduled evaluation session or sessions during the probationary period; and
- A statement that further action, including termination, may result if defined improvement or behavior modification does not result during probation. "Further action" may include, but is not limited to reassignment, reduction in pay, grade, or demotion.

The overseer should personally meet with the employee to discuss the probationary letter and answer any questions. The employee should acknowledge receipt by signing the letter. If the employee should refuse to sign, the overseer may sign attesting that it was delivered to the employee and identifying the date of delivery. The probationary letter becomes part of the employee's personnel file.

On the defined probation date or dates, the employee and overseer will meet to review the employee's progress in correcting the problem which led to the probation. Brief written summaries of these meetings should be prepared with copies provided to the employee and the Human Resources Director.

At the completion of the probationary period, the Human Resources Director and the overseer will meet to determine whether the employee has achieved the required level of performance and to consider removing the employee from probation, extending the period of probation, or taking further action. The employee is to be advised in writing of the decision. Should probation be completed successfully, the employee should be commended, though cautioned that any future recurrence may result in further disciplinary action.

Suspension — A suspension without pay may be justified when circumstances reasonably require an investigation of a serious incident in which the employee was allegedly involved. A suspension may also be warranted when employee safety, welfare, or morale may be adversely affected if a suspension is not imposed.

In addition, and with prior approval of the Human Resources Director, suspension without pay for up to three consecutive working days may be imposed for such proven misconduct as intentional violation. In implementing a suspension, a written counseling report should set forth the circumstances justifying the suspension. Such a report shall become part of the employee's personnel file.

Involuntary Termination — The involuntary terminations notice is prepared by the overseer with concurrence of, and review by the Human Resource Director. The employee is notified of the termination by the overseer and will be directed to report to the Human Resources for debriefing and completion of termination documentation. Involuntary termination is reserved for those cases that cannot be resolved by corrective counseling or in those cases where a major violation has occurred which cannot be tolerated.

The following definitions and classification of violations, for which corrective evaluation, performance improvement, or other disciplinary action may be taken, are merely illustrative and not limited to these examples. A violation may be major or minor, depending on the surrounding facts or circumstances.

Minor violations — Less serious violations that have some effect on the continuity, efficiency of work, safety, and harmony within the church. They typically lead to corrective counseling unless repeated or when unrelated incidents occur in rapid succession. Here are some examples of minor violations:

- Excessive tardiness;
- Unsatisfactory job performance;
- Defacing church property;
- Interfering with another employee's job performance;
- Excessive absenteeism;
- Failure to observe working hours, such as the schedule of starting time, quitting time.
- Performing unauthorized personal work while at work.
- Failure to notify the overseer of intended absence either before or within one hour after the start of a workday;
- Unauthorized use of the church telephone, Internet, or equipment for personal business.

Major violations — These more serious violations would include any deliberate or willful infraction of church rules and may preclude continued employment of an employee. Here are some examples of major violations:

- Fighting on the church premises;
- Repeated occurrences of related or unrelated minor violations, depending upon the severity of the violation and the circumstances;
- Any act which might endanger the safety or lives of others;
- Bringing firearms or weapons into the church building;
- Deliberately stealing, destroying, abusing, or damaging church property, tools, or equipment, or the property of another employee or visitor;
- Disclosure of confidential information to unauthorized persons;
- Willfully disregarding church policies or procedures;
- Willfully falsifying any church records;
- Failing to report to work without excuse or approval of management for three consecutive days;
- Bringing software into the office and installing it or downloading it on church computers without authorization;
- Violating the terms set out in the e-Policy.

JOB DESCRIPTIONS

The purpose of job descriptions at Fellowship Bible Church is to define the duties and set requirements for filling the job. A Position Focus Sheet or Job Description detailing the unique features of the job and establishing the employee's job objectives will be prepared by each overseer and presented during the interview process. An overseer shall review an employee's job description when he or she requests it and during the review process.

All job descriptions shall include the following information:

- Title of position
- Assigned ministries (e.g., FSK, FSM, Finance, etc.)
- Job summary or overview
- Position qualifications (essential qualifications including job experience, education, etc.)
- Major duties and responsibilities
- Competencies
- KSAs – Knowledge, Skills, Abilities
- Physical characteristics—the physical attributes an employee must have to perform the job duties with or without a reasonable accommodation.
- Environmental factors—working conditions (inside or outside the office).
- Essential functions



EMPLOYEE BENEFITS

VACATION

Vacation is provided to full-time employees for refreshment, renewal, recreation, etc. From the date of employment until the beginning of the next calendar year, vacation leave is prorated. At the beginning of the next calendar year after employment, the employee will be eligible for full vacation leave. Vacation leave allocations increase according to the number of years employed at Fellowship as follows:

YEARS OF SERVICE	VACATION ENTITLEMENT
Year 1	10 working days
Year 2	11 working days
Year 3	12 working days
Year 4	15 working days
Year 11	20 working days
Year 21	25 working days

** Sunday is considered a working day for pastoral and non-pastoral staff that work on Sundays.*

If during the hiring process, there was an agreed upon number of vacation days which differentiates from the above schedule, the employee will be responsible to confirm with the ministry overseer as this happens in the HR Department and is communicated prior to an offer being made to the employee. Should the employee reach an anniversary date of hire that increases vacation days, the employee will begin the higher vacation entitlement as of January 1 of the calendar year in which additional days are earned. For example, if the employee reaches four years in March of 2022, the employee would receive 15 working days as of January 1, 2022. To be eligible to take vacation, the employee must be in active pay status. Vacation not taken during the calendar year is forfeited.

Part-time employees are not entitled to paid vacation. Employees who are not entitled to paid vacation

The employee's overseer is responsible for scheduling vacations. All vacation time should be submitted through the leave software and approved by the overseer. Employees are responsible for planning for vacation and working out their schedule with their overseer. Normally, a two-week advance notice of vacation is expected and necessary to ensure appropriate scheduling of work.

Note: Vacation leave may be taken in ½-day increments.

PTO

Non-elective compensated time off from work intended for use when necessary, unavoidable, brief absences arise due to illness, family crisis, or funerals. Full-time employees are granted ten (10) personal days of leave per year in addition to vacation leave. Requests for personal leave are usually processed concurrent with or immediately following an absence. Unlike vacation days, these are non-elective days. Personal leave can accrue from year to year up to 20 days per year. Over that amount will be forfeited.

Note: Personal leave may be taken in ½-day increments.

PARENTAL LEAVE

Absences due to pregnancy and related conditions will be covered by accrued sick leave in the same manner as any other illness. An employee must exhaust his or her accrued sick leave and accrued vacation before leave without pay will be considered. Normally, only accrued time may be taken. However, in this instance, you may be allowed to take time in excess of your accrual balance. This should be discussed with your overseer and must be granted in advance of your leave.

Note: If the employee has Short Term Disability, she can apply for this benefit due to pregnancy and the birth of her child.

The employee can apply for leave through FMLA (Family Medical Leave Act). FMLA leave is unpaid. FMLA may run concurrent with other paid leave.

Maternity Leave is an additional six weeks of leave provided to full-time employees for time off for the care of an employee's child after birth or adoption or placement for foster care. The employee can then utilize their PTO and Vacation Leave for additional time off up to 12 weeks. Paternity Leave is an additional two weeks of leave provided to full-time employees for time off for the care of an employee's child after birth or adoption or placement for foster care.

BEREAVEMENT LEAVE

The church will provide additional time off for employees in the event of death of the following immediate family members:

- Spouse
- Parent
- Child or Stepchild
- Siblings
- Grandchild
- Grandparent
- Father-in-law
- Mother-in-law

The employee and overseer will determine the amount of time the employee will be absent from work. The maximum paid bereavement leave is 5 business days, in addition to all other paid leave. The agreed upon time should be communicated to the Human Resource Director.

MINISTRY LEAVE

Ministry leave is a provision available to full-time staff that enables staff to be absent, by approval, for the giving of or receiving of ministry equipping or training. The basic ministry leave provision is five (5) days.

All ministry leave must be accounted for. Ministry leave includes giving—teaching, preaching, consulting, mission trips, etc. While it is desirable for FBC Ministry Staff to experience both giving and receiving outside ministry, the effect this is having on them, their ministry focus, time, effort, energy, finances, etc., must be evaluated and approved by their overseer. Thus, ministry leave requests must include any regular work time required for preparation, travel, etc.

SPECIFIC GUIDELINES REGARDING MISSIONS TRIPS:

1. Regarding determining the category of time used by employees, overseers should differentiate between “official” FBC trips and non-official FBC trips with consultation from Missions. Trip leaders will be treated differently from trip participants.
2. A pastor who is serving to lead an FBC trip would be doing so as a part of his job. Some trips may have more than one leader. The Missions staff will make the determination of which employees will be treated as trip leaders on any trip.
3. As a part of their job, a pastor or employees will be permitted to lead one FBC trip per ministry year.
4. Other employees on the trip, but not leading would be using their “ministry leave” as approved by their overseer.
5. For non-FBC trips, the time may be charged to “ministry leave” or vacation at the discretion of the staff overseer.
6. In every case the employees must obtain approval of their overseer to go on any mission trip.
7. FBC will pay the cost of the employees or pastor(s) leading an FBC trip. Employee spouses and children who decide to participate on a mission trip should not raise support from the FBC body. If an employee’s family members can assume the cost of the trip, it is preferred that they do so. If family members lack the resources to fully fund the trip, a letter of commendation will be provided by Missions to request support from family members and friends outside of FBC. If after completing the steps a financial need still exists, a scholarship application may be obtained from Fellowship’s Missions office.
8. The cost of other employees who join FBC trips, but who are not leading, will be subsidized up to 50%, subject to overall budget limitations. The 50% balance would be their personal responsibility subject to existing support-raising policy, subject to budget limitations.
9. No more than 3 employees, other than the leader, will be allowed to join any FBC-trip team, making a total of 4 employees on any FBC trip.
10. Employees should be encouraged to build plans for any mission trips into their PFS and calendar for the year. This will help make sure the overseer approval is obtained in advance and submitted to Missions and that calendar and budget planning considerations are considered.
11. The order of priority for budget considerations will be:
 - a. FBC-sponsored leadership
 - b. FBC-sponsored trip participation
12. Employees are responsible for payment of required immunizations and passport expenses. The expense of necessary travel visas is covered by Missions.

All outside ministry opportunities are to be discussed with and approved by the appropriate overseer, including those that will not count against allotted ministry leave days. Additional ministry leave days may be approved on a case-by-case basis for advanced studies work or longer overseas ministry assignments as deemed best by the overseer and/or Central Leadership Team approval.

SABBATICAL LEAVE

After five (5) years of ministry service at Fellowship Bible Church, our Central Leadership Team and Campus Pastors qualify for a 20 workday paid sabbatical.

After ten (10) years of ministry service at Fellowship Bible Church, our licensed ministry staff qualifies for a 20 workday paid sabbatical.

At the start of the sabbatical the employee will receive a bonus equivalent to their two-week paycheck to be used on their sabbatical.

As stated previously, the sabbatical is a paid leave of absence. All regular compensation and benefits exist for the sabbatical period. The purpose of a sabbatical is for restoration. This leave cannot be used to perform additional ministry work projects such as speaking engagements, leading conferences, etc.

In each subsequent five (5) year employment period another sabbatical leave will be available upon request for members of the Central Leadership Team. In each subsequent ten (10) year employment period another sabbatical leave will be available for the licensed ministry staff.

A sabbatical leave can be requested in any year, during any time of the year, in which the provision is available and as approved by the Central Leadership Team and/or Teaching Pastor Team. A proposal for sabbatical leave is to be submitted to the Central Leadership Team via your Overseer. In the case of Central Leadership Team members, the Governing Elder Team will review sabbatical leave proposals for final approval.

RENEW DAY

All full-time staff of Fellowship Bible Church will be eligible to take two Renew Days per calendar year. These are required days off; they are not optional. The employee will communicate with their overseer regarding the scheduling of these days. The time frame for taking Renew Days will be one in the spring (January 1 through Memorial Day) and the second day will be taken during the fall (Launch through Christmas). The purpose of these days off are to create intentional space and time for God to renew our hearts and minds in Christ Jesus.

All Paid Time Off must be requested by the employee. Approval or denial of requests is at the discretion of the overseer according to the needs of Fellowship and team scheduling.

HOLIDAYS

Fellowship Bible Church provides seven (7) paid holidays each year. The church is officially closed on these days:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Martin Luther King Day
- Thanksgiving (2 days)
- Christmas Day
- *(Week of Christmas- staff will work 1/2 days as determined by the Central Leadership Team — from 12/24-12/31)

WEEKEND HOLIDAYS

When a recognized holiday falls on a Saturday, it will be observed on the Friday before the holiday. Recognized holidays that fall on a Sunday will be observed on the following Monday.

ELIGIBILITY FOR HOLIDAY PAY

Only regular full-time employees are eligible for full holiday pay. Hourly, temporary and part-time employees are not eligible for holiday pay. The exception to this is the Facilities Team. If a crew member works the day before and the day after a Holiday, that holiday will be paid.

VOTING

Fellowship Bible Church encourages all employees to vote. Employees are encouraged to take advantage of polling hours prior to the beginning or following the end of your workday.

JURY DUTY

Time off for mandatory jury duty or court appearances required as a result of a valid subpoena or court order is excused and paid at full salary, if proof of duty is verified by the employee's overseer.

There will be no adjustment in the employee's salary for receipt of jury duty pay, witness fees, or expenses. The employee is expected to report for work when it does not conflict with court obligations.

PROCEDURES FOR ALL MILITARY LEAVE

The following steps should be followed for all types of military leave.

- The employee will provide his or her immediate overseer with notice, (either verbal or written) that the employee will be engaging in military service. Employees are requested to provide such notice as soon as they have knowledge of upcoming military service.
- Employees on short term or extended military leave may, at their option, use any or all accrued paid vacation or personal leave during their absence.
- When the employee intends to return to work, he or she must make notification of reinstatement to Human Resources within the application period set forth below.
- If the employee does not return to work, the overseer must notify Human Resources so that appropriate action may be taken.

MILITARY LEAVE BENEFITS

If an employee is absent from work due to military service, benefits will continue as follows:

- If an employee has military orders for over 31 days, the employee and covered dependents will be offered a “Cobra like” health coverage for up to 18 months at 102% of the overall (both employer and employee) premium rate. Beginning after the first 31 days of military leave, group health insurance coverage for an employee and/or an employee’s covered dependents will run concurrently with applicable health insurance coverage under COBRA.
- The group term life/AD&D insurance provided by the church will be suspended the day the employee becomes active military.
- The group long-term disability insurance provided by the church will be suspended the day the employee becomes active military.
- Employees do not accrue vacation, personal leave or sick leave while on military leave of absence status.
- With respect to the Fellowship Bible Church’s retirement plan, upon reemployment, employees who have taken military leave will be treated as not having incurred a break in service. Immediately upon reinstatement, the employee may, at the employee’s election, make any or all employee contributions that the employee would have been eligible to make had the employee’s employment not been interrupted by military service. Such contributions must be made within a period that begins with the employee’s reinstatement and that is not greater in duration than three times the length of the employee’s military service, not to exceed five years. Employees will receive all associated church match for such contributions.
- Voluntary supplemental life/AD&D insurance will suspend the day the employee becomes active military. Converting to an individual policy will continue voluntary dependent life insurance coverage. To exercise this conversion option, dependents must submit a written application and the first premium payment within 31 days immediately following the suspension of coverage.

REINSTATEMENT

Upon an employee’s prompt application for reinstatement, an employee will be reinstated to employment in the following manner depending upon the employee’s period of military service:

- For a period of 1 to 90 days:
 - in the position of employment in which the person would have been employed if the continuous employment of such person with the employer had not been interrupted by such service, the duties of which the person is qualified to perform; or
 - in the position of employment in which the person was employed on the date of the commencement of the service in the uniformed services, only if the person is not qualified to perform the duties of the position referred to in subparagraph (A) after reasonable efforts by the employer to qualify the person.
- For a period of 91 or more days:
 - in the position of employment in which the person would have been employed if the continuous employment of such person with the employer had not been interrupted by such service, or a position of like status and pay, the duties of which the person is qualified to perform; or
 - in the position of employment in which the person was employed on the date of the commencement of the service in the uniformed services, or a position of like seniority, status and pay, the duties of which the person is qualified to perform, only if the person is not qualified to perform the duties of a position referred to in subparagraph (A) after reasonable efforts by the employer to qualify the person.
- Employee with a service-connected disability—if after reasonable accommodation efforts by the employer, an employee with a service-connected disability is not qualified for employment in the position he or she

would have attained or in the position that he or she left, the employee will be employed in (i) any other position of similar status and pay for which the employee is qualified or could become qualified with reasonable efforts by the church; or (ii) if no such position exists, in the nearest approximation consistent with the circumstances of the employee's situation.

CONFERENCE AND MEETINGS

Employees may request time off or church financial support or both to attend conferences or meetings sponsored by institutions or professional organizations. The subject matter to be presented must relate directly to the employee's position or provide beneficial information to be shared in the employee's department.

The employee's overseer must approve the employee's participation in the conference or meeting.

The church will pay for the following expenses if attendance is approved: tuition, registration fees, travel costs, lodging, and meal expenses not covered by registration.

Time off for attendance and travel during normal working hours will be paid at the normal rate of pay.

HOUSING ALLOWANCE

Any licensed (must be licensed by Fellowship Bible Church or a church/organization recognized by Fellowship Bible Church), ordained or Fellowship Bible Church recognized Pastoral Staff employee, whether they own or rent their own homes may exclude from their income for federal income tax reporting purposes the portion of their ministerial income designated by the church as a "housing allowance." This allowance must be used to pay for housing-related expenses such as rent, mortgage payments, utilities, repairs, furnishing, insurance, property taxes, additions and maintenance. The anticipated housing allowance must be declared by the Board of Elders and the staff member will report their amount to the Finance Department before the first of each calendar year.

HEALTH INSURANCE

Fellowship Bible Church provides health insurance to employees and their dependents with access to medical, dental, prescription, and vision care insurance benefits. Employees in the following employment classifications are eligible to participate in the health insurance plan:

REGULAR FULL-TIME EMPLOYEES

Eligible employees may participate in the health insurance plan subject to all terms and conditions of the agreement between Fellowship Bible Church and the health insurance agency. Eligibility date is the first day of the month coincident with or following hire date. All employees enrolled in Fellowship Bible Church's health insurance share the cost of the monthly premium in an amount determined annually by the Fellowship Bible Church Central Leadership Team.

Health insurance coverage is presently provided through Health Advantage Blue Cross Blue Shield of Arkansas. If you have any questions about your Health insurance, please contact the HR Director.

A change in employment classification that would result in loss of eligibility to participate in the health insurance plan may qualify an employee for benefits continuation.

Since health insurance is a very complex and expensive employee benefit, employees should consult the plan summary document given to all eligible employees.

THE PATIENT PROTECTION AND AFFORDABLE CARE ACT 2010

This act commonly called the Affordable Care Act (ACA), is a United States federal statute signed into law on March 23, 2010. The ACA aims to increase the quality and affordability of health insurance, lower the uninsured rate by expanding public and private insurance coverage and reduce the costs of healthcare for individuals and the government. The ACA provides several mechanisms including mandates, subsidies,

to access this information. The law also requires that each New Hire receive this same notice within 14 days of their hire date.

HEALTH BENEFITS CONTINUATION

As a church, we are not required to give employees and their qualified beneficiaries the opportunity to continue health insurance coverage as stated in The Federal Consolidated Omnibus Budget Reconciliation Act (COBRA). However, we have chosen to utilize COBRA which gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the church's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at the church's group rates plus an administration fee. A Third-Party Administrator, hired by Fellowship Bible Church, provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under the church's health insurance plan. The notice contains important information about the employee's rights and obligations.

DENTAL PLAN

Full-time employees are eligible for individual or family dental coverage. Eligibility date is the first day of the full month following hire date. All employees enrolled in Fellowship Bible Church's dental insurance share the cost of the monthly premium in an amount determined annually by the Fellowship Bible Church Central Leadership Team.

CAFETERIA PLAN

Employee Benefit Corporation provides Cafeteria 125 Plan options to Fellowship Bible Church employees for annual pre-tax savings on unreimbursed medical expenses such as prescription and doctor's office co-pays, dental expenses not covered by insurance, eyeglasses, and certain over the counter medications, etc. The Cafeteria 125 Plan follows the calendar year January–December. New employees may sign up at their hire date or during our annual renewal period in November /December. Changes cannot be made in the election amount except at the annual renewal time unless a qualifying event occurs. Please see the Human Resource Director if you have questions.

GROUP TERM LIFE INSURANCE

A group term life insurance benefit is provided for full-time employees at no cost to the employee; eligibility date is the first of the month following one month of employment. Health insurance coverage is not required for term life enrollment.

LONG-TERM GROUP DISABILITY INSURANCE

A group disability plan benefit is provided for all full-time employees at no cost to the employee. The plan provides for 60% of monthly earnings to a maximum benefit of \$5,000 per month and has a 90-day elimination period.

SHORT-TERM DISABILITY INSURANCE

Fellowship Bible Church does not provide a short-term disability (STD) benefits plan to employees who are unable to work because of a qualifying disability due to an injury or illness. This type of insurance is supplemental and is available for enrollment at our annual renewal and may be purchased by the employee.

WORKERS' COMPENSATION

All employees are covered by Workers' Compensation Insurance which is purchased by Fellowship Bible Church. This insurance covers occupational illness and injury in accordance with Arkansas Workers' Compensation laws. Eligibility for benefits under Workers' Compensation Insurance is automatic and is effective on your date of hire.

On-the-job injuries: All injuries suffered by an employee while performing his/her job duties while on Fellowship Bible Church property or while performing duties elsewhere at the direction of the church must be reported immediately to their overseer and Human Resources. The employee must provide detailed information for the required reports and will be required to take a drug test. Any injury sustained by an employee while on the job must be reported, regardless of whether medical attention is required. Failure to do so may result in the Church's insurance refusal to pay any expenses connected with the injury. Forms for reporting on-the-job injuries are available through the Human Resources office.

SOCIAL SECURITY

Employees, except licensed pastoral staff, are required by law to participate in Social Security and Medicare under the Federal Insurance Contributions Act (FICA). This program provides for monthly retirement benefits, disability benefits if totally and permanently disabled and certain survivors' benefits to dependent children. The cost of this program is established by law and increases from time to time. Both Fellowship Bible Church and the employee contribute equally to fund the cost of this program at the rate of 7.65% up to the maximum earning level.

403(B) RETIREMENT PLAN

Fellowship provides a qualified defined contribution 403(b) retirement savings plan (the Plan) to help employees accumulate financial resources for retirement.

ELIGIBILITY

To be eligible to participate in the 403(b) Plan, an employee must be a full-time, regular employee. The employee may join the Plan on the first day of the calendar month after hire. Prior to eligibility, the employee will be given the Plan's summary plan description for review and all necessary forms required for participation in the Plan.

EMPLOYEE CONTRIBUTIONS

Subject to statutory limits on tax deductibility, the Plan allows employees to elect how much of their salary or wages they want to contribute to the Plan (elective deferrals) and to direct the investment of their contributions into a selection of professionally managed investment funds offered by our plan provider. Employees may make tax-sheltered (pre-tax) or Roth contributions to the Plan. Any requests for changes to employee deferrals must be made in writing and will apply only to future paychecks specifically indicated.

If an employee receives bonus pay, they may elect to opt out of 403b contributions being withheld from their bonus pay, but notification of this desire must be sent in writing to the Finance Administrator three business days before bonus pay is scheduled to be paid. Bonus pay will have employee deferrals deducted unless Finance Administrator is notified otherwise.

EMPLOYER MATCHING CONTRIBUTIONS

Depending upon employee status and years of service, Fellowship Bible Church will match 100% of employee elective deferrals of salary, wages, and bonuses for each paycheck up to a maximum 10% of such compensation for that paycheck according to the schedule below. Employer matching contributions are tax-sheltered. For employees electing a fixed dollar amount deferral per paycheck, on any additional checks the employee deferral shall be calculated as the lesser of the most recent fixed dollar amount deferral or the maximum percentage match for which the employee is eligible.

PASTORAL STAFF (Licensed individuals)

Up to 5 Years of Service	4% of salary
6 to 10 Years of Service	7% of salary
More than 10 Year of Service	10% of salary

NON-PASTORAL STAFF (Unlicensed individuals)

Up to 5 Years of Service	3% of salary
6 to 10 Years of Service	6% of salary
11 to 20 Years of Service	8% of salary
More than 20 Years of Service	10% of salary

In addition to any matching based on a percentage of salary, for Pastoral Staff age fifty (50) and older, Fellowship will match employee "catch-up" contributions made through elective deferrals in excess of the base limit for employees under age fifty (50) according to the schedule below without regard to salary level. The employer match on catch-up contributions will not begin to be earned until the employee has reached age fifty (50) and has exceeded the current statutory base limit on elective deferrals in that year. The entire amount of employer matching contribution on employee catch-up contributions will be credited to the employee on their final paycheck of the year.

6 to 10 years of service	70% of employee catch-up contributions
More than 10 years of service	100% of employee catch-up contributions

In no case shall the total of all employer matching contributions exceed the total annual statutory limit on employee elective deferrals, including any catch-up amounts.

VESTING

An employee is fully vested in both his or her own contributions and in employer matching contributions and is entitled to those contributions upon termination of employment regardless of length of employment.

SUPPLEMENTAL INSURANCE

Fellowship Bible Church provides various supplemental coverages for cancer, accident, short term disability, voluntary group life, etc. The total premium for supplemental coverage is paid by the employee.

VISION CARE PLAN — SUPPLEMENTAL INSURANCE

Fellowship Bible Church provides the option of supplemental vision insurance. The total premium for this coverage is paid by the employee.

EMPLOYEE WELLNESS

On an annual basis, Fellowship employees are provided the opportunity to receive flu vaccinations.

THEOLOGICAL EDUCATION ASSISTANCE PROGRAM

OBJECTIVE

Because Fellowship Bible Church believes that formal education has a positive impact on an employee's contribution to the church, FBC supports self-development and educational efforts by providing reimbursement for tuition associated with seminary level courses.

SCOPE OF POLICY

All full-time, pastoral staff are eligible for benefits under this policy following one year of service. Employees may pursue a degree at approved and accredited seminaries under this program, provided the course of study is related to the employee's current position or a probable future assignment and the church approves the course(s).

COVERED EXPENSES

Tuition expenses are eligible for 100 percent reimbursement not to exceed \$5,000 per year with a cap of \$15,000 maximum per participant. Fellowship Bible Church has a limited budget for this program, which will determine the maximum students accepted each year.

SERVICE OBLIGATION

In consideration of receiving tuition assistance under this policy, the employee will agree to commit to twelve (12) months of continued service with Fellowship Bible Church following the completion of each course. Should the employee voluntarily resign within 12 months of completing a course and receiving tuition reimbursement, he or she will be required to refund the current year amount.

APPLICATION AND APPROVAL PROCESS

Employees are encouraged to request tuition reimbursement prior to enrolling for the semester/term but no later than one week after the first day of class. The request will be submitted to the employee's overseer or campus pastor on the form provided for this purpose. The overseer will review the request considering the employee's current and future assignments and potential impact on the employee's work responsibilities. The overseer will then forward the request to the Human Resources Director with the overseer's recommendation to approve or disapprove.

The Human Resources Director will review the request for program compliance, will submit the request to the Central Leadership Team and then notify the employee if the initial request has been denied or approved.

Initial approval of a course of study does not obligate the church to future/continued approval of courses in that course of study. Approvals are only valid for the course and semester given. The employee's involvement in this program and class load will be reviewed each year during the Performance Review Process.

Tuition reimbursement will be based on the cost of credit hours only. Student fees (library, activity, registration, late fees, books, supplies, etc.) will not be reimbursed. Reimbursement received from other sources, i.e. scholarship, grants, etc. is excluded from the reimbursable amount received.

The employee must submit verification of course cost to the Human Resources Director. The employee will then be paid 50% of the tuition cost at the beginning of the semester and the remaining 50% will be paid upon completion of the course.

If a class course requires onsite work, the employee must take this time away out of their current ministry leave.

There may be tax consequences or imputed income to employees participating in this program.

Please note—Any exception to this policy may be requested through the employee's Central Leadership Team representative.

STAFF ASSISTANCE WITH COUNSELING SERVICES

Fellowship Bible Church is committed to the emotional and spiritual well-being of our employees. During different seasons of life, employees may need to speak to a professional counselor. Effective August 1, 2017 the below information specifies the conditions of using the counseling assistance program.

WHEN SHOULD I SEEK HELP?

We all have problems from time to time, and generally, we can solve them ourselves. Sometimes, however, we feel "stuck" in a situation, which may begin to affect our work and home lives. We also can be affected by the problems of our family members or co-workers. If you have been struggling or you feel that you need support during a crisis, please seek help by talking with your Overseer, one of our Pastors, and/or one of the Care Pastors. Issues that are frequently addressed include:

- Marital problems
- Job stress
- Communication
- Depression
- Family disharmony
- Substance abuse
- Personality conflict
- Financial difficulties

WHO IS ELIGIBLE AND THE STEPS TO TAKE?

- **Who is eligible:** FBC staff (full-time and part-time) ONLY. Spouses and children are not eligible.
- **How do I begin:** Meet with a Care Pastor. They want to help provide oversight, community, and if necessary, direct you to a counselor who has expertise in your area of need.
- **Schedule Your Appointment:** Select your counselor and make your appointment. The Care Pastor can notify the counselor of our payment arrangement.

- **Payment:** Each full-time employee is entitled to \$500 per calendar year for counseling reimbursement. Each part-time employee is entitled to \$200 per year for counseling reimbursement. Submit your invoice or proof of payment to the Care Pastor contact for reimbursement.

EMPLOYEE-INCURRED EXPENSES AND REIMBURSEMENT

To ensure that all proper business-related expenses incurred by employees are reimbursed, the following procedure has been established:

- All expenditures are to be approved in advance by the employee's overseer unless circumstances prevent advance approval.
- A receipt or evidence of expenditure must accompany all business-related expenditures in order to receive reimbursement.
- All items purchased or charged by the employee are to be itemized on the approved expense report form. All portions of the report must be filled out or marked "N/A" (not applicable), and the necessity and purpose of the expenditure must be explained in enough detail.
- Employees should include the answers to who, what, when, where and why for each expenditure.
- Expense reports must be signed and dated by the employee and initialed by the overseer showing approval. If possible, reports are due in the Finance Department within 30 days of the expenditure.

MILEAGE REIMBURSEMENT

Employees of Fellowship Bible Church who use their personal vehicle for church business purposes will be provided an automobile allowance rate set by the Finance Department annually. This allowance is intended to compensate the employee for all costs related to the operation of his or her personal vehicle on church business. The employee assumes liability for his or her personal vehicle in work-related travel. Use of a personal vehicle is always for the employee's benefit and will never be required by the church.

Travel expenses between home and your work location are not reimbursable. Most church-related travel will originate from our location. However, in those cases where it is advantageous, considering time and distance, to leave directly from your place of residence, the request for reimbursement should be based upon total miles traveled for the church less normal daily mileage to and from your work location.

Mileage reimbursement will be approved by your overseer by submitting an expense report detailing the purpose of such travel, date of travel, and mileage traveled. All such expense reports must be submitted for approval as soon as possible but no later than 60 days after the expense was incurred.

TRAVEL REIMBURSEMENT

This policy establishes the general guidelines and procedures to be followed when business travel is required.

- Travel-related expenses are to be detailed and submitted via Bill app
- Employees, who prefer to use their personal vehicles for their convenience on church business, including trips to the airport, will be reimbursed at the standard church mileage rate, provided that the time and distance involved is reasonable under the circumstances.
- All parking expenses and highway tolls incurred as a result of business travel will be reimbursed.
- All air travel must be approved in advance by the employee's overseer unless unavoidable. All travel will be by economy, basic, coach or comparable to that. The receipt must be retained and attached to charge with a detailed description in Bill.
- Employees should request advance approval for use of a rental car at their destination. If a rental car is used, additional insurance should not be purchased because of our existing insurance coverage. The receipt must be retained and attached to charge with a detailed description in Bill.
- Employees should select moderately priced lodging convenient to their destination to minimize time and expense. The receipt must be retained and attached to charge with a detailed description in Bill.
- Employees must submit receipts for meals. Reasonable tips, when paid by the employee and noted on the receipt, will be reimbursed. The receipt should be retained and attached to charge with a detailed description in Bill.

REQUIRED MANAGEMENT APPROVAL

All employee travel, educational assistance, mileage, subsistence, and relocation expenses must have overseer's approval. Employees are required to request approval in advance of expenditures whenever possible to ensure no delay in church reimbursement. Prior to being honored by the Finance Department, these reports must be approved by the employee's overseer.

PAYROLL

TIMEKEEPING

Accurate record keeping of time worked is the responsibility of every Fellowship Bible Church employee. Time worked is all the time spent on the job performing assigned duties.

Facilities staff, hourly and part-time employees should accurately record the time they begin and end their work. They should also record the beginning and ending time of any split shift or departure from work for personal reasons.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

It is the employee's responsibility to sign their time records to certify the accuracy of all time recorded. The overseer/manager will review and then initial the time record before submitting it for payroll processing. In addition, if corrections or modifications are made to the time record, the overseer must verify the accuracy of the changes by initialing the time record.

PAYDAY

Paydays are the 15th and the last day of each month for salaried staff. For hourly and part-time workers, paydays are biweekly. There are 24 pay periods for salaried staff. There are 26 pay periods for hourly and part-time workers. For paydays that fall during the weekend or holidays, checks will be deposited on the Friday prior to the payday.

WAGE GARNISHMENTS

A wage garnishment is an order from a court or a government agency directing FBC to withhold a certain amount of money from an employee's paycheck and send it to a person or agency. Wages can be garnished to pay child support, spousal support or alimony, tax debts, outstanding student loans, or money owed as a result of a judgment in a civil lawsuit.

If FBC is instructed by a court or agency to garnish an employee's wages, the employee will be notified of the garnishment at once. Please note that FBC is legally required to comply with these orders. If the employee disputes or has concerns about the amount of a garnishment, the employee must contact the court or agency that issued the order.

COMP TIME AND OVERTIME PAY FOR NON-EXEMPT EMPLOYEES

The Fair Labor Standards Act (FLSA) does not allow comp time for private employers, including non-profits. The non-exempt employee cannot waive the right to overtime pay in exchange for comp time.

Nonexempt employees are often thought of as hourly employees; however, there is no requirement that they be paid on an hourly basis. Under the FLSA, nonexempt employees can be paid hourly, salary, piece rate, commission, etc., if their weekly compensation equals at least minimum wage for all hours worked and overtime is paid for hours in excess of 40 in a workweek.

The normal workweek for full-time, non-exempt, Administrative Assistants at Fellowship consists of 36 hours as of May 1, 2008. However, Fellowship's salary structure is set on a market standard of 40 hours per week. This 36-hour work week generally consists of 8 hours, Monday through Thursday, with 4 hours worked on Friday.

Accordingly, non-exempt employees of FBC must be paid 1.5 times the regular rate of pay for any hours worked over 40 during a work week. These overtime hours must be approved by the ministry leader and submitted to the Finance Department. Payment for those overtime hours will then be included in the next regular pay cycle. Executive Administrative Assistants are exempt from overtime pay due to their level of responsibilities.

TERMINATION

Terminations are to be treated in a confidential, professional manner by all concerned. The overseer and Human Resources Director must assure thorough, consistent, and evenhanded termination procedures. This policy and its administration will be implemented in accordance with the church equal opportunity statement. Either the employee or employer can terminate the employment relationship with the church at any time and for any reason.

Terminating employees are entitled to receive all earned pay, including vacation pay. Unused sick or personal time will be forfeited.

Employment with FBC is normally terminated through one of the following actions:

- **Resignation** — voluntary termination by the employee.
- **Dismissal** — involuntary termination by the church for any reason at any time with or without cause; or
- **Layoff** — termination due to reduction of the work force or elimination of a position

RESIGNATION:

An employee desiring to terminate employment, regardless of employee classification, is expected to give two weeks or ten working days' notice. Employees must work the ten days to receive their vacation pay. Should the ten working days carry over to the next month, employees must physically work at least the number of days in the following month to cover employee elected deductions.

Employees must physically work in the month they wish to receive benefit coverage. Employee deductions for benefits cannot be taken from vacation time or vacation payout.

After resignation notice has been given, vacation time may not be taken during the ten working days' notice without approval by the overseer and Human Resources.

Employees may not extend or delay their termination date by using vacation time, PTO, or other benefit time.

Employees terminating voluntarily are entitled to receive all earned vacation pay (prorated according to the month of resignation).

Unused sick or personal time will be forfeited.

DISMISSAL:

An employee may be dismissed at any time, for any reason, with or without cause, at the sole and absolute discretion of management. In the case of dismissal, the church may, at its sole discretion, give some notice of its intent to dismiss an employee, but the church is not required to give any such notice.

LAYOFF:

When a reduction in force is necessary, or one or more positions are eliminated, the church will, at its sole discretion, identify the employees to be laid off.

TERMINATION PROCESSING PROCEDURES:

- The overseer must immediately notify the Human Resources Director of the termination so that a termination checklist can be initiated. The Human Resources Director will direct and coordinate the termination procedure.
- All outstanding advances charged to the terminating employee will be deducted from the final paycheck by the payroll department.
 - On the final day of employment, the Human Resources Department must receive all keys, ID cards, laptop, credit card, and any and all other church issued property from the employee.

WORKPLACE GUIDELINES

EXCESSIVE ABSENTEEISM

Absence from work affects the ability of FBC to operate efficiently and meet its schedules. Habitual or excessive absenteeism cannot be tolerated.

All employees are expected to call their overseer within one hour of reporting time on any day on which they expect to be absent. If a prolonged absence is anticipated, you should contact your overseer about a possible leave of absence.

Violations of this policy are subject to disciplinary action, including, in the discretion of Fellowship Bible Church, immediate termination. Employees with questions regarding this policy should contact the Human Resource Department.

EMPLOYEE SAFETY

Fellowship Bible Church takes measures to ensure that the church is a safe and healthy place for employees to work. If you feel that an existing situation is a safety or health hazard, please notify your overseer.

Safety hazards include wet floors, equipment left unattended, defective or broken equipment, defective electrical outlets and appliances, etc. Policies relating to safety are available for review within each department of the church.

Employees may be required to attend safety meetings, review safety videos and/or participate in safety training.

All work-related accidents are covered by Worker's Compensation Insurance pursuant to the laws of the state.

EMERGENCY INSTRUCTIONS

Follow these rules in an emergency:

- Stop work and leave the building immediately when the fire alarm sounds or when you are instructed to do so!
- Follow instructions, avoid panic, and cooperate with those responding to the emergency.
- Proceed to the designated or nearest exit.
- Turn off computers, equipment, fans, etc., and close desk drawers.
- Do not delay your exit from the building by looking for belongings or other people.
- When leaving the building, go to a clear area well away from the building. Do not obstruct fire hydrants or the responding fire/rescue workers and their equipment.
- Do not re-enter the building until instructed to do so by your overseer or fire/rescue worker.

Periodic fire emergency drills may be conducted. Your life and the lives of others will depend on your cooperation.

Emergency plan: The church has a responsibility for minimizing the danger to life, property, and job security arising from the effects of fire, riots, civil commotion, and natural and man-made disasters. To accomplish this purpose, an emergency response team has been appointed to respond to emergencies. Their responsibilities include the following:

- Arrange for evacuation of employees
- Render first aid
- Salvage and restore church operations

EMPLOYEE PRIVACY

Fellowship Bible Church recognizes our employees' rights to privacy. In achieving this goal, the church adopts these basic principles:

- The collection of employee information will be limited to that which the church needs for business and legal purposes.
- The confidentiality of all personal information in our records will be protected.
- Internal access to employee records will be limited to those employees having an authorized, business-related need-to-know. Access may also be given to third parties, including government agencies,

- pursuant to court order or subpoena.
- The church will refuse to release personal information to outside sources without the employee's written approval, unless legally required to do so.
- Employees are permitted to see the personal information maintained about them in the church records. They may correct inaccurate information or submit written comments in disagreement with any material contained in their records.

MONITORING

The employee's work output, whether it be documents, computer files, prototypes, products, or any other work product, belongs to Fellowship Bible Church. The assumption should be that work output is constantly subject to review by management, whether it is stored electronically, on paper or in any other form. In addition, church assets including computers, desks and lockers are subject to search or investigation.

WORKPLACE SEARCH POLICY

To safeguard our employees, their property, Fellowship Bible Church's members and Fellowship Bible Church's property, and to enforce Fellowship Bible Church's policies prohibiting misconduct, including theft and the unlawful use or sale of illegal drugs or alcohol, management may question employees and/or inspect any personal property or any area from which Fellowship Bible Church conducts business, including any leased spaces, facilities and/or vehicles. (For example: vehicles, brief cases, suitcases, tool boxes, computer bags, backpacks, lunch boxes, purses or any other container or object brought to and from Fellowship Bible Church's offices, property, worksites or Fellowship Bible Church-sponsored functions) whenever there is reasonable suspicion to believe that any Fellowship Bible Church policy is being, or has been, violated.

Fellowship Bible Church may provide offices, desks, vehicles, computers or computer containers, lockers, tools and other items for the use of Fellowship Bible Church's employees. At all times, these items remain the property of Fellowship Bible Church. Fellowship Bible Church may also search any work area and/or item whenever there is reasonable suspicion to believe that a Fellowship Bible Church policy is being, or has been, violated. Employees are expected to cooperate with Fellowship Bible Church's workplace searches. Violations of this policy are subject to disciplinary action, including, in the discretion of Fellowship Bible Church, immediate termination. Employees with questions regarding this policy should contact the Human Resource Department.

OFFICE FURNISHINGS POLICY

Offices for employees will be furnished with desks from our existing inventory, a good task chair and two visitor chairs. Bookshelves and storage for files and other work-related items will be made available upon request. Fellowship Bible Church furnishings will not be removed from offices.

Staff can complete the furnishing of their offices with additional items as desired. Nothing can be added, however, that would damage or mar walls, furniture, fixtures or flooring.

In the case of office moves, Fellowship Bible Church furnishings will stay with the office, rather than move with the employee. Certain items that have been affixed to walls, such as whiteboards, also will stay with the office.

Cubicles will be furnished with a task chair and a visitor chair. Cubicle walls will not be moved or removed.

FACILITY USE (BUILDING AND GROUNDS)

- Who may use the facilities, in order of priority:
 - Fellowship Bible Church events. This includes all church and church ministry events.
 - Fellowship Bible Church sponsored special events. These are events for which a ministry of FBC takes ownership to coordinate and supervise, thus assuring compliance with FBC guidelines. These are scheduled pending appropriate space and support service availability. There are no associated charges.
 - Fellowship Bible Church weddings and funerals. Weddings and funerals are held for active participants of FBC. For more information about weddings at the church, including guidelines and fees, please contact the Wedding Coordinator, 224-7171. Weddings are subject to a separate policy regarding the use of FBC's facilities. Funerals are scheduled by the pastor performing the service or his administrative assistant. There is no facility charge for funerals.

4. Events of outside ministries having a relationship with an FBC ministry will be considered if there are appropriate spaces and support services available. Usage fees will be charged based on spaces used, custodial and set-up needs, audio-visual requirements and coordination resources.
 5. Outside events for other groups will be scheduled pending availability of space and resources, including personnel. There are associated fees.
2. Who may NOT use the facility:
Fellowship Bible Church may not in good conscience materially cooperate in activities or beliefs that are contrary to its faith. Allowing its facilities to be used for purposes that contradict the Church's beliefs would be material cooperation with that activity and would be a violation of the Church's faith and religious practices.

Further, it is important that the Church present a consistent message to the community as part of our witness to the Gospel of Jesus Christ. Allowing facilities to be used by groups or persons who express beliefs or engage in practices contrary to Fellowship Bible Church's doctrinal statement, would have a severe, negative impact on the message that the church strives to promote. It could also cause confusion and be misleading because it may reasonably be perceived that by allowing use of our facilities, the church agrees with the belief or practices of the persons or groups using them.

For these reasons any buildings or grounds owned by Fellowship Bible Church may not be used by:

1. Persons or groups holding, advancing, or advocating beliefs or practices that conflict with the church's Mission, Values and Beliefs as those are determined from time to time by the elders of Fellowship Bible Church. Nor may Church facilities be used for activities which conflict, or are deemed inconsistent with, the Church's faith or moral teachings.
2. Partisan political groups
3. Groups or individuals operating for personal profit, or those that include the sales of goods or services. Note: Events hosted or sanctioned by Fellowship Bible Church may offer materials for sale that directly relate to the hosted or sanctioned event. An example of permitted materials to be sold include books, recordings, and other merchandise produced by a guest speaker or recording artist.
4. Individuals or groups hosting private parties, such as receptions, anniversaries, birthday parties, graduation events etc.

The Central Leadership Team is the final decision-maker concerning use of church facilities.

WORKDAY

To maintain consistency and better serve the body of Fellowship Bible Church, the following is a listing of office hours for the pastoral and support staff.

- Our regular office hours are Monday – Thursday – 8:00 am – 5:30 pm
- Our regular office hours for Friday are – 8:00 am – 12:30 pm.

These are the time frames the receptionist area will be covered and the main phone lines answered.

- The administrative staff is expected to work 8:00 am – 5:00 pm Monday through Thursday or 8:30 – 5:30. On Friday, they work from 8:00 am – 12:00 pm or 8:30 am – 12:30 pm.
- Due to the nature of the work performed by the pastoral staff, the expectation for "in the office" hours are 30 hours per week. When the pastor is out of the office, the expectation is that his/her administrative assistant will know when, where and how to locate him/her.

CHILD-FREE WORK ENVIRONMENT

Employees are asked to arrange for childcare for their children outside of the workplace. The Church places a high value on family. However, the church asks that employees do not bring their children to the work place on a repeated or regular basis.

APPEARANCE AND COURTESY

Fellowship Bible Church strives to maintain a workplace environment that functions well and is free from unnecessary distractions and annoyances. As part of that effort, FBC requires employees to maintain a neat and clean appearance that is appropriate for the workplace setting and for the work being performed. To that end, the Human Resources Department and Central Leadership Team may determine and enforce guidelines for workplace-appropriate attire and grooming for their areas; guidelines may limit natural or artificial scents that could be distracting or annoying to others.

Neatness and good taste in dress, care in personal cleanliness, interest in your work, and a willing, cooperative attitude toward associates, members and visitors are recognized and appreciated assets. No matter what your position might be, it's important to remember that good manners give a good impression. Being pleasant and courteous to members, visitors, and your coworkers is an important part of

your job.

All FBC staff members are expected to present a professional, businesslike image to clients, visitors, customers and the public. Acceptable personal appearance, like proper maintenance of work areas, is an ongoing requirement of employment with Fellowship Bible Church.

Overseers should communicate any department-specific workplace attire and grooming guidelines to staff members during new-hire orientation and evaluation periods. Any questions about the department's guidelines for attire should be discussed with the immediate overseer.

Any staff member who does not meet the attire or grooming standards set by his or her department/ministry will be subject to corrective action and may be asked to leave the premises to change clothing. Hourly paid staff members will not be compensated for any work time missed because of failure to comply with designated workplace attire and grooming standards.

Employees are expected to maintain high standards of personal cleanliness and to present a neat, professional appearance always. It is understood that fashion and mode of dress change continually, it is natural that you may want to change your style of dress to meet the custom of the times. Fellowship Bible Church asks that you do so in moderation and in good taste. Radical departure from conventional dress or grooming is not permitted. Dress that is a distraction to other employees or results in disruption of work will not be permitted.

The following list includes fashions that will not be permitted:

- Spaghetti Straps
- Jeans with holes (jeans with modest distressing are allowed)
- Shorts (certain roles may wear appropriate length shorts - no athletic wear - due to the nature of their roles, i.e. Protech, Facilities, Videographers)
- Tops that show the midriff, back
- Inappropriate logos
- Low necklines
- Garments that are tight fitting
- Clothing with a printed message, slogan, political messages, picture or art depicting drugs, alcohol, smoking, sex, weapons, violence, or a message that is inflammatory, obscene or disrespectful
- Dresses or blouses that are backless, strapless, or have spaghetti straps unless such garments are covered by another article of clothing (e.g. a sweater or jacket)
- Sheer or mesh clothing that exposes undergarments or midriffs
- Excessive visible body piercing
- Offensive tattoos, as defined by a CLT member and HR Director
- Miniskirts, defined as skirts 4 inches above the knee
- Any other item of clothing determined to be unacceptable by the Human Resources Director

If an employee's overseer feels their personal appearance is inappropriate, the employee may be asked to leave the workplace until they are properly dressed or groomed. Employees should consult with their overseer if they have questions as to what constitutes appropriate appearance. When necessary, reasonable accommodation may be made to a person with a disability, or on days where unusual work needs present themselves.

ADDRESSING WORKPLACE ATTIRE AND HYGIENE PROBLEMS

Violations of the policy can range from inappropriate clothing items to offensive perfumes and body odor. If a staff member comes to work in inappropriate dress, he or she will be required to go home, change into conforming attire or properly groom, and return to work.

SMOKING

Staff will note—there are no tobacco products permitted on church property at any time. Smoking as defined below of any kind is not allowed in FBC buildings or work areas at any time. "Smoking" includes the use of any tobacco products, electronic smoking devices, and e-cigarettes containing nicotine cartridges and "dipping", as well as inhaling, exhaling, burning, vaping or carrying any lighted tobacco product, including cigarettes, cigars, electronic cigarettes, e-cigarettes, pipe tobacco and other lighted combustible plant material. Smoking is prohibited in all vehicles and enclosed areas owned, leased, or operated by the FBC. Any employees violating this policy will be subject to discipline up to and including termination.

EMPLOYEE RELATIONSHIPS AND TRAVEL

There may be times when Fellowship Bible Church employees of the opposite sex need to meet or travel to a meeting together outside the office. Employees should use discretion in these circumstances and are encouraged to meet and/or travel in groups of three or more when possible. The purpose behind this guideline is to maintain integrity in our staff relationships and in the example, we set for others.

EMERGENCY CLOSINGS

Except for regularly scheduled holidays, Fellowship Bible Church will be open for ministry on Mondays through Fridays during normal business hours. The church recognizes that circumstances beyond its control, such as inclement weather, national crisis, or another emergency, do occur. On such occasions, the church may close for all or part of a regularly scheduled workday.

In such event, employees are to see Teams for instructions posted no later than 7:00 am. If a determination is made that the office will be open and an employee is unsure about his or her ability to get to work, the employee should contact his or her overseer to let them know.

CELL PHONE POLICY

As an employee of Fellowship Bible Church, you're eligible to have a cell phone allowance if you demonstrate a valid business purpose by meeting specific criteria. However, due to financial considerations, meeting the criteria doesn't guarantee participation. Effective July 1, 2013, the Human Resource Director will make the final determination as to whether an employee receives a cell phone allowance.

Cell Phone Participation Criteria: The following criteria should be considered when approving an employee cell phone allowance.

Management: You are in a managerial role and a critical component of your job responsibilities is contact with staff and church members.

Work location: Your job often takes you away from your primary work location, either to meet with members or staff or complete work assignments.

Emergencies: You participate in the emergency response team for the church and/or could be called upon to solve critical issues that may arise during the day.

On call: You are either on call or expected to respond to problems during non-business hours.

Cell Phone usage while driving: Staff members note that it is against Arkansas law to text while driving. Fellowship Bible Church strongly recommends the use of a hands-free device for cell phone usage while driving. All FBC staff members should abide by all state laws in the jurisdiction where they may be if those laws are stricter than the FBC guidelines.

TELEPHONE USE

Please try to limit your number of personal phone calls. Employees should not make long distance calls unless business related.

Calls to 1-900 numbers are prohibited. Violation of this policy will result in disciplinary action and may be cause for termination.

FAMILY AND MEDICAL LEAVE

Family and Medical Leave—In accordance with the Family and Medical Leave Act of 1993 ("FMLA"), employees of the church are entitled to up to 12 weeks of unpaid leave during any calendar year. Leave may be granted for any of the following reasons:

- To care for the employee's child after birth or placement for adoption or foster care.
- To care for an employee's spouse, child, or parent with a serious health condition.
- The employee's own serious health condition that makes the employee unable to perform the functions of the job.
- To care for a family member with a "serious illness or injury" incurred in the line of duty
- FMLA leave may be granted due to "exigencies" related to active military duty.

Leaves covered by this policy will be referred to as "FMLA" leave. Any leave taken by an eligible employee

for any of the reasons covered by this policy will be considered FMLA leave and will be credited as such in Fellowship Bible Church records, even if the employee does not specifically identify it as FMLA leave.

Eligibility—To be eligible, employees must have been employed by the church for at least 12 months and have worked at least 1250 hours during the 12-month period immediately before the commencement of the leave.

Duration—FMLA leave may last for a total of up to 12 weeks during any calendar year. Alternatively, leave taken for the serious health condition of a spouse, child, parent, or of the employee may be taken intermittently or on a reduced schedule, if medically necessary. This means, where appropriate, taking leave in blocks of time, or by reducing the normal weekly or daily work schedule, so long as FMLA leave does not exceed a total of 12 weeks during the calendar year. Leave for the birth, adoption, or placement of a child may be taken on an intermittent basis only by prior arrangement.

An employee and spouse both working for the church who are eligible for FMLA leave are permitted to take only a combined total of 12 weeks if the leave is for the birth, adoption, or placement for foster care of a child or to care for a parent with a serious health condition.

Leave for Family Members of Service Members Injured in the Line of Duty (National Defense Authorization Act (NDAA))

The new family leave entitlements provide eligible employees who are family members of covered service members the ability to take up to 26 work weeks of leave in a “single 12-month period” to care for a covered service member with a serious illness or injury incurred in the line of duty. This 26-work week entitlement is a special provision that extends FMLA job protected leave beyond the normal 12 weeks of FMLA leave. This provision also extends FMLA protection to additional family members (i.e., next of kin) beyond the usual relatives who may take FMLA leave for other qualifying reasons. The regulations also broaden the definition of “son or daughter” to a child of any age for this leave.

Qualifying Exigency Leave (NDAA)

The second of the new military family leave entitlements makes available to service members and their families the normal 12 work weeks of FMLA leave for any “qualifying exigency.” This is defined as (1) short-notice deployment; (2) military events and related activities; (3) child care and school activities; (4) financial and legal arrangements; (5) counseling; (6) rest and recuperation; (7) post-deployment activities; and (8) additional activities not encompassed in the other categories but agreed to by the employer and employee.

Covered Health Conditions—In accordance with the FMLA, a “serious health condition” means one of the following conditions affecting the employee or the employee’s child, spouse, or parent:

- an illness, injury, impairment, or physical or mental condition involving inpatient care in a hospital, hospice, or residential medical care facility.
- any period of incapacity requiring absence of more than three calendar days from work, school, or other regular daily activities for a condition that also requires continuing treatment (that is, being treated two or more times, or one treatment resulting in a regimen of continuing medication or therapy) under the supervision of a health care provider (i.e. doctor, dentist, clinical psychologist). The two visits must occur within thirty (30) days of the beginning of the period of incapacity and the first visit to the health care provider must take place within seven days of the first day of incapacity.
- continuing treatment by or under the supervision of a health care provider for a chronic or long-term health condition that is incurable or so serious that, if not treated, would likely result in a period of incapacity of more than 3 calendar days. The first visit to the health care provider during the continuing treatment must take place within seven days of the first day of incapacity: or
- prenatal care.

Leave Arrangements—Employees should submit a leave application to their immediate overseer, who will forward it to Human Resources.

In instances where leave is foreseeable, employees must provide 30 calendar days advance notice of the leave request. In cases of planned medical treatment, the employee should consult with the immediate overseer to schedule the leave so as not to disrupt unduly the church’s operations. Where leave is not foreseeable, such as during a medical emergency, notice must be given as soon as practicable, and ordinarily within one or two business days of when the employee learns of the need for the leave.

Where the leave is for the serious medical condition of the employee or the employee’s spouse, child, or

parent, the employee must submit a medical certification form supporting the need for the leave. This form will be provided by the Human Resources Department and will be filled in by the employee's health care provider. An employee will not be permitted to commence or remain on a FMLA leave unless a valid medical certification form (fitness for duty report to return to work) is provided.

The church can now require that the certification specifically address the employee's ability to perform the essential functions of the employee's job. The church can also require a fitness-for-duty certification before an employee may return to work when the employee takes intermittent leave where reasonable job safety concerns exist.

In the case of a foreseeable intermittent leave for planned medical treatment or during a period of recovery from a serious health condition, the church may require an employee to transfer temporarily to an available alternative position, at the equivalent pay and benefits, for which the employee is qualified, and which better accommodates recurring periods of leave than does the employee's regular position.

Note, if the church deems a medical certification to be incomplete or insufficient, the regulations require the employer to specify in writing what information is lacking and give the employee seven (7) calendar days to cure the deficiency.

Pay During Leave—Except as provided in this paragraph, all FMLA days are without pay. However, an employee may use accrued vacation days for any covered FMLA leave and/or may utilize accrued personal days for FMLA leave due to the employee's own serious health condition or for the illness of a spouse, child or parent. The church may, in its discretion, based on the needs of the campus, require an employee to utilize accrued vacation or personal days during a covered leave. The Human Resources Office will notify the employee if the church is going to require the use of accrued time during a covered leave.

Benefits During Leave—The church will maintain group health insurance coverage during a covered FMLA leave on the same terms as if the employee had continued to work. Employees will be advised by the Human Resources department about the amount and method of payment of their portion of the health insurance premium.

In the event an employee does not return from a covered FMLA leave, except if the reason is due to the continuation, recurrence, or onset of a serious health condition, or other circumstances beyond the control of the employee, the church will recover any health insurance premiums it paid during the unpaid portion of any leave by deducting any such amounts from amounts due the employee, if any, or by otherwise seeking recovery of the premium through the legal process.

The church will maintain other benefits, such as life and disability insurance, in effect during the paid portion of a covered FMLA leave, and, during any unpaid portion of a covered FMLA leave upon timely payment of the full premium by the employee, as specified by the Human Resources department.

Communication by Employee During the Leave—The church may require the employee to submit medical re-certifications during a leave at 30 calendar day intervals, and it may require an employee to report periodically on their status and intent to return to work. In the case of leaves due to the employee's own serious health condition which exceed 60 calendar days, employees must establish their fitness to return to duty in accordance with procedures in effect.

Reinstatement Following Leave—Employees who return from covered FMLA leaves will be reinstated to their same or equivalent job with equivalent pay, benefits, and other employment terms and conditions.

Coordination with other Statutes—The FMLA does not supersede any provision of state law that provides greater family or medical leave rights than the rights established under the federal law. Leave entitlements under state law and the FMLA run concurrently where both laws cover the same type of leave. For example, state law provides maternity/adoptive leave; time spent on such leave will simultaneously be counted toward FMLA leave eligibility.

Family and Medical Leave Act (FMLA) Poster—All covered employers are required to display and keep displayed a poster prepared by the Department of Labor summarizing the major provisions of The Family and Medical Leave Act (FMLA) and telling employees how to file a complaint. The poster must be displayed in a conspicuous place where employees and applicants for employment can see it. A poster must be displayed at all locations even if there are no eligible employees.

LEAVE OF ABSENCE AND MILITARY LEAVE

A leave of absence is time off in a non-pay status. Upon receipt of a formal written request for a leave of absence from regular full-time employees, management will determine whether a leave of absence will be granted. The types of leaves granted are personal, educational, public service, and military. The leave classifications are defined as follows:

Personal—Personal leaves are granted to employees having special personal need for an extended period of absence. Each case must be evaluated on its own merits and should consider:

- The reason for the request.
- The amount of time required.
- The employee's length of service and past record.

Normally, personal leaves are granted for periods of up to 90 days.

Public Service—Leaves of absence for public service may be granted to employees to permit participation in special community projects or political campaigns or to accept a governmental elective or appointive position.

Military—To protect the employment rights of employees entering the armed forces of the United States and to ensure conformance with the applicable federal laws, a leave of absence must be granted to all employees, except temporary, who enter military service for active duty because of the following:

- Initial enlistment in the armed services of the United States.
- Initial training period in the National Guard.
- The act of being called to active military service as a member of the Reserves or National Guard for an indefinite period or for a periodic training period of up to ten working days; and any service requirements under the Selective Service Act.

It is a Fellowship Bible Church policy to support the United States, and in that regard, those of its employees who are members of the armed forces or military reserves. The Church will grant such unpaid leave as may be required in order to enable its employees to comply with required reservist activities.

Such leaves will be granted in accordance with applicable laws and regulations of the United States, and such laws and regulations will control such matters as re-employment or continuation of benefits.

RETURN TO WORK

The employee assumes responsibility for keeping the Church periodically advised of the status of his or her leave of absence. He or she should contact the overseer at least two weeks prior to the expiration of leave to discuss a return to work. Following a leave of absence, the Church will make every reasonable effort, consistent with needs, to reinstate an employee to the same position he or she previously occupied, or to a similar position. However, the Church cannot guarantee that the employee will be reinstated to the same or a similar position. If the same or a similar position is not available, the Church reserves the right to offer the employee a lower-level position at the appropriate salary for such a position.

If this is not acceptable to the employee, the employee will be terminated. Exceptions to this rule are employees who are granted a military leave of absence. They are entitled to full re-employment rights subject to the governing federal and state laws. Employees who do not return to work after a leave of absence will be terminated effective on the last day of work or paid leave, whichever is later.

BENEFITS

Medical, dental, and life insurance coverage continues for 90 days. Thereafter, coverage may be converted to an individual contract at the employee's expense. Holiday pay is not available to employees during a leave of absence. Vacation, personal, and sick leave is not accrued during the leave of absence.

CODE OF CONDUCT

One essential goal of Fellowship Bible Church is to uphold ethical standards in all our church activities. The purpose of this Code of Conduct is to strengthen FBC's ethical climate and to provide basic guidelines to all employees for many situations that may arise. However, standards of conduct cannot provide guidelines for every situation that occurs and when in doubt, discuss your ethical issues with the appropriate parties within the Church.

Each employee of Fellowship Bible Church is responsible for compliance with this Code of Conduct. If any employee has questions about any section of this Code of Conduct, he or she should direct all questions to his or her immediate overseer or Human Resources.

POLICIES REGARDING THE OPPOSITE SEX

It is important to ensure there are healthy boundaries at work between members of the opposite sex.

The following rules are to be used when meeting or communicating with the opposite sex:

- Please make arrangements to meet on site at Fellowship if a meeting requires a one-on-one scenario.
- If a one-on-one meeting occurs, employees should make sure to meet in an area visible to others (i.e., not behind closed doors).
- If a quiet environment is necessary, please meet in a space where the door can be cracked open OR the door has a window in it. An exception is allowed for those specifically involved in the counseling ministry that need to meet with clients behind closed, non-windowed doors to maintain confidentiality and privacy.
- If a meeting MUST be arranged off-site, please take the following steps:
 - Let another employee know the meeting is taking place.
 - Meet in a public space where other people are present - coffee shop, restaurant, etc.

When considering work-related travel with members of the opposite sex, the following guidelines are to be followed:

- When traveling short distances from one place to another, travel in groups of at least three when at all possible. In the rare circumstance where an employee needs to travel alone with the opposite sex, they should let another employee know about the travel, duration, and destination.

When traveling overnight for Fellowship purposes, and employees of the opposite sex (who are not married or of close relation) are traveling together, follow these guidelines:

- A minimum of three employees should travel together and attend the conference or meeting.
- Avoid scenarios where only two employees of the opposite sex spend time along with each other during travel, meals, or other potentially problematic times.
- Employees of the opposite sex must book separate rooms for lodging.
- A member of CLT must be aware of and approve the travel.
- Should the team consist of only two employees, and they are of the opposite sex, please take the following steps:
 - Discuss the trip with the overseer
 - Obtain CLT approval
 - Use discretion
 - Follow the guidelines when feasible

WORKPLACE COMPLIMENTS

Compliments to co-workers should be related to skills and achievements. Avoid compliments and comments that could be taken as disrespect/harassment.

CONFLICTS OF INTEREST

The Church asks absolute integrity from all its employees and will not tolerate any conduct that falls short of that standard. The Church expects that no employee will knowingly place himself or herself in a position that would have the appearance of being, or could be construed to be, in conflict with the interests of the Church. Overseers of Fellowship Bible Church have a responsibility to inform subordinates as appropriate, regarding the confidentiality of information acquired during their work and monitor their activities to assure the maintenance of that confidentiality.

Some of the more sensitive areas of conflicts of interest and the church's related guidelines are as follows:

USE OF CHURCH PROPERTY AND INFORMATION

All employees are responsible for the proper use of the Church's physical resources and property, as well as its proprietary and other confidential information. Unless otherwise prohibited by an employee's overseer, reasonable incidental use of a church telephone, computer, or other equipment is permitted.

CHURCH PROPERTIES AND FACILITIES

Any employee found to be engaging in, or attempting theft of any property of FBC, including documents, equipment, intellectual property and personal property of other employees, cash or any other items of value will be liable to immediate summary dismissal and possible criminal proceedings against them. All employees have a responsibility to report any theft or attempted theft to the leadership.

CONFIDENTIAL INFORMATION

All employees of Fellowship Bible Church must refrain from using or appearing to use confidential information acquired during their work for unethical or illegal advantage either personally or through third parties.

All files, records, and reports acquired or created during employment are the property of the Church.

BRIBERY, KICKBACK, AND FRAUD

No funds or assets of the Church shall be paid, loaned, or otherwise disbursed as bribes, "kickbacks", or other payments designed to influence or compromise the conduct of the recipient; and no employee of the Church shall accept any funds or other assets (including those provided as preferential treatment to the employee for fulfilling their responsibilities), for assisting in obtaining business or for securing special concessions from the Church.

Church employees should conduct their business affairs in such a manner that the Church's reputation will not be impugned if the details of their dealings should become a matter of public discussion.

Employees must not engage in any activity, which degrades the reputation and integrity of the Church.

To illustrate the strict ethical standard, the Church expects every employee to maintain, the following conduct is expressly prohibited:

- Payment or receipt of money, gifts, loans, or other favors which may tend to influence business decisions or compromise independent judgment.
- Payment or receipt of rebates or "kickbacks" for obtaining business for or from the Church.
- Payment of bribes to government officials to obtain favorable rulings.
- Any other activity that would similarly degrade the reputation and/or integrity of the Church.

Any employee found to be receiving, accepting, or condoning a bribe, kickback, or other unlawful payment, or attempting to initiate such activities, will be liable to termination and possible criminal proceedings against them. Any employee found to be attempting fraud or engaging in fraud will be liable to termination and possible criminal proceedings against them. All employees have a responsibility to report any actual or attempted bribery, kickback, or fraud to the Church.

EMPLOYMENT POLICIES

The Church is committed to fostering a work environment in which all individuals are treated with respect and dignity. Therefore, the Church expects that all relationships among persons in the workplace will be business-like and free of unlawful bias, prejudice, and harassment.

It is the Church's policy to comply with all applicable wage and hour laws and other statutes regulating the employer-employee relationship and the workplace environment.

No Church employee may interfere with or retaliate against another employee who seeks to invoke his or her rights under the laws governing labor and employee relations. If any employee has questions about the laws or Church policies governing labor and employee relations, he or she should consult the employee manual or contact the Human Resources Department.

The Church is committed to providing a safe workplace for all employees. In addition, several laws and regulations impose responsibility on the Church to safeguard against safety and health hazards. For that reason, and to protect the safety of themselves and others, employees and other persons who are present at Church facilities are required to follow carefully all safety instructions and procedures that the Church adopts. Questions about possible health and safety hazards at any Church facility should be directed immediately to the employee's overseer.

COMPLIANCE WITH THE CODE OF CONDUCT

All employees have a responsibility to understand and follow the Code of Conduct. In addition, all employees are expected to perform their work with honesty and integrity in any areas not specifically addressed by the Code of Conduct. A violation of this Code of Conduct may result in appropriate disciplinary action including the possible termination from employment with the Church, without additional warning.

The Church strongly encourages dialogue among employees and their overseers to make everyone aware of situations that give rise to ethical questions and to articulate acceptable ways of handling those situations.

The Code of Conduct reflects general principles to guide employees in making ethical decisions and cannot and is not intended to address every specific situation. As such, nothing in this Code of Conduct prohibits or restricts the Church from taking any disciplinary action on any matters pertaining to employee conduct, whether they are expressly discussed in this code. The Code of Conduct is not intended to create any expressed or implied contract with any employee or third party. Nothing in this document creates any employment contract between the Church and any of its employees.

When faced with significant ethical issues, employees should always refer to these standards. However, if these standards do not resolve the ethical conflict, the following steps should be followed:

- Discuss such problems with the immediate overseer except when it appears that the overseer is involved, in which case the problem should be presented initially to the next higher managerial level. If a satisfactory resolution cannot be achieved when the problem is initially presented, submit the issues to the next higher managerial level. If the immediate superior is the chief executive officer, or equivalent, the acceptable reviewing authority may be a group such as the Central Leadership Team or Board of Elders. Contact with levels above the immediate overseer should be initiated only with the overseer's knowledge, assuming the overseer is not involved. Except where legally prescribed, communication of such problems to authorities or individuals not employed or engaged by the organization is not considered appropriate.
- Clarify relevant ethical issues by confidential discussion with an objective advisor. If legal issues are involved, consult your own attorney as to legal obligations and rights concerning the ethical conflict.
- If the ethical conflict still exists after exhausting all levels of internal review, there may be no other recourse on significant matters than to resign from the staff and to submit an informative memorandum to an appropriate representative of the Church. After resignation, depending on the nature of the ethical conflict, it may also be appropriate to notify other parties.

FAIR DEALING

Each employee should endeavor to deal fairly with Fellowship Bible Church's members, suppliers, and competitors. Employees should avoid taking unfair advantage of anyone through manipulation, concealment, abuse of privileged information, misrepresentation of material facts, or any other intentional unfair-dealing practice.

RETALIATION

Fellowship Bible Church prohibits discrimination, harassment and/or retaliation against any employee who provides information or otherwise assists in an investigation or proceeding regarding any conduct which he or she reasonably believes to be in violation of Church policy or applicable law. If an employee engages in any such activity, Fellowship Bible Church will not discharge, demote, suspend, threaten, harass or otherwise discriminate or retaliate against him or her in the terms or conditions of employment because of that activity. No officer, employee, agent, contractor or subcontractor of the Fellowship Bible Church has the authority to engage in any conduct prohibited by this paragraph.

Retaliation includes but may not be limited to:

- Refusal to hire
- Promotion or denial of promotion
- Threats or reprimands

- Negative job performance evaluations
- Harassment
- Adverse treatment
- Limiting or suspending access to an internal complaint or grievance process
- Giving a negative job reference

Any act of retaliation by an overseer and/or coworker may result in serious adverse disciplinary action to include termination.

Raising a concern that you reasonably believe reveals actual or potential damage to the environment, public health, or safety (including workplace safety), waste, fraud, or abuse, or retaliation is protected by law. Retaliation, or the perception of retaliation against any employee for raising a safety-related concern, might create a “chilling effect” that undermines the free flow of information.

Management will proactively create a work environment where raising concerns is not only encouraged but expected. This will be accomplished through regular communications. We believe these actions, as well as others, will result in an environment where employees who may not be otherwise comfortable raising concerns will have the confidence to do so. All employees have the right and responsibility to raise such concerns to one of the many avenues available

Retaliation against an employee who raises a concern protected by law will not be tolerated. Allegations of retaliation will be investigated and, if substantiated, appropriate actions will be taken.

EMPLOYEE PROTECTION (WHISTLEBLOWER)

If any employee reasonably believes that some policy, practice, or activity of Fellowship Bible Church is in violation of law, a written complaint must be filed by that employee with the Directional Leader or Head of the Overseeing Elder Board.

It is the intent of Fellowship Bible Church to adhere to all laws and regulations that apply to the organization and the purpose of this policy is to support the organization’s goal of legal compliance. The support of all employees is necessary to achieving compliance with various laws and regulations. An employee is protected from retaliation only if the employee brings the alleged unlawful activity, policy, or practice to the attention of Fellowship Bible Church and provides Fellowship Bible Church with a reasonable opportunity to investigate and correct the alleged unlawful activity.

The protection described below is only available to employees that comply with this requirement. Fellowship Bible Church will not retaliate against an employee who in good faith, has made a protest or raised a complaint against some practice of the Church, or of another individual or entity with whom the Church has a business relationship, on the basis of a reasonable belief that the practice is in violation of law, or a clear mandate of public policy.

Fellowship Bible Church will not retaliate against employees who disclose or threaten to disclose to an overseer or a public body, any activity, policy, or practice of Fellowship Bible Church that the employee reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate or public policy concerning the health, safety, welfare, or protection of the environment.

DRUG FREE WORKPLACE AND EMPLOYEE DRUG TESTING

Fellowship Bible Church promotes and is committed to a drug-free workplace to promote employee safety, health and efficiency. All FBC staff are expected to comply with FBC Drug Free Workplace Policy and exercise responsibility and good judgement.

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in an FBC building or on FBC property is prohibited. An employee is required to notify his or her overseer prior to beginning the workday if the employee is taking a prescribed or over-the-counter medication that affects alertness, judgement or behavior in ways that are likely to impair job performance. Any employees violating this policy may be subject to discipline up to and including termination. The following definitions apply to this policy:

1. Alcohol: Intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohols, including methyl or isopropyl alcohol.
2. Drug: Any controlled substance, including marijuana, cocaine, amphetamines, phencyclidine (PCP), and opioids.
3. Drug test: Any chemical, biological, or physical instrumental analysis administered by a certified laboratory for the purpose of determining the presence or absence of a drug or its metabolites or alcohol.
4. Employee: Individual employed by FBC for a salary, wage, or other remuneration, but does not include an independent contractor.
5. Job applicant: A person who has applied for a position with FBC, who has been offered employment conditioned upon successfully passing a drug or alcohol test and who may have begun work pending the results of the drug or alcohol test.
6. Opioids: A drug or medication that relieves pain, including without limitation:
 - a. Hydrocodone
 - b. Oxycodone
 - c. Morphine
 - d. Codeine
 - e. Heroin; and
 - f. Fentanyl
7. Positive test result: A result that is at or above the cutoff concentration level established by the US Department of Transportation or Arkansas laws regarding being under the influence, whichever is lower.
8. Reasonable suspicion: A belief that an employee is using or has used drugs or alcohol in violation of the covered employer's policy drawn from specific objective and articulable facts and reasonable inferences drawn from those facts considering experience. Among other things, such facts and inferences may be based upon:
 - a. Observable phenomena during working hours such as direct observation of drug or alcohol use or of the physical symptoms or manifestations of being under the influence of a drug or alcohol.
 - b. Abnormal conduct or erratic behavior during working hours or a significant deterioration in work performance.
 - c. A report of drug or alcohol use provided by a reliable and credible source.
 - d. Evidence that an individual has tampered with a drug or alcohol test during employment with the current covered employer.
 - e. Information that an employee has caused, contributed to, or been involved in an accident while at work; or
 - f. Evidence that an employee has used, possessed, sold, solicited, or transferred drugs or used alcohol while working or while on the covered employer's premises or while operating the covered employer's vehicle, machinery, or equipment.

TYPES OF TESTING

FBC reserves the right to test any employee pursuant to the following types of testing:

1. Job Applicant (Pre-employment)
 - a. A notice of drug and alcohol testing will be included on vacancy announcements for positions for which drug and alcohol testing is required.
 - b. An applicant who refuses to submit to a test will have the employment offer withdrawn.
2. Reasonable-Suspicion
3. Random
 - a. FBC may conduct unannounced testing of a sample or selection of employees chosen by statistical means such that every employee has an equal chance of being tested.
 - b. If a random test is conducted, a minimum of 2% of FBC employees must be tested.
4. Routine Fitness-For-Duty
5. Follow-Up
 - a. This is for employees who have previously tested positive for illegal drugs or have violated this policy.
6. Post-Accident
7. Workman's Comp

FBC is not prohibited from conducting any lawful testing of employees for drugs or alcohol that is in addition to the above testing. An employee who refuses to submit to a drug test by going to the designated test site within three hours of instruction to do so will be immediately terminated. A FBC employee may be subject to discipline if the drug testing results demonstrate that the drugs are at a level that impairs the work performance and the employee has failed to notify his or her overseer that he or she is working in an impaired state.

An employee who is not in a safety-sensitive position may be tested for alcohol only when the test is based upon reasonable suspicion. An employee in a safety-sensitive position may be tested for alcohol use at any time without notice.

SUBSTANCE ABUSE

Fellowship Bible Church recognizes that individuals, sometimes to an extent that their abilities and senses are impaired, use substances such as alcohol and drugs. Our position regarding substance abuse is the same whether the substances are alcohol, marijuana, illegal drugs, or other controlled substances.

This policy is implemented because we believe that the impairment of any Fellowship Bible Church employee due to his or her use of substances is likely to result in the risk of injury to other employees, the impaired employee, or to third parties, such as Church members or guests. Moreover, substance abuse adversely affects employee morale and productivity.

“Impairment” or “being impaired” means that an employee’s normal physical or mental abilities, or faculties, while at work have been detrimentally affected using substances.

The employee who begins work while impaired or who becomes impaired while at work is guilty of a major violation of Church rules and is subject to severe disciplinary action. Severe disciplinary action can include suspension, dismissal, or any other penalty appropriate under the circumstances. Likewise, the use, possession, transfer, or sale of any substance on Church premises or in any Fellowship Bible Church parking lot, storage area, or Church site is prohibited. Violations are subject to severe disciplinary action. In all instances, the disciplinary action to be administered shall be at the sole discretion and determination of the Church.

When an employee is involved in the use, possession, transfer, or sale of a substance in violation of this policy, the Church may notify appropriate authorities. Such notice will be given only after such an incident has been investigated and reviewed by the employee’s overseer, Human Resources, and the Central Leadership Team. Fellowship Bible Church is aware that substance abuse is a complex health problem that has both a physical impact and an emotional impact on the employee, his or her family, and social relationships. A substance abuser is a person who uses substances, as defined above, for non-medical reasons, and this use detrimentally affects job performance or interferes with normal social adjustments at work. Substance abuse is both a management and a medical problem.

An overseer who suspects a substance abuse case should discuss the situation immediately with his or her overseer. Because each case is usually different, the handling and referral of the case must be coordinated with the overseer and the Human Resource Director.

Voluntary, successful participation in a recovery or rehabilitative program by an employee may be a mitigating factor in any disciplinary action, depending on the facts and circumstances of each individual case. In some cases, disciplinary action may be suspended, or the employee placed on probation pending a successful completion of a recovery program.

Employees who are placed on a rehabilitation program because of performance or behavior problems due to substance abuse are subject to dismissal for failure to successfully complete the program or change their performance or behavior.

Applicants who have a past history of substance abuse and who have demonstrated an ability to abstain from the substance, or who can provide medical assurance of acceptable control, may be considered for employment as long as they are otherwise qualified for the position for which they are applying.

Management has chosen to adopt an alcoholic beverage policy in keeping with the concern for and the risks associated with alcohol use. Alcoholic beverages shall not be served or used on Fellowship Bible Church premises at any time.

The Church is concerned with its employee’s privacy, especially when matters regarding medical and personal information are involved. If the information is not needed for police or security purposes, the Church shall maintain employee medical and personal information in confidence and release this information to authorized Church personnel on a “need to know” basis. An exception to this policy is

when the employee signs a release for the transfer of such information on forms acceptable to the Church to designated persons or agencies.

Nothing contained in this section shall eliminate or modify the Church's right to terminate any employee at any time for any reason.

HARASSMENT

Fellowship Bible Church is committed to providing a work environment that is free of harassment. In keeping with this commitment, Fellowship Bible Church maintains a strict policy prohibiting unlawful harassment, including racial or sexual harassment.

Sexual and other unlawful harassment is a violation of Title VII of the Civil Rights Act of 1964 (Title VII), as amended, as well as many state laws. Harassment based on a characteristic protected by law, such as race, color, ancestry, national origin, gender, sex, sexual orientation, gender identity, marital status, religion, age, disability, veteran status, or other characteristic protected by state or federal law, is prohibited.

It is Fellowship Bible Church's policy to provide a work environment free of sexual and other harassment. To that end, harassment of Fellowship Bible Church's employees by management, overseers, coworkers, or non-employees who are in the workplace is absolutely prohibited. Further, any retaliation against an individual who has complained about sexual or other harassment or retaliation against individuals for cooperating with an investigation of a harassment complaint is similarly unlawful and will not be tolerated. Fellowship Bible Church will take all steps necessary to prevent and eliminate unlawful harassment.

Definition of Unlawful Harassment. "Unlawful harassment" is conduct that has the purpose or effect of creating an intimidating, hostile, or offensive work environment; has the purpose or effect of substantially and unreasonably interfering with an individual's work performance; or otherwise adversely affects an individual's employment opportunities because of the individual's membership in a protected class.

Unlawful harassment includes, but is not limited to, epithets; slurs; jokes; pranks; innuendo; comments; written or graphic material; stereotyping; or other threatening, hostile, or intimidating acts based on race, color, ancestry, national origin, gender, sex, sexual orientation, marital status, religion, age, disability, veteran status, or other characteristic protected by state or federal law.

Definition of Sexual Harassment. "Sexual harassment" is generally defined under both state and federal law as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature where:

- Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of any individual's employment or as a basis for employment decisions; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Other sexually oriented conduct, whether intended or not, that is unwelcome and has the effect of creating a work environment that is hostile, offensive, intimidating, or humiliating to workers may also constitute sexual harassment.

Harassment will not be tolerated, and factually supported incidents of harassment will result in disciplinary action, up to and including termination.

Harassment includes, but is not limited to:

1. Verbal harassment, i.e., epithets, derogatory comments or slurs, or unwanted sexual advances, invitations or comments.
2. Physical harassment, i.e., assaults, impeding or blocking movement, or any physical interference with normal work or movement when directed at an individual.
3. Displaying or distributing sexually offensive or racist materials. This includes derogatory posters, cartoons, drawings or gestures.
4. Discriminating against any employee in work assignments or job-related training.
5. Intimate physical contact.
6. Making sexual or racial innuendos.
7. Demanding favors (sexual or otherwise), explicitly or implicitly, as a condition of employment, promotion,

transfer or any other term or condition of employment.
8. Retaliation for having reported harassment.

Sexual harassment deserves special mention. Unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on sex constitutes sexual harassment when:

- Submission to the conduct is an explicit (clear) or implicit (implied) term or condition of employment
- Submission to or rejection of the conduct is used as the basis for an employment decision or the conduct has the purpose or effect of unreasonably interfering with a person's work performance or creating an intimidating, hostile, or offensive working environment

Sexual harassment is conduct based on sex, whether directed towards a person of the opposite or same sex, and may include:

- Explicit sexual propositions
- Sexual innuendo (sly remarks)
- Suggestive comments
- Sexually oriented "kidding" or "teasing," practical jokes, and obscene printed or visual material (including e-mail)
- Physical contact such as patting, pinching, or brushing against another person's body
- Treating people differently, even in non-sexual ways, solely because of their gender

All employees are responsible to help assure that we avoid harassment. If you feel that you have experienced or witnessed any conduct that is inconsistent with this Policy, you are to notify the Human Resources Director, or your overseer.

All employees should take special note that, as stated above, retaliation against an individual who has complained about sexual harassment and retaliation against individuals for cooperating with an investigation of sexual harassment complaint is unlawful and will not be tolerated at Fellowship Bible Church.

Complaint Procedure. Any employee who believes he or she has been subject to or witnessed illegal discrimination, including sexual or other forms of unlawful harassment, is requested and encouraged to make a complaint. You may, but are not required to, complain first to the person you feel is discriminating against or harassing you. You may complain directly to your immediate overseer or department manager, the HR director, or any other member of management with whom you feel comfortable bringing such a complaint. Similarly, if you observe acts of discrimination toward or harassment of another employee, you are requested and encouraged to report this to one of the individuals listed above.

No reprisal, retaliation, or other adverse action will be taken against an employee for making a complaint or report of discrimination or harassment or for assisting in the investigation of any such complaint or report. Any suspected retaliation or intimidation should be reported immediately to one of the persons identified above.

All complaints will be investigated promptly and, to the extent possible, with regard for confidentiality.

If the investigation confirms conduct contrary to this policy has occurred, Fellowship Bible Church will take immediate, appropriate, corrective action, including discipline, up to and including immediate termination.

Fellowship Bible Church forbids retaliation against (getting even with) anyone for reporting discrimination or harassment, assisting in making a discrimination or harassment complaint, cooperating in a discrimination or harassment investigation, or filing an EEOC claim. If you feel you have been retaliated against, you are to notify the Human Resources Director or your overseer.

Fellowship Bible Church policy is to investigate all harassment complaints thoroughly and promptly. To the fullest practical extent, Fellowship Bible Church will keep complaints and the terms of their resolution confidential. If an investigation confirms that a violation of our policy has occurred, Fellowship Bible Church will take corrective action, including discipline, up to and including immediate termination of employment.

If you believe you have been harassed by a co-worker, overseer or agent of Fellowship Bible Church, you must promptly report the facts of the incident or incidents and the names of the individuals involved to your overseer or to the Human Resource Department. If the harassment involves the employee's overseer, then the harassment should be reported directly to the Human Resource Director. Overseers should immediately report any incidents of harassment to the Human Resources Department, which will investigate all such claims, and take appropriate disciplinary action. The results of the investigation shall be kept confidential and provided to those employees of Fellowship Bible Church on a need-to-know basis.

WORKPLACE VIOLENCE

Fellowship Bible Church is committed to maintaining a safe environment for all staff, members and guests and will not tolerate any form of workplace violence committed by or against its employees. Any observed or reported form of workplace violence will be taken seriously and thoroughly investigated. Any confirmed offenders will be dealt with through the current Church disciplinary process, and local law enforcement procedures, as appropriate.

Workplace violence includes, but is not limited to, the following: harassment; stalking; physical violence; the use of weapons of any kind; the direct or implied threat of physical violence toward any member of the staff, members or guests of Fellowship Bible Church.

This list of behaviors, while not inclusive, provides examples of conduct that is prohibited by this policy:

- Causing physical injury to another person.
- Making threatening remarks.
- Aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress.
- Intentionally damaging employer property or property of another employee.
- Committing acts motivated by or related to sexual harassment or domestic violence.
- Any potentially dangerous situation must be reported immediately to an overseer or the Director of Human Resources. Reports or incidents warranting confidentiality will be handled appropriately and confidentiality will be maintained to the extent possible.

CONCEALED WEAPON POLICY

Regardless of whether an employee possesses a concealed weapon permit or is allowed by law to possess a weapon, weapons are prohibited on FBC property.

Weapons include, but are not limited to, guns, knives or swords with blades over four inches in length, explosives, and any chemical whose purpose is to cause harm to another person.

Possession of a weapon can be authorized by the Central Leadership Team to allow security personnel or a trained employee to have a weapon on Church property when this possession is determined necessary to secure the safety and security of Church employees.

Employees who violate this policy will be subject to disciplinary actions, up to and including employment termination.

RETURN OF PROPERTY

Fellowship Bible Church may assign you property, materials or written information (includes but not limited to fob, keys, computer) to help you do your job. You are responsible for protecting and controlling any property we loan you.

You must also return it promptly if we ask. If you stop working at Fellowship Bible Church, you must return all Fellowship Bible Church property immediately.

WORKPLACE EMERGENCY PLAN

Key Emergency Personnel to be Contacted:

NAME	TITLE	TEAM	TELEPHONE NUMBER
John Blackmon	Security Manager	Investigate the Cause	501-541-2020
Leigh Ann Horton	HR Director	Staff Response Team – 2 nd Floor	501-681-1075
Mark Henry	Teaching Pastor	Event Response Team	501-765-2626

LEADER RESPONSIBILITIES

In the event of an emergency, leader responsibilities may include the following:

- Knowing how to correctly respond to and summon help for a medical emergency.
- Knowing how to correctly report a fire or smoke emergency using the 911 emergency number.
- Knowing the locations of the manual fire alarm pull stations in their area.
- Knowing the locations of the fire extinguishers in their area and how to use them.
- Knowing how to correctly respond to a fire warning alarm.
- Knowing designated shelter areas and precautions to take in the event of a tornado emergency.
- Becoming familiar with exit routes and knowing alternate exits to correctly respond to a call for an evacuation.
- Closing all opened doors as they evacuate an area.

FIRE EMERGENCY

1. When the alarm sounds, Facilities Manager and/or Assistant Facilities Manager will check the alarm panel to determine the problem.
2. Upon hearing the alarm, staff should immediately evacuate the building along the nearest fire escape route as quickly as possible without stopping to take equipment or possessions. Do not use the elevators.
3. After leaving the building, the staff should congregate in the South parking lot so that a head count can be taken. Staff should remain in the parking lot until further instruction.
4. As a rule, all firefighting should be left to the professionals. An attempt to fight a fire with the fire-fighting equipment available would only be relevant for authorized trained staff, where the fire was of a very small nature or impinging on an exit route. The priority is to evacuate.
5. Instructions as to whether to re-enter the building will be given by either Security Manager or Operations Pastor.

TORNADO

1. During the week, if you are in the administrative offices, go to the area by and/or around the elevator on the first floor. Stay away from corners, windows, doors, and outside walls. Put as many walls as possible between you and the outside. Use your arms to protect your head and neck. Do not open windows.
2. If in an interior hallway, away from windows, crouch down as low as possible.
3. DO NOT use the elevators. If you are in an elevator, stop and get off at the next floor and take cover in an interior hallway or interior room.
4. If moving to a safer location in the building is not possible, get under a desk or table in an interior office.
5. If you are attending a Church service, please remain in your venue. FSK has their own emergency plan that will be enacted.
6. Wait in the designated area until you hear an announcement from a member of the Response Team that it is safe to return to your area.
7. If you are outside with no shelter, lie flat in a nearby ditch or depression and cover your head with your hands. Be aware of the potential for flooding. Never try to outrun a tornado in urban or congested areas in a car or truck. Instead, leave the vehicle immediately for safe shelter.

MEDICAL EMERGENCY

1. When an emergency occurs, one person should aid while another calls for help. If only one person is available, check victim carefully to assess the problem, and then call for help.
2. Dial 911. Give the dispatcher the required information using steps 3, 4, and 5 as a guideline.
3. Give the location of the emergency including the address and the telephone number you are calling from.

4. Describe what happened. Tell the 911 dispatcher what appears to be wrong.
5. Inform the dispatcher what, if any, first aid is being given, such as resuscitation, controlling of bleeding, etc.
6. Don't hang up until the dispatcher hangs up. The dispatcher may tell you how to care for the victim. If you have left the scene to make the call, return and help care for the victim until medical assistance arrives.

EARTHQUAKE EMERGENCY

1. If indoors—drop to the ground; take cover by getting under a sturdy table or other piece of furniture; and hold on until the shaking stops. If there is not a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building.
2. Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.
3. Stay in bed (if applicable, for example Family Promise) if you are there when the earthquake strikes. Hold on and protect your head with a pillow, unless you are under a heavy light fixture that could fall. In that case, move to the nearest safe place.
4. Use a doorway for shelter only if it is near you and if you know it is a strongly supported, load-bearing doorway.
5. Stay inside until shaking stops and it is safe to go outside. Research has shown that most injuries occur when people inside buildings attempt to move to a different location inside the building or try to leave.
6. Be aware that the electricity may go out or the sprinkler systems or fire alarms may turn on.
7. DO NOT use the elevators.
8. If outdoors, stay where you are and remain outdoors.
9. Move away from buildings, streetlights and utility wires.
10. Once in the open, stay there until the shaking stops. The greatest danger exists directly outside buildings at exits and alongside exterior walls.
11. If in a moving vehicle, stop as quickly as safety permits and stay in the vehicle. Avoid stopping near or under buildings, trees, overpasses and utility wires.
12. Proceed cautiously once the earthquake has stopped. Avoid roads, bridges, or ramps that might have been damaged by the earthquake.
13. If trapped under debris, do not light a match or move about or kick up dust. Cover your mouth with a handkerchief or clothing. Tape on a pipe or wall so rescuers can locate you. Use a whistle if one is available. Shout only as a last resort. Shouting can cause you to inhale dangerous amounts of dust.

SHOOTING EMERGENCY

Sunday Morning Threat

If a shooting were to take place during Sunday services, police on duty have a plan which has been communicated to the Teaching Pastors. For obvious security reasons, this plan will not be included in the Employee Manual. On hearing gunshots, attendees should move as quickly as possible to the outside of the building. Use whatever form of escape is necessary. (Breaking a window is acceptable.) FSK will go into "lock down" for the children's protection. Parents will not be allowed to pick up their children until the threat has been handled by the police and an "all clear" is given.

Weekday Occurrence

If a shooting were to take place during the week, all employees and those on campus should move as quickly as possible through the nearest outside exit. The Little Rock Police Department has advised that trying to take cover or hiding is not the best plan. Getting as far away from the shooter (threat) is their recommendation.

Threats

In the event you receive a threatening call (i.e. bomb threat, armed assault, custody issues), remain calm. If possible, have a pre-arranged signal to alert another staff member that you are handling a threatening call.

THREAT CHECKLIST

Complete this information if you receive a threat.

Exact time of call: _____ Date: _____

Exact words of the caller: _____

Caller's voice: (circle)

Male Female Adult Youth

Estimated Age: _____

Black White Hispanic Asian Other: _____

Calm Disguised Nasal Rapid Accent

Nervous Angry Sincere Slurred Loud

Excited Giggling Stressed Crying

If the voice is familiar, whose did it sound like? _____

Background Noise: (circle)

Music Children Typing Airplanes Machinery Cars/Trucks

Other: _____

Obtain as much information as possible. Do not hang up.

Some questions you might ask.

Where are you calling from?

What is your name?

What is your address?

You sound upset; can someone help you?

Other pertinent information: _____

Call received by: _____ Extension: _____

Note: In the event of a threat:

- Call 911 immediately. Provide the following information.
- Identify yourself and where you work
- State: "I have received a threat." (explain which kind — bomb, shooting, etc.)
- Give your location and extension.
- Remain calm!

E-POLICIES

GENERAL PRINCIPLES

Fellowship Bible Church maintains certain policies regarding the use and security of its computer systems, network, and information resources. All employees are expected to be familiar with these policies and the consequences of violation. These policies ensure that the use of FBC's I.T. resources support its mission of spreading the good news of Christ in the best possible way.

INFORMATION TECHNOLOGY (I.T.) RESOURCES DEFINED:

This policy covers all of FBC's I.T. resources including hardware, software and content. This includes, but is not limited to: laptop and desktop computers, tablets, smartphones, servers, disk drives, USB flash drives; peripherals such as printers and copiers; software applications and their associated files and data, internet connectivity, electronic mail, telephones, USB devices, voicemail systems and all content residing in any of these. This policy also applies to all information stored in databases, whether hosted on-premises or online, maintained by Fellowship Bible Church.

PERMITTED GENERAL ACCESS:

All employees are obligated to use FBC's I.T. resources in accordance with applicable laws, with FBC's policies and in ways that are responsible, ethical, and professional.

Generally, employees are given access to the FBC's various I.T. resources based on their job functions. Only employees whose job performance will benefit from the use of FBC's I.T. resources will be given access to the necessary technology. Access, passwords, and e-mail accounts are granted by the I.T. Department of Fellowship Bible Church and access to the systems can be denied by the same department.

I.T. resources should be used for ministry related functions; however, there are a few exceptions:

- Sending and receiving necessary and occasional personal communications.
- To prepare and store incidental personal data (such as personal calendars, personal address lists, and similar incidental personal data) in a responsible manner.
- To use the telephone system for brief and necessary personal calls.
- To access the internet for brief personal searches and inquiries during mealtimes or other breaks, or outside of work hours, if employees adhere to all other usage policies.

The use of FBC's I.T. resources is limited to ministry business and incidental personal use. Incidental personal use may not interfere with FBC work, nor may it result in additional cost to FBC. FBC's I.T. resources must be used in a manner consistent with FBC's status as a not-for-profit organization and cannot be used for the benefit of personal businesses or other organizations unless specifically authorized. Unauthorized access to and the use of FBC's I.T. resources violates this policy.

In subsequent sections, this policy defines unacceptable uses of the information technology resources of the Church in more detail. The Church reserves the right, upon reasonable cause for suspicion, to access all aspects of its computing systems and networks, including individual login sessions to determine if a user is violating this policy or state or federal laws.

USER RESPONSIBILITIES

PRIVACY

No user should view, copy, alter, or destroy another's personal electronic files without permission (unless authorized or required to do so by law or regulation). In addition, users should not have an expectation of privacy. The information technology system belongs to the Church. Users expressly waive any right of privacy in anything they create, store, send, or receive on FBC's I.T. resources.

COPYRIGHT

Written permission from the copyright holder is required to duplicate any copyrighted material. This includes duplication of audio tapes, videotapes, photographs, illustrations, computer software, MP3 files and all other information for any purpose. Fellowship Bible Church employees are prohibited from downloading all copyright protected materials without the written permission of the copyright owner or without purchasing the material through legal channels.

Most software that resides on Fellowship Bible Church computing network(s) is owned by Fellowship Bible Church, or third parties, and is protected by copyright and other laws, together with licenses and other contractual agreements. Users are required to respect and abide by the terms and conditions of software use and redistribution licenses. Such restrictions may include prohibitions against copying programs or data for use on Fellowship Bible Church computing network(s) or for distribution outside the Church; against the resale of data or programs, or the use of them for financial gain; and against public disclosure of information about programs (e.g., source code) without the owner's authorization.

HARASSMENT, LIBEL, AND SLANDER

No user may, under any circumstances, use Fellowship Bible Church computers or networks to libel, slander, or harass any other person.

ACCESS TO INFORMATION TECHNOLOGY RESOURCES

SHARING OF ACCESS TO INFORMATION TECHNOLOGY RESOURCES

All I.T. resources are assigned to individual users and should not be shared with others. This includes but is not limited to computers, tablets, and passwords. Employees may not allow non-employees to use Church-owned computers or other I.T. resources. You are responsible for the safekeeping of your password and access to any I.T. resources assigned to you.

PERMITTING UNAUTHORIZED ACCESS

You may not run or otherwise configure software or hardware to intentionally allow access by unauthorized users. Possession of or login credentials to any I.T. resources may not be shared with friends, family members, congregants, or visitors.

TERMINATION OF ACCESS

When you cease being an employee of Fellowship Bible Church or if you are assigned a new position and/or responsibility, your access authorization must be reviewed. You must not use facilities, accounts, access codes, privileges or information for which you are not authorized in your new circumstances.

CIRCUMVENTING SECURITY

Users are prohibited from attempting to circumvent or subvert any system's security measures. Users are prohibited from using any computer program or device to intercept or decode passwords or similar access control information.

BREACHING SECURITY

Deliberate attempts to degrade the performance of a computer system or network or to deprive authorized personnel of resources or access to any Fellowship Bible Church computer or network is prohibited. Breaches of security include, but are not limited to, the following: creating or propagating viruses, hacking, and password grabbing.

ILLEGAL ACTIVITY

An employee cannot use the Church's computer facilities to knowingly break any laws and regulations of the United States or any other country. Use of the Internet for illegal purposes will be grounds for termination.

GAME PLAYING

Computing and network services are strictly prohibited from recreational game playing. Game playing during work hours is counterproductive. Do not install or play games on FBC-owned computers.

FAXING

Employees of Fellowship Bible Church can use the Church eFax system during working hours as long as the communication via the fax (both sending and receiving) is related to job activity. As with all forms of communication, when faxing information from the Church fax machine, you must not reveal confidential and proprietary information.

STANDARD FOOTERS FOR FAXES

The following footer should be appended to all faxes sent outside Fellowship Bible Church:

This fax is confidential and is intended solely for the use of the recipient (the party to whom it is addressed). If you are not the intended recipient, be advised that you have received this fax in error and that any use, dissemination, forwarding, printing, or copying of this fax is strictly prohibited.

HARASSING, DISCRIMINATORY, AND DEFAMATORY USE

Employees use electronic mail for correspondence that is less formal than written memoranda. Employees must take care, however, not to let informality degenerate into improper use. The Church does not tolerate discrimination or harassment based on gender, pregnancy, childbirth (or related medical conditions), race, color, national origin, ancestry, age, physical disability, mental disability, medical condition, marital status, sexual orientation, family care or medical leave status, veteran status, or any other status protected by state and federal laws. Under no circumstances may employees use the Church's information technology resources to transmit, receive, or store any information that is discriminatory, harassing, or defamatory in any way (e.g., sexually explicit or racial messages, jokes, cartoons).

GAMBLING

The use of Church computers and networks to gamble is strictly prohibited. It is Church policy to prohibit absolutely any gambling on the part of its employees.

PERSONAL E-COMMERCE TRANSACTIONS

Fellowship Bible Church employees are asked to act in a responsible manner when conducting personal online business while at work including the trading of financial instruments for a personal account (including stocks and bonds), online banking, shopping, or online auctions (i.e., eBay).

UNAUTHORIZED MONITORING

A user may not use computing resources for unauthorized monitoring of electronic communications. However, Fellowship has the right, but not the duty, to monitor any aspect of its computer system

including monitoring sites visited by employees, emails, chat groups, social media, and downloading and uploading of files.

SPAMMING

Spamming email addresses within or outside the Church is also prohibited. Communication to large numbers of congregants is the responsibility of the communications department and is not to be undertaken by an individual without specific authorization to do so.

Use of the all-staff email distribution groups is limited to matters of direct business or ministry purposes only. Employees may not email large groups of staff members concerning non-business-related issues. No direct marketing of non-FBC information to the staff may be undertaken by any employee using our email system. Additionally, no distribution list generated by FBC may be used by an employee through an outside email address.

PRIVATE COMMERCIAL PURPOSES

The computing resources of Fellowship Bible Church shall not be used for personal or private commercial purposes or for financial gain.

POLITICAL ADVERTISING OR CAMPAIGNING

The use of Fellowship Bible Church computers and networks shall not be used for political purposes.

SOFTWARE PIRACY

Access to the Internet enables users to download a wide variety of software products for a fee, as shareware, or for free. You are required to fulfill all license and copyright obligations of software that you download for your own use. These software downloads become the property of the Church. Any employee who knowingly violates this software piracy rule is subject to termination.

USE OF UNLICENSED SOFTWARE

The use of unlicensed software on Church computers is strictly prohibited. All software in use on the Church's information technology resources must be officially licensed software. No software is to be installed or used that has not been duly paid for and licensed appropriately for the use to which it is being put. No employee may load any software on the Church's computers, by any means of transmission, unless authorized in writing in advance by Fellowship Bible Church. Authorization for loading software onto the Church's computers should not be given until the software to be loaded has been thoroughly scanned for viruses.

SOFTWARE FOR HOME USE

Although some software licenses allow software to be used on portable computers and home computers in addition to office computers, before transferring or copying any software from a Church information technology resource to another computer, employees must request permission and receive written authorization. Authorization should be obtained from the IT Director.

PORNOGRAPHY

Employees are not allowed to visit sites that are considered "obscene." The Church may maintain a system to monitor Internet usage. If an employee disregards this policy and continually visits "unauthorized" sites, it will be grounds for termination after a warning has been issued to the employee, or in egregious cases grounds for immediate dismissal. The Church has the right to view private files that have been downloaded to check for the propriety of these downloads. FBC also prohibits using Church computer resources to send sexually oriented images or messages.

SOCIAL NETWORKS

Act responsibly when utilizing internet Social Networking. On April 22, 2013, Arkansas signed Act 1480, a law which prohibits an employer from requiring or requesting a current or prospective employee from disclosing his or her username or password for a social media account to provide access to the contents. However, the Act does not regulate the following types of social media accounts: (1) accounts opened by employees at their employer's request, (2) accounts provided to an employee by an employer, (3) accounts set up on behalf of an employer, or (4) accounts set up to impersonate an employer. Employers are not liable for inadvertently receiving such information and employers are entitled to obtain such information if it is reasonably believed to be relevant to a formal investigation of allegations of the employee's breach of federal, state, or local laws or the employer's written policies.

CHAT AND INSTANT MESSAGING

Fellowship Bible Church has adopted Instant Messaging and Chat etiquette rules for the following three reasons:

- **Professionalism:** Fellowship Bible Church employees must act as professionals and must use proper email language and techniques to convey a professional image.
- **Efficiency:** All employees should create emails that are well written and concise.
- **Protection from liability:** Fellowship Bible Church employee must be aware of email risks that can contribute to the legal liabilities of Fellowship Bible Church.

Personal Use

Fellowship Bible Church employees can use IM to quickly touch base with spouses or kids, but employees are prohibited from engaging in lengthy personal discussions.

Employees of Fellowship Bible Church can chat via instant messaging during working hours if the chat activity is related to job activity.

As an employee, you must make it clear that the views that are expressed in your chat sessions are yours alone and do not necessarily represent the views of your employer. In addition, please adhere to the following chat guidelines:

- Do not reveal confidential and proprietary information.
- Ensure that chatting does not interfere with work requirements.

BLOGGING POLICY

A weblog, web log, or simply a blog, is a web application which contains periodic posts on a common webpage. Such a website would typically be accessible to any Internet user. Blogging is the act of posting your comments to a weblog. Blogging can be done for business purposes such as to generate interest in a new product or service, to gain knowledge, or to network with colleagues in your field. However, blogging can also become a drain on work time and can cause liabilities for both the Church and the blogger (employee).

Employees of Fellowship Bible Church can “blog” during working hours as long as the blogging activity is related to job activity. A blog (also called weblog) is defined as a shared on-line journal or website where people can post entries about their personal experiences, hobbies, interests and in some cases, work experiences.

As an employee, you must make it clear that the views that expressed in the blog are yours alone and do not necessarily represent the views of your employer. In addition, please adhere to the following blogging guidelines:

- Do not reveal confidential and proprietary information.
- Ensure that blogging does not interfere with work requirements.
- Consult with immediate overseer if questions arise about appropriateness of blog content.

OTHER PROHIBITED USES

Employees may not use any of the Church’s information technology resources for any illegal purpose, violation of any Church policy, in a manner contrary to the best interests of the Church, in any way that discloses confidential or proprietary information of the Church or third parties, or for personal gain.

UNAUTHORIZED USE AND SANCTIONS

UNAUTHORIZED USE

The issuance of a password or other means of access is to assure appropriate confidentiality of Fellowship Bible Church files and information and does not guarantee privacy for personal or improper use of Church equipment or facilities.

Employees of Fellowship Bible Church are required to maintain the security of their password and access to I.T. resources. Do not share your password with friends, family members, congregants or even other staff members. Do not allow or facilitate access to FBC’s I.T. resources by any non-staff individual unless specifically required for the execution of official FBC events (example: volunteers operating equipment required for Sunday services). When access to I.T. resources by non-staff is necessary for the execution of FBC events, employees must take appropriate steps to limit the scope of that access to that which is strictly necessary to accomplish the specific ministry purpose which necessitated it.

Fellowship Bible Church provides reasonable security against intrusion and damage to files stored on the central facilities. Fellowship Bible Church also provides some facilities for archiving and retrieving files specified by users, and for recovering files after accidental loss of data. However, Fellowship Bible Church is not responsible for unauthorized access by other users or for loss due to power failure, fire, floods, etc. Fellowship Bible Church makes no warranties with respect to Internet services, and it specifically assumes no responsibilities for the content of any advice or information received by a user using the Church's computer network.

Users should be aware that Fellowship Bible Church computer systems and networks may be subject to unauthorized access or tampering. In addition, computer records, including e-mail, are considered "records" which may be accessible to the public under the law.

Individuals who manage or use I.T. resources required by FBC to carry out its mission must take reasonable steps to protect them from unauthorized modification, disclosure, or destruction. Data and software are to be protected no matter the location or manner of storage. We are entrusted with personal and confidential information about the members of our Church and it is incumbent upon us to protect that information as good stewards and shepherds.

SANCTIONS

Violators of this policy will be subject to the existing employee disciplinary procedures of Fellowship Bible Church. Sanctions may include the loss of computing privileges. Illegal acts involving Fellowship Bible Church computing resources may also subject users to prosecution by state and federal authorities.

DIGITAL MILLENNIUM COPYRIGHT ACT

Fellowship Bible Church complies with the Digital Millennium Copyright Act (1998). The act makes it a crime to circumvent anti-piracy measures built into most commercial software. It also outlaws the manufacture, sale, or distribution of code-cracking devices used to illegally copy software. The act does permit the cracking of copyright protection devices, however, to conduct encryption research, assess product interoperability, and test computer security systems.

Fellowship Bible Church may terminate the network access of users who are found to repeatedly infringe the copyright of others and may take other disciplinary measures it deems appropriate.

MANAGEMENT ACCESS TO TECHNOLOGY RESOURCES

INFORMATION ASSETS ARE CHURCH PROPERTY

All messages sent and received, including personal messages, and all data and information stored on the Church's electronic mail system, voicemail system, or computer systems are Church property regardless of the content. As such, the Church reserves the right to access all its information technology resources including its computers, voicemail, and electronic mail systems, at any time, at its sole discretion.

EMPLOYEE PRIVACY

Although the Church does not wish to examine personal information of its employees, on occasion, the Church may need to access its information technology resources including computer files, electronic mail messages, and voicemail messages. Employees should understand, therefore, that they have no right of privacy with respect to any messages or information created or maintained on the Church's technology resources, including personal information or messages. FBC may, at its discretion, inspect all files

or messages on its information technology resources at any time for any reason. FBC may also monitor its information technology resources at any time in order to determine compliance with these policies, for purposes of legal proceedings, to investigate misconduct, to locate information, or for any other business purpose.

Employees should assume that any communication—whether work related or personal—that they create, send, receive, or store on the Church's information technology resources may be read or heard by someone other than the intended recipient. Highly confidential or sensitive information should not be sent through FBC's e-mail system or the Internet.

FBC reserves the right to keep an employee's e-mail address active for a reasonable period following an employee's departure to ensure that important business communications reach the Church. Fellowship Bible Church will review such communications and send any appropriate personal communications to the former employee if forwarding information is provided at termination.

MONITORING

Fellowship Bible Church has the right to monitor all usage of its computer systems including (but not limited to) sites visited by users on the Internet, chat groups, and downloaded or uploaded software. All employees must be aware that the Church may use automated software to monitor documents created, stored, sent, or received.

PASSWORDS

Some of the Church's information technology resources can be accessed only by entering a password. Passwords are intended to prevent unauthorized access to information. Passwords do not confer any right of privacy upon any employee of the Church. Thus, even though employees may maintain passwords for accessing information technology resources, employees must not expect that any information maintained on the information technology resources, including electronic mail and voicemail messages, are private. Employees are expected to maintain their passwords as confidential. Employees must not share passwords with anyone and must not access coworkers' systems without express authorization.

Objective

Passwords are an important aspect of computer security. They are the front line of protection for user accounts. A poorly chosen password may result in the compromise of Fellowship Bible Church's entire corporate network. As such, all Fellowship Bible Church employees (including contractors and vendors with access to Fellowship systems) are responsible for taking the appropriate steps, as outlined below, to select and secure their passwords.

This policy establishes a standard for the creation of strong passwords, the protection of those passwords and the frequency of change.

Scope

The scope of this policy includes all employees who have or are responsible for an account (or any form of access that supports or requires a password) on any system that resides at any Fellowship Bible Church facility, who have access to the Fellowship Bible Church network, or who store any nonpublic Fellowship Bible Church information.

User Authentication

Every user must be assigned a unique user account (user ID) and a password for access to Fellowship Bible Church systems. Shared or group user IDs are prohibited for user-level access. Systems and applications must authenticate using a password or token entry. The use of non-authenticated user IDs (i.e., those without passwords) or user IDs not associated with a single identified user are prohibited, unless specified by the IT Team. The account will lock a user out after six invalid login attempts within 30 minutes. Locked accounts shall remain locked until the System Administrator unlocks the account. Users may contact the IT Service Desk to have their account unlocked. Multifactor authentication is required for all users accessing Fellowship Bible Church systems remotely.

Password Management

Passwords must be created and managed in accordance with this section.

Password Requirements

- 1) New passwords cannot be the same as the previous three passwords.
- 2) Passwords must be at least twelve characters in length. Longer is better.
- 3) Passwords must contain both uppercase and lowercase letters, at least one number and at least one special character (e.g., Psalm119joyful!). Note: You can use spaces in your password as well. They count as characters.
- 4) Accounts shall be locked after six failed login attempts within 30 minutes and shall remain locked until the System Administrator unlocks the account.

To unlock an account or change a password, contact a member of the Fellowship Bible Church IT department.

Passwords should not be shared with anyone, including IT support personnel, unless approved by the IT Team..

All passwords are to be treated as sensitive, confidential information. If someone requests your password(s), please inform him or her that you cannot provide that information per Fellowship Bible Church policy and contact the IT Team about the request. If you suspect an account or password has been compromised, report the incident immediately and change all related passwords.

The Technology Department or authorized outside "penetration testers" may perform password cracking or guessing on a periodic or random basis to test the security of the Fellowship Bible Church network. If a password is guessed or cracked during one of these scans, the user will be required to change it. Password cracking and guessing are not to be performed by anyone outside of the Technology Department or an approved third-party auditor.

The Technology Department strongly encourages the use of a password manager program to help ensure that all passwords are strong, unique, and easily changed. Users should open an IT Service Desk ticket with a request for more information on password managers allowed on the Fellowship Bible Church network and for assistance in getting the password manager installed and configured on their computer.

GUIDELINES FOR PASSWORD CONSTRUCTION

A strong password:

- Contains both uppercase and lowercase characters (e.g., a-z and A-Z).
- Contains digits and punctuation characters (e.g., 0-9 and !@#\$%^&*).
- Is at least 12-20 alphanumeric characters long and is a passphrase (e.g., "OhmyIstubbedmyt0e").
- Is not a single word in any language, slang, dialect, or jargon (e.g., "password" or "Fluffy").
- Is not based on personal information, names of family members, etc.

Passwords should never be written down. Employees should try to create passwords that can be easily remembered. One way to do this is to create a password based on a song title, affirmation, or other phrase. For example, the phrase might be "This may be one way to remember," and the password could be "TmB1w2R!" or "Tmb1W>r~" or some other variation.

PASSPHRASES VERUS PASSWORDS

Passphrases are generally used for public/private key authentication. A public/private key system defines a mathematical relationship between the public key known by all and the private key known only to the user. Without the passphrase to "unlock" the private key, the user cannot gain access.

Passphrases are different from passwords. A passphrase is a longer version of a password and is, therefore, more secure. A passphrase is typically composed of multiple words. Because of this, a passphrase is more secure against "dictionary attacks."

A good passphrase is relatively long and contains a combination of uppercase and lowercase letters as well as numeric and punctuation characters. An example of a good passphrase is "Vaca@The#OBX!\$MyDreamin!"

Suggestions for Creating Strong Passwords/Passphrase

Creating and maintaining strong passwords and passphrases for numerous websites and applications can be challenging. There are tools available to help create and manage passwords. Password managers such as 1Password can be used at a low monthly cost. Other options like LastPass and Bitwarden offer a free tier for their password management software. These applications also provide password generators to create complex passwords. There are also options built into native mobile operating systems, like keychain, that can be used to help manage passwords. For more help or recommendations, contact a Fellowship IT Team member.

For more help or recommendations, contact a Fellowship IT Team member.

Remote Access

Remote access to Fellowship Bible Church's network will be controlled by using our approved VPN client, FortiClient VPN.

Enforcement

Any employee found to be in violation of, or to have violated, this policy may be subject to disciplinary action, up to and including termination of employment.

DATA COLLECTION

The best way to guarantee the privacy of personal information is not to store or transmit it on the Church's information technology resources. To ensure that employees understand the extent to which information is collected and stored, below are examples of information maintained by the Church. The Church may, however, at its sole discretion, and at any time, alter the amount and type of information that it retains.

Telephone Use And Voicemail

Records may be kept of all calls made from and to a given telephone extension. Although voicemail is password protected, an authorized administrator can reset the password and listen to voicemail messages.

Electronic Mail

Electronic mail may be backed up and archived. Although electronic mail is password protected, an authorized administrator can reset the password and read electronic mail.

Desktop Facsimile Use

Copies of all facsimile transmissions sent and received may be maintained on a facsimile server.

Document Use

Each document stored on the Church computers has a history, which shows which users have accessed the document for any purpose.

Internet Use

Internet sites visited, the number of times visited, and the total time connected to each site may be recorded and periodically monitored.

Deleted Information

Deleting or erasing information, documents, or messages maintained on the Church's information technology resources is, in most cases, ineffective. All employees should understand that any information kept on the information technology resources may be electronically recovered regardless of whether it may have been "deleted" or "erased" by an employee. Because the Church periodically backs up all files and messages, and because of the way in which computers re-use file storage space, files and messages may exist that are thought to have been deleted or erased. Therefore, employees who delete or erase information or messages should not assume that such information or messages are confidential.

E-MAIL POLICIES

E-MAIL SECURITY

- Staff will be tested regularly by the IT department with phishing simulations. Staff will be expected to report these messages, along with any legitimate phishing emails.
- If a staff member fails a phishing test, within a week of failing, the staff member will be expected to complete a short online training session conducted through IRONSCALES to improve the staff member's awareness of common phishing tactics.
- If a staff member repeatedly fails phishing tests, the IT team will set up individual training with the staff member to help them improve their security awareness.
- If a staff member does not complete awareness training within a week's time, the IT team will disable

the user's email until training is completed.

PROCEDURES

- The IT Team will monitor flagged emails daily and remediate emails that are not automatically handled by IRONSCALES.
- The IT Team will send a monthly phishing test to a randomly selected group of Staff.
- Staff will be expected to report suspected phishing emails using the red IRONSCALES Report Phishing button.
- On first offense, Staff will complete a short awareness training course to help improve their security awareness.
- If a staff member fails the phishing test 3 or more times in a 6-month period, the staff member will be expected to meet with the IT team for more direct security training.
- If a staff member responds to a legitimate phishing attempt, the staff member should report the email. This allows the IT team to remediate the issue in a timelier manner and make sure other malicious emails are removed from all Staff' inboxes.

E-MAIL ETIQUETTE AND BEST PRACTICES

Fellowship Bible Church has adopted e-mail etiquette rules for the following three reasons:

- Professionalism: Fellowship Bible Church employees must act as professionals and must use proper email language and techniques to convey a professional image.
- Efficiency: All employees should create emails that are well written and concise.
- Protection from liability: Fellowship Bible Church employee must be aware of email risks that can contribute to the legal liabilities of Fellowship Bible Church.

EFFECTIVE E-MAIL MESSAGES

Keep in mind that e-mail is a part of the official records of Fellowship Bible Church and may be subject to disclosure to third parties. Employees should use the same due care that you would when creating any other Church communications including memos, letters, and reports.

SUBJECT LINE

Never leave an email subject line blank, and do not use the subject line for a short message. The subject line should be a brief but descriptive headline that previews the message for the recipient. Employees should strive to briefly but accurately present the subject of the email in the subject line. Emails with poorly written subject lines have a high probability of being misunderstood.

CONCISENESS

Use an economy of words when you write emails. Do not make an e-mail longer than it needs to be. Reading an e-mail is more difficult than reading printed communications and a long e-mail can be very discouraging to read.

COURTESY AND RESPECT

As with any other form of business correspondence, write your emails using courtesy and respect for the recipient. Do not use rude remarks or any language that could be interpreted as unethical or defamatory. Also keep in mind that IF YOU WRITE IN CAPITALS IT SEEMS AS IF YOU ARE SHOUTING. This can be highly annoying and might trigger an angry response from the recipient.

CHECK SPELLING, GRAMMAR AND PUNCTUATION

Improper spelling, grammar and punctuation may give a bad impression of Fellowship Bible Church and can distort the intended message or convey the wrong meaning. E-mails with poor punctuation are difficult to read and can sometimes even change the meaning of the text. Use of slang, jargon, and abbreviations should be done sparingly and should be appropriate to your recipient.

PERSONAL BLOGS, SOCIAL MEDIA, AND ONLINE POSTS

Fellowship Bible Church recognizes that some of our employees may choose to express themselves by posting personal information on the Internet through personal websites, social media, blogs or chat rooms, by uploading content, or by making comments on other websites or blogs. Please note you are legally responsible for content you post to the Internet, in a blog, social media site, or otherwise. You can be held personally liable for defaming others, revealing proprietary information and copyright infringement, among other things.

All our policies apply to anything you write in a personal blog, post to the Internet, or upload to the Internet. This means, for example, that you may not use personal postings to harass or threaten others or reveal confidential information. Embarrassing or unkind comments about other employees, members of Fellowship Bible Church, or other Churches/leaders are also inappropriate.

Please keep in mind that your personal postings will be read not only by your friends and family, but possibly by your coworkers and overseers, as well as members of our body and other Churches.

GUIDELINES

If you choose to post to an on-line venue, please keep the following guidelines in mind:

- **You are an ambassador of Christ and Fellowship Bible Church.** You not only represent your personal views, but that of our Church and your ministry. Regardless of your role, if you are paid from Fellowship Bible Church, you represent our Church values. Please ensure that your personal media accounts (such as Facebook LinkedIn, Instagram, Twitter, Snapchat), and related content, is consistent with how you wish to present yourself with your volunteers, congregants, and community members, friends and family.
- **Be smart.** Your content lives forever online, long after you've forgotten about it. People can land on your social media page from a simple Google search and read something out of context. Our staff, volunteers, community members, and even the news media can access your current and prior blogs and personal comments to various media. Choose your words and your content wisely. (This also includes photos.)
- **The law rules.** From a legal perspective, you are responsible for what you post on your personal web space, so make sure you follow copyright rules and all other relevant laws. If you did not create the content, then it is not yours. Ask for permission before using other's work. When it comes to Fellowship Bible Church content, please post links that connect people to the content on FBC's pages.
- **Own your mistakes.** Even with our best intentions, we all make mistakes. If you misrepresent facts or communicate a negative message, own your mistake and apologize to your audience. We request that you inform your overseer if your online content could affect the ministry or the Church in any way.
- **Go to the source.** Ministry leaders are focused on moving ministry forward, therefore we have not added "social media police" to their job descriptions. If you see something online that could be a barrier to relationships inside or outside the Church, please go to that individual and discuss your concern (Matthew 18:15-17). If you feel that your concern was not heard, then bring your overseer into the conversation.

SPECIAL CONSIDERATIONS

- A violation of these guidelines is considered serious and will invite a conversation with your overseer and Teaching Pastor. In some situations, the violation could lead to transition from staff.
- Make sure that you maintain full confidentiality of all individuals, both staff and volunteer, that may be involved in any performance, grievance, or conciliation issues. Do not use names, even in a positive light.
- Retaliation against other employees for reporting possible social media policy violations or cooperating in an investigation is unacceptable.
- For personal blogs or newsletter, please be clear that you express only your personal opinions and use a disclaimer at the beginning of your content stating that, "the views expressed are my own and not necessarily the views or opinions of Fellowship Bible Church."

SENDING MESSAGES

USING CC AND BCC

Using cc suggests that the message is being sent to the recipients in the cc line as information only. Send carbon copies (cc) only to those who have a real need to know. Sending unnecessary copies wastes the recipient's time.

Blind carbon copies (BCC) should be used in emails to large groups of people. This prevents replies from flooding the inboxes of all other recipients. Finally, do not copy a message or attachment belonging to another user without permission of the originator. If you do not ask permission first, you might be infringing on copyright laws.

FILE ATTACHMENTS

Large attachments should be avoided whenever possible since they can annoy recipients. All attachments

are automatically screened through the Church's virus scanner software to assure that viruses are not spread through Church generated attachments.

SIGNATURE

Make it a practice to include an email signature in every one of your external emails. An email signature includes useful information such as your full name, professional designations, business title, telephone and cell numbers, Church name, location, etc.

CHAIN LETTERS

Do not create chain letters via email and do not forward chain letters. Chain letters are hoaxes. Delete chain email letters as soon as you receive them.

UNSOLICITED E-MAIL (SPAM)

Do not send spam or reply to spam. By replying to spam or by unsubscribing, you are confirming that your email address is 'live.' Confirming your address will likely generate more spam. Therefore, delete spam or use email software (spam filters) to remove spam automatically.

REPLYING TO E-MAIL

Everyone who replies to email through the Fellowship Bible Church network should comply with the following rules.

RESPONSE TIME

Reply to email in a timely manner. Unless away on a business trip or vacation (or on the weekend), each e-mail should be replied to within at least 24 hours, and preferably within the same working day. If the email is complicated or requires a long response, you should send an email back saying that you have received it and that you will get back within a reasonable period (that you can specify).

COURTESY AND RESPECT

As with any other form of business correspondence, write your emails using courtesy and respect for the recipient. Do not use rude remarks or any language that could be interpreted as unethical or defamatory. When replying to email, try to answer all questions.

CREATING THREADS

When you reply to an email, you should make it a practice to include the original mail in your reply. A 'thread less email' will not provide enough information and your recipient may have to spend a time to determine the context of the email to deal with it.

AVOID FLAMING

Flaming is a virtual term for venting emotion online or sending inflammatory emails. A hasty email response can remain permanently in sharp focus and can cause hard feelings for long periods of time. To reduce email communication problems, resist the temptation to fire off a response. Before clicking "send," re-read your message. Be sure you are not misinterpreting the message by the sender. Draft a response and allow yourself to cool off for a time before sending it. Reconsider your response again after the "cooling-off" period.

ACCEPTABLE E-MAIL USAGE

In our daily operations, e-mail is a business tool. The use of e-mail is reserved primarily for business use. Before sending email to an "all staff" address, please make sure it is for business purposes. Personal requests should not be sent to "all staff."

Fellowship Bible Church's e-mail systems can be used to send and receive messages to and from children, spouses, and immediate family, however, the time involved should not be excessive.

FORWARDING E-MAILS

Users may not forward e-mail to others without the express permission of the sender. The express permission is necessary since frequently e-mail contains confidential, proprietary, and trade secrets. All employees must consider that e-mail messages meant for a single reader may not be meant for widespread distribution. Do not forward political jokes or stories.

ACCURATE COMMUNICATION VIA EMAIL

All employees should make every attempt to communicate truthfully, accurately and clearly via e-mail. Employees should use the same due care in drafting e-mail as they would for any other Church communication.

SPOOFING

Employees are prohibited from hiding their identity (spoofing) when sending e-mail. Any anonymous or pseudonymous e-mail messages are prohibited.

CONFIDENTIAL AND SENSITIVE INFORMATION VIA E-MAIL

Sending via e-mail proprietary information, trade secrets, or other confidential information of the Church is strictly prohibited. This type of information is an asset. Unauthorized dissemination of this type of information may result in civil liability as well as criminal penalties. E-mail messages are like paper documents.

