



STONE BARNS
CENTER FOR FOOD
& AGRICULTURE™

EMPLOYEE GUIDEBOOK

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1. WELCOME

At Stone Barns Center for Food and Agriculture (“Stone Barns” or “SBC”), you are the key to our success, and your contributions are valuable to our strength and growth. We are proud to have you as part of our team.

Our core values serve as the foundation for our relationships with our colleagues and our work. We are guided by the same principles that underpin our relationship with the land:

WE’RE ALL CONNECTED, to one another and to the Earth that supports all life. We respect each person and the soil, water, plants and animals that together form our community, and we celebrate its diversity.

WE THINK OF THE WHOLE. The problems facing the food system and the planet are complex and thorny. We encourage interdisciplinary collaboration and experimentation in pursuit of tangible, enduring results. As colleagues, we’re all responsible for, and we all share in, the success of the organization as a whole.

WE’RE STEWARDS, cultivating and nurturing all parts of our diverse ecosystem—human, vegetable, animal and mineral. We aim to be efficient and resourceful, conserving and recycling to create a thriving farm community.

WE’RE ALL TEACHERS AND STUDENTS. Let’s keep our hearts and minds open to new ideas and practices.

WE STRIVE FOR EXCELLENCE. We do the very best we can for our program participants, our partners and our colleagues, to bring about large-scale change.

WE CELEBRATE EARTH’S ABUNDANCE. We respect the natural world, which gives us both spiritual and physical sustenance. We believe that cooking and eating are uniting experiences, and we want to share good food, grown well, for the benefit of all people and nature.

In addition to our core values, we feel it is important that all employees understand our policies and procedures. This Employee Guidebook (the “Guidebook”) will familiarize you with the various aspects of working with us. We encourage you to use it as a valuable resource for understanding Stone Barns.

My management style operates from one core principle: be kind. I ask each of you to operate with kindness in your interactions with colleagues, partners, and the community. It is an honor to be part of this mission, and in order to create a more supportive and collaborative working environment, Stone Barns Center commits to equity and inclusion throughout every aspect of our work and team. An overview of our Diversity, Equity and Inclusion policy can be found in herein.

Welcome, and we look forward to working together.

Rick Parnell

Executive Director



— 1.1 A WORD ABOUT OUR POLICIES

This Guidebook was developed by the Board and Staff of Stone Barns to provide some of the policies and procedures affecting your employment with Stone Barns. This Guidebook is not all-inclusive, but is intended only as a guide to policies, procedures, and general information. You should understand that these policies are advisory in nature, do not create contractual obligations (express or implied) on the part of Stone Barns or you, and do not alter your at-will employment relationship. Employment at SBC is a voluntary employment-at-will relationship for no definite period of time, which means that either an employee or SBC may terminate the employment relationship with or without notice for any reason permitted by law.

This Guidebook does not create a warranty of benefits summarized herein. Certain benefit programs summarized in this Guidebook are discussed in detail in separate booklets describing these programs, and in plan documents. Detailed information on these benefit programs may be obtained from Human Resources. If the information contained herein differs from the actual terms and conditions of a benefit plan, the language contained in the plan documents will control.

This Guidebook supersedes all previously issued employee handbooks, policies, and manuals on the subject matter contained herein, unless otherwise specified herein. Stone Barns reserves the right to revise, supplement or terminate, in whole or in part, any or all policies, procedures or benefits outlined in this Guidebook at its sole and absolute discretion, with or without notice; however, we will make reasonable efforts to keep you informed of any changes to this Guidebook as they occur.

Stone Barns will comply with all applicable federal, state and local laws. While Stone Barns has attempted to ensure our policies are compliant with all applicable laws, in the event of a conflict between any of the policies in this Guidebook and applicable law, the applicable law shall govern in all cases. Without limiting the generality of the foregoing, this Guidebook is not intended to preclude or dissuade employees from engaging in activities protected by state or federal law, including the National Labor Relations Act, such as discussing wages, benefits or terms and conditions of employment.

These personnel policies are applied by the Executive Director with flexibility and discretion. Rare exceptions may be granted when an employee's interests will be served and those of Stone Barns not damaged, but exceptions should be recognized as such and should not be assumed to establish precedents.

It is important that you read this Guidebook carefully and understand the policies and procedures it contains. Violation of any Stone Barns policy can lead to disciplinary action, up to and including termination of employment.

Please note that contractors are not covered by this Guidebook, but may be subject to other applicable policies.



— 1.2 THE STONE BARNS STORY

Stone Barns Center is a nonprofit farm and education center with a mission to catalyze an ecological food culture. For nearly two decades, SBC and its partner restaurant, Blue Hill at Stone Barns, have demonstrated the power of farmer-chef collaborations to inspire change in the food system.

Stone Barns is the product of a collaborative experiment. Its seeds were planted in the 1990s by the Rockefeller family, together with conservation planners, organic farmers and many others who came together to set a common vision and purpose for the land. Their goal was a working farm practicing resilient, transparent, four-season agriculture, open to the public as a hub of learning, creativity and experimentation. They envisioned a place where people could connect with the land and farmers, and be inspired to grow and eat sustainably produced food.

Pocantico Hills is a naturally beautiful landscape that has a long history of agricultural stewardship by the Indigenous Wappinger and Lenape communities and later by Dutch colonists preceding the Rockefeller family's arrival. The land and buildings at the heart of our campus were once part of a 1930s dairy operation. In 2003, the Rockefeller family donated the 80-acre property and restored the barns to form the nonprofit Stone Barns Center for Food and Agriculture to honor the memory of Peggy Rockefeller—farmer and farmland preservationist.

The founders invited Blue Hill, a Manhattan restaurant owned by Dan, David and Laureen Barber, to be Stone Barns Center's onsite restaurant partner. Both Stone Barns Center for Food and Agriculture and Blue Hill at Stone Barns opened their doors to the public in April 2004. The partnership between a nonprofit education center and a restaurant was rare. Together, we set out to demonstrate the concept of an ecological cuisine—seasonal and regionally appropriate food grown and raised in harmony with the ecosystem of which the farm is a part.

June 2018 marked the beginning of Stone Barns Center's agricultural management of 350 acres of grasslands bequeathed by David Rockefeller to the Rockefeller State Park Preserve. This transition celebrates the heritage of this magnificent landscape and advances the partnership between the Preserve and Stone Barns through a Conservation Action Plan (CAP) that connects agricultural stewardship and ecosystem management. We hope this relationship will demonstrate the ways regenerative agriculture can protect communities from the worst ravages of climate change as well as help reverse the course of global warming.

The Center is now on the cusp of its next chapter, poised to deepen its impact and address some of the greatest environmental, health and economic challenges of our time. We will build on our longstanding work at the intersection of farmers and chefs to activate critical areas with the potential for exponential impact on ecological and human health, farm viability, and other elements of thriving food systems. To achieve this vision, we are reimagining how we use our Lower Hudson Valley campus to serve as the R&D lab for the ecological food culture we seek.

2. CULTURE

— 2.1 COMMUNITY COMMITMENTS

As a community of farmers, chefs, educators and other professionals, we're committed to showing up for each other while keeping in mind the following:

- **BE / STAY ENGAGED:** Our work is impactful, and in order to have our desired impact we need our team to be engaged and stay committed to our mission.
- **PAUSE, DEEP BREATH:** Sometimes we engage in or discuss topics that are emotionally charged. It's okay to take a moment to process your thoughts and feelings before sharing if you are comfortable, but you are under no obligation to do so.
- **TAKE THE LESSON, LEAVE THE STORY:** In order to respect confidentiality when someone shares something personal, we reflect on what we've learned from their vulnerability rather than speak to a personal story that is not our own.
- **RESPECT DIFFERENCE:** We all bring different perspectives, identities, and lived experiences to the table and we commit to respecting those differences. We may not always find common ground in our differing opinions and experience, and we hold space for open-ended conversations that do not reach closure.
- **BE AWARE OF TIME:** In order to stay on task, we may not be able to discuss all ideas in depth. Utilize a "parking lot" where you take note of an idea and refer back to it later.
- **EMBRACE CURIOSITY:** We as individuals and the world around us are constantly evolving, and with it, so does our understanding. We remain curious about the things we don't know and open to new perspectives on what we do know.
- **INTENT VS. IMPACT:** We don't intend for our words, behavior, or decisions to be hurtful or offensive and sometimes they still have a negative impact on others. It's important to acknowledge that impact instead of centering your own good intent.
- **NO ONE KNOWS EVERYTHING; TOGETHER WE KNOW A LOT:** We may not be experts, especially on things outside of our job or lived experience. As a team, we bring different backgrounds, interests, and life experiences that contribute to our collective knowledge and enable us to learn and make better informed decisions.
- **USE I STATEMENTS:** We can't accurately speak to another person's experience or represent an entire community's different experiences. Rather than using generalizing language, we use "I" to make it clear when we are speaking about our individual experience.
- **TAKE SPACE, MAKE SPACE:** Take space in a conversation by sharing more if you normally hold back and make space for those to contribute by listening more if you usually talk.
- **EXAMINE OUR JUDGMENTS:** We all have strongly held perspectives and beliefs. By looking critically at why we hold the beliefs we do and the impact that those beliefs have on our behavior and the systems around us, we can be more intentional about checking for biases and leading with our values.
- **ASK FOR CLARIFICATION:** It's okay to speak up when you don't get it. Greater context and clarity can help everyone gain a deeper understanding.
- **BE MINDFUL OF COMMUNICATION:** Before speaking up or sending a message, consider the message, the medium you are communicating through, and any nonverbal communication like your tone, facial expressions, and body language.



— 2.2 DIVERSITY, EQUITY & INCLUSION (DEI)

At SBC we are committed to our team and our community reflecting the harmony and diversity necessary for sustainable farming and a balanced plate.

To unlock the potential and innovation that drive our success we must empower and encourage the participation of our diverse voices by cultivating a culture of trust, celebrating authenticity, and giving permission to grow, initiate, and innovate.

With the help of our team, we've developed a DEI Strategic Plan based off three strategic goals designed to address the most impactful growth areas within our culture:

- **AMPLIFY DIVERSE VOICES:** Create trusting relationships between leaders and staff to support authentic communication and decision-making.
- **ENSURE EQUITABLE ACCESS:** Ensure each team member has equitable access to the information they need and to opportunities for feedback and growth.
- **ENGAGE DEEPLY WITH EXTERNAL COMMUNITIES:** Utilize organizational resources, positions, and privileges to engage diverse groups externally within our region.

These goals are reflective of the culture we want to cultivate as an organization in the present moment. As we continue to work towards our vision of a diverse, equitable, inclusive and accessible center, our goals will evolve to meet the unique needs of our community.

3. GENERAL INFORMATION

— 3.1 EQUAL EMPLOYMENT OPPORTUNITY

Stone Barns provides equal employment opportunities to qualified persons without regard to actual or perceived age, race, creed, religious belief, color, gender, sex, sexual orientation, marital status, physical or mental disability, national origin, alienage or citizenship status, military status, genetic predisposition or carrier status, and any other personal characteristic or condition protected by federal, state, or local law ("Protected Characteristic").

Our continued success depends heavily on the full and effective utilization of qualified persons. We strive to hire, develop, and retain the most qualified people we can find, basing our judgment on each individual's job-related qualifications, capabilities, and potential.

Our policies relate to all phases of employment, including advertising, recruitment, hiring, placement, promotion/demotion, training, transfer, layoff, recall, termination, compensation and rates of pay, employee benefits (if provided to employees), and participation in all employer-sponsored employee activities.

Stone Barns complies with all Equal Employment Opportunity and anti-discrimination laws and regulations, and any other local, state and federal laws and regulations in the areas of hiring, compensation, benefits and promotion.

— 3.2 AT-WILL EMPLOYMENT

All employees of Stone Barns are at-will employees. This means that employment is not guaranteed for any specific period of time, and either you or Stone Barns may end the employment relationship at any time, for any legal reason, with or without cause or notice, subject to applicable laws. Nothing alters the at-will employment relationship.

— 3.3 EMPLOYEE CLASSIFICATIONS

An employee is classified as either exempt or non-exempt from these requirements, based on the employee's salary level and job duties.

- An exempt employee is not eligible for overtime pay.
- A non-exempt employee is eligible for overtime pay for all hours worked over 40 hours per workweek, and must be paid at least the minimum wage set by federal and state laws. See Section 6.1. (Overtime) for additional information on overtime pay.

Employees are also classified as regular full-time, regular part-time, and paid interns, according to the following definitions:

- *Regular Full-Time:* An employee who is regularly scheduled to work a minimum of 30 hours per week.
- *Regular Part-Time:* An employee who is regularly scheduled to work less than 30 hours per week.
- *Paid Interns:* A paid intern who is engaged on either a full-time or part-time basis.

Regardless of an employee's classification, they remain an at-will employee.

— 3.4 REGULAR WORK SCHEDULE

The typical workweek for a full-time employee is forty (40) hours long, five (5) days a week for eight (8) hours per day excluding breaks. On occasion, the nature of the employee's job or the demands of SBC's operations will require employees to work outside of this schedule. Non-exempt employees should coordinate their breaks with their supervisor.

Schedules for part-time employees, including breaks, will be determined by the employee's supervisor and SBC.

— 3.5 IMMIGRATION LAW COMPLIANCE

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 proper documentation establishing identity and employment eligibility. Former employees who are rehired may also need to complete an I-9 with Stone Barns and present the required documentation. SBC complies with all federal and state immigration laws and regulations, and is committed to providing a workplace free of discrimination, including any discrimination based on national origin or citizenship status.

— 3.6 REASONABLE ACCOMMODATIONS

SBC is firmly committed to complying with all applicable laws designed to ensure equal employment opportunities to persons with disabilities. Stone Barns prohibits discrimination on the basis of disability in regard to all employment practices or terms, conditions, and privileges of employment. Stone Barns Center recognizes that employees may experience either a temporary or permanent impairment, which may impact their ability to perform any or all of the essential functions of their job duties.

Consistent with this policy and applicable law, Stone Barns Center will provide reasonable accommodations for qualified employees with known physical or mental disabilities to allow them to continue to perform the essential functions of their position, and which do not impose an undue hardship on Stone Barns or a direct threat to the employee or others. Stone Barns reserves the right to approve or deny requests without sufficient documentation; however, it will engage in an interactive process. To submit a request for a reasonable accommodation, contact humanresources@stonebarnscenter.org.

In addition, upon request and consistent with its obligations under applicable law, Stone Barns will provide a reasonable accommodation for an employee whose ability to perform the essential functions of the employee's job are affected by pregnancy, childbirth, related medical conditions, or breastfeeding. If an employee feels that he or she needs an accommodation, please provide the request to humanresources@stonebarnscenter.org.

SBC may seek additional appropriate information.

4. SAFETY

The health and safety of employees and others on Stone Barns property is the highest priority. All employees are responsible for keeping themselves, other staff, volunteers, and visitors safe. Stone Barns makes every effort to provide working conditions that are as healthy and safe as feasible. Employees are expected to be equally conscious about work-place safety, including proper work methods, reporting potential hazards, and reducing exposure to known hazards. You must immediately inform your supervisor of any unsafe condition or act that you observe.

— 4.1 COVID-19 POLICY

Stone Barns Center has adopted COVID-19-related policies, including specific health and safety protocols and a mandatory vaccination policy. The full policies are available on the Public server, and are incorporated into this Guidebook.

— 4.2 EMERGENCY ACTION PLAN

If you observe or are summoned to an accident or injury, before or while proceeding to the scene, contact the person on duty directly via cellphone or walkie and provide the location and any additional information you have, including whether a first aid kit is needed.

- Contact facilities via cell phone on weekdays;
 - Peter Bradley: (914) 282-1199
 - Jack Algieri: (914) 494-7984
- On Saturdays Glynis Cotton will be available;
- On Sundays a Manager / Director will be available and should be contacted first.

Upon arrival at the scene, quickly assess the situation to determine if outside emergency assistance is needed. If it is, or if you are unsure about the extent of the injury or illness, immediately call 911 to summon an ambulance.

Note: all head injuries are considered serious emergencies and an ambulance should be called immediately.

Whenever a staff member or visitor sustains an injury, the employee who observes the incident must immediately inform their supervisor and work together to fill out an Incident Report. If the injury involves a staff member, an Injury and Illness Report must be completed for OSHA record-keeping purposes. If the employee seeks medical treatment, the appropriate workers' compensation forms will need to be completed. Forms are available from the Human Resources department. All incidents, regardless of the severity, should be reported to humanresources@stonebarnscenter.org.

[IN THE CASE OF A FIRE ALARM]

All employees should leave buildings and head away from the buildings and towards the parking lots. All employees should wait for confirmation from their supervisor and/or the facilities team before returning to the buildings.

Note: Do not head into the courtyard and do not block the fire lanes (service roads).

A director on duty and a facility team member should go to the fire panel and investigate the location of the "fault". When that information is ascertained, the director should wait outside the shop for the local fire chief, police, and/or Greenrock security to arrive. The facility team member should investigate the location of the fault.

ONLY the Fire Chief can clear the fault and silence the alarm. There is no reason to touch the panel. If the Fire Chief arrives and agrees that the alarm is false or that the incident has been addressed properly, Greenrock can be called at (914) 610-0014 and told to cancel the alarm.

If Peter Bradley (Peterb@stonebarnscenter.org) is not present a short update should be emailed to him including the nature of the incident, how it was addressed and if there is any follow up direction from any of the first responders.



— 4.3 SAFETY TRAINING

Stone Barns is a working farm. Always be aware of your surroundings as you may encounter uneven terrain, farm equipment and unfamiliar sights, sounds and smells. Check your clothes and yourself for ticks. Use of Stone Barns' vehicles, heavy equipment and other machinery is strictly limited to staff who are pre-approved and qualified to do so.

If your job requires that you use hazardous or toxic materials, you are expected to comply with all laws, rules and regulations concerning their safe handling and disposal. If you have any questions about the materials you work with or the proper safety procedures to follow, discuss them with your supervisor. A review of the appropriate Material Safety Data Sheets and training are required for handling some materials in certain departments.

Employees and interns are expected to use good judgment and to follow established safety rules. We have established a disciplinary process to provide appropriate consequences for failure to follow safety rules. Please see the disciplinary process outlined in Section 5.2 (Corrective Action) for details on the consequences for violating safety rules.

Be sure to keep yourself informed of any new safety guidelines and policies, and always ask if you have any questions about safety at Stone Barns.

If you need additional information on Stone Barns' safety procedures, please consult the General Safety and Health Manual, which is available on Ease.

5. JOB PERFORMANCE

— 5.1 GOALS ASSESSMENTS

In addition to regular feedback from supervisors and conversations about your growth and improvement, SBC may conduct periodic reviews of your job performance, and discuss your work-related concerns and career goals. During these reviews, Stone Barns will also measure progress on your past goals, and how Stone Barns can support your goals with resources and accountability measures. You are encouraged to discuss your career goals, additional expertise you would like to gain, and any areas of Stone Barns' operations outside of your function that you would like the opportunity to explore. This allows you and your supervisor to proactively partner in identifying opportunities that advance your growth and bring value to our work.

In furtherance of employees' goals and of SBC's expectations for employees' career progress, SBC will provide employee with access to external and internal resources, including, but not limited to, career development and growth resources, trainings, and educational information. These resources will be made part of an individual development plan created, developed, and documented through collaboration with the employee, their immediate supervisor, and the Director of Human Resources and Talent Development. Review of employees' progress pursuant to these individual development plans, and necessary modifications, will be addressed during the employee's periodic review.

— 5.2 CORRECTIVE ACTION

Employees are expected to use good judgment and to follow established SBC rules and safety guidelines. We have established a disciplinary policy to provide appropriate consequences for failure to follow SBC rules and policies. Disciplinary action is not a guarantee of a progressive process. The type of discipline will depend upon several factors, including, among other things, the seriousness of the misconduct, the employee's work record, and other factors deemed relevant by Stone Barns. The disciplinary actions that may be taken include verbal warning with notation in personnel file and instruction on proper actions; written notification and instruction on proper actions; written notification, placed on probation, and instruction on proper actions; suspension with or without pay; and/or termination of employment. Keep in mind that SBC has no obligation to use any one or more of these forms of discipline prior to discharging an employee. Any or all of these steps can be omitted as Stone Barns deems appropriate. All employees remain at-will.

The following is a non-exhaustive list of examples of conduct that is prohibited and may result in disciplinary action, up to and including immediate termination of employment:

[ATTENDANCE]

- Improper authorization, use or abuse of paid or unpaid leave.
- Using an approved leave-of-absence for purposes other than for which it was intended or working for another employer, without permission, while on an approved leave-of-absence.
- Failure to report after authorized leave has expired or after such leave has been disapproved.
- Excessive absenteeism.
- Being absent without authorization, or repeated unauthorized late arrival or early departure from work.
- Failure to timely return to work from scheduled breaks.
- Performing overtime work without authorization.
- Failing to work assigned hours including overtime.
- Failing to report to work for two (2) consecutive scheduled days without notifying your supervisor.
- Swapping work hours or days without permission from your supervisor.
- Other attendance issues that may arise.

[BEHAVIOR]

- Conduct unbecoming of an employee of Stone Barns, which may discredit the organization.
- Discourteous or offensive treatment of the public or other employees, including but not limited to, discrimination, harassing, coercing, threatening, or intimidating others.
- Criminal, disorderly, unsafe or immoral conduct while on duty.
- Misrepresentations or false statements on applications or with respect to Stone Barns programs, operations, or documentation (including employment records, employee information documents, or other SBC records).



- Careless, negligent, or improper use of Stone Barns property, equipment or funds, including unauthorized removal, or use for private purposes, or use involving damage or unreasonable risk of damage to property.
- Reporting to work under the influence of alcohol or drugs or being under the influence of alcohol or drugs while on duty or on Stone Barns property. Using, possessing or selling alcohol or controlled substances on Stone Barns property or during working time.
- Violation of lawful directives (written or verbal), policy or direction given by the Executive Director or a supervisor, or the failure to obey any lawful or reasonable direction when such violation amounts to insubordination or serious breach of discipline.
- Using equipment or vehicles in an unsafe manner or conducting activities in an unsafe manner. Violation or neglect of safety rules, or failing to report a hazardous condition to a manager.
- Violence/use of force with or without weapons, or possession of a firearm or other weapon, loaded or unloaded, on Stone Barns property.
- Knowingly falsifying, removing, or destroying information related to employment, timekeeping, payroll, or work-related records or reports.
- Unauthorized release or possession of confidential information or business records.
- Soliciting outside work for personal gain during business hours or participating in any off-duty employment that adversely affects the employee's performance of work for Stone Barns.
- Unauthorized removal or use of any Stone Barns property or that of a customer or visitor.
- Violation of the Equal Employment Opportunity policy or the policy against discrimination, harassment and retaliation included in this Guidebook.
- Carrying on any outside activities during working time or during any time, which would interfere with the work of other employees.
- Failing to maintain personal appearance standards.
- Falsifying Stone Barns records or furnishing false or misleading information or withholding any information in the course of any investigation by Stone Barns or any government agency.
- Failure to cooperate in an investigation involving any employee's compliance with employment policies and procedures.
- Theft, misappropriation, defacing or damaging of Stone Barns' or another's property including cash or merchandise.
- Abusive or threatening language toward a supervisor, manager, co-worker, or the public.
- Willful misconduct or negligence.
- Profanity or rude or offensive conduct, regardless of whether in the presence of the public.
- Encouraging, directing, facilitating, committing, or permitting a violation of SBC's policies
- Other behavior issues that may arise.

[PERFORMANCE]

- Inefficiency, incompetence, or negligence in the performance of duties, including failure to perform assigned tasks or training, or failure to discharge duties in a prompt, competent and reasonable manner.
- Refusal or inability to improve job performance in accordance with written or verbal direction after a reasonable trial period.
- Suspension of driver's license or lack of insurability where job duties require driving.
- Violating any employment policy or procedure, whether contained in this Guidebook or not.
- Other performance issues that may arise.

6. COMPENSATION

— 6.1 OVERTIME

Non-exempt employees may be eligible for overtime pay. An overtime rate of one and one-half times the employee's regular hourly rate of pay is applied to the hours actually worked in excess of forty (40) hours in a workweek. Workweeks begin on Monday at 12:00am and end on Sunday at 11:59pm. Employees must receive prior approval from their supervisor before working any overtime hours. Employees who work unauthorized overtime are subject to discipline, up to and including termination.

Management expects that employees will work overtime hours when requested. Advance notice will be given to employees whenever possible; however, employees should be aware that situations occasionally arise that do not permit advance notice. Supervisors will make every effort to notify the employee as soon as possible when overtime work is required.

Pay received for hours such as sick time, holidays, vacations, or paid time off, etc., is not considered time worked for purposes of computing overtime.

— 6.2 SALARIES & HOURLY RATES

Employees are notified of their salary or hourly rate upon hire. The Executive Director will review pay rates periodically. There is no guarantee of salary or hourly rate increases. However, any wage increases will be based on a variety of factors, including, but not limited to: employees' periodic reviews, past performance history and improvement, dependability, attitude, cooperation, record of disciplinary action, adherence to all SBC policies, and their position in the respective salary range, as applicable.

A Cost-of-Living Adjustment (COLA) to pay rates may be given on a periodic basis, as determined by SBC, and are not related to performance. COLAs will not be provided if an employee otherwise receives a salary or hourly rate increase due to performance, merit, longevity, or other employee-specific considerations.

— 6.3 HOURS

Normal business hours vary by department. Occasionally there are events or activities that may require you to work outside your regular hours. In addition, all employees who do not normally work on weekends will be expected to work at least one weekend day per month during Spring, Summer and Fall. Check with your supervisor for your schedule.



— 6.4 PAYROLL

While an employee can have his or her actual paycheck delivered directly to his or her mailbox each pay period, Stone Barns provides, and encourages, direct deposit of paychecks. Please contact humanresources@stonebarnscenter.org for the direct deposit authorization form. With this option, each paycheck will be automatically deposited to the designated checking or savings account (or divided between the two) as you direct. Each payday, you will have the ability to view a pay stub for your records through our online payroll portal, myapps.paychex.com.

As required by law, Stone Barns will deduct Social Security (OASDI), Medicare and Income Tax, and other required withholdings, from your payroll check each pay period. Deductions for other employee benefits will be made each pay period once the employee completes the appropriate authorization forms.

Payroll is processed bi-weekly with paydays on Fridays. In the event that a federal holiday lands on a Friday, SBC will process payroll early to avoid a delay payment.

— 6.5 TIMEKEEPING

Electronic timecard punches are required to be maintained on a regular basis by non-exempt employee through Paychex. All hours should be entered daily and reviewed weekly for accuracy by the end of day Sunday. Non-exempt employees must record the following details on a daily basis: work start and end time, and departure from work due to a split shift or personal reasons, any unpaid breaks taken during the workday, and any overtime worked. All non-exempt employees will need to clock-out for a 30-minute unpaid break for shifts of six (6) hours or more, or as otherwise required by applicable law. Stone Barns Center strictly prohibits off the clock work.

Exempt employees may be required to record their hours worked for compliance with certain agreements. These employees will be notified of this requirement, and are expected to comply.

Failure to comply with this important timekeeping requirement may result in disciplinary action, up to and including termination. Each employee must clock in and out for themselves.

Timecards are reviewed by the employee's supervisor for payroll submission every other Monday.

— 6.6 PAYSTUBS & ANNUAL STATEMENTS

Employees can access their electronic earning statements and annual W-2 forms through Paychex. Upon request previous pay statements and / or W-2 forms can be printed.

7. ATTENDANCE, TIME OFF & LEAVES OF ABSENCE

— 7.1 ATTENDANCE & PUNCTUALITY

It is essential that all employees report to work regularly and on time.

If any employee is unable to report to work on a scheduled workday (including scheduled overtime), the employee must notify his or her supervisor at least one hour before the beginning of the scheduled workday. In cases of absences exceeding one day, it is the employee's responsibility to arrange a reporting or calling-in schedule with the supervisor. If the supervisor is unavailable, employees should contact the Director of Human Resources. Employees may be required to provide documentation of their need to be absent or of their ability to return to work after an absence. If the employee wishes to apply for leave under one of Stone Barns' leave policies, the employee should follow the requesting procedures requirements outlined in that policy.

Any employee's absence from work for more than two (2) consecutive scheduled workdays without proper notification may be considered a voluntary resignation of employment, or may be grounds for immediate termination of employment.

— 7.2 PAID TIME OFF

We believe that all employees should have opportunities to take time from work to help balance their lives. SBC recognizes that employees have diverse needs for time off from work and has established this paid time off ("PTO") policy to meet those needs.

[ELIGIBILITY]

All regular full-time employees are eligible to accrue and use PTO. Eligible employees may not use any accrued PTO until after they have been employed with SBC for a continuous 90 days.

[ACCRUAL]

Beginning the first day of an employee's employment with SBC, PTO days are accrued as follows:

| DAYS OF PTO (per annum) | HOURS OF PTO (per annum) | ACCRUAL RATE (hours per pay period) |
|----------------------------|-----------------------------|--|
| 15 | 120 | 4.62 |

You do not accrue PTO days while you are on a leave of absence.



[USE OF PTO]

The benefits of PTO are that it promotes a flexible approach to time off. Employees may use PTO for vacation, observation of holidays (other than those listed in the Holidays policy herein), personal days, or any other reason for needing time away from work, *except* the reasons outlined in the Paid Safe and Sick Leave policy below. All employees are expected to be productive, complete all assignments, meet department needs, and be available when they are needed. Employees must complete the work they are assigned in a timely manner, and make sure that their projects are covered while out on PTO.

Employees may take PTO in half-day or full-day increments. Employees must track their PTO on Paychex.

Under certain circumstances you may be approved for a negative PTO balance of up to 24 hours only one time per calendar year. Prior to taking any subsequent leave after going into a negative PTO balance, the employee must have accrued enough PTO to have a positive PTO balance and to cover the entirety of the leave. If your employment is terminated before you are able to restore a positive PTO balance you will be responsible for reimbursing the company for the balance due.

[ADVANCE NOTICE & APPROVAL]

All PTO requests must be approved in advance by an employee's immediate supervisor with a minimum of fourteen (14) days' notice. Approval will be granted consistent with the operational needs of SBC and other staffing availability. Generally, no more than two weeks may be taken consecutively. In rare circumstances, longer vacations/PTO may be taken, but an employee must receive approval from the Executive Director. All PTO requests must be submitted through myapps.paychex.com.

[CARRY OVER]

Up to five (5) accrued but unused PTO days may be carried over into the next calendar year with the prior approval of your supervisor, but any carried over days must be used by December 31 of that next calendar year, or they will be forfeited. Exceptions to the five-day limit are extremely rare and must be approved by the Executive Director or the Executive Director's designee. For the year 2021 into 2022 there is a one-time carry over of up to ten (10) accrued but unused PTO days.

[TERMINATION]

Employees who provide notice pursuant to the Resignation policy herein will be compensated for accrued but unused PTO from the current year and any approved carryover that has not been forfeited, up to a maximum of fifteen (15) days. Any paid time off above this maximum fifteen (15) days will not be paid out upon termination of employment, regardless of the reason, and will be forfeited.

— 7.3 PAID SAFE & SICK LEAVE (PSSL)

[AMOUNT OF LEAVE]

Regular Full-Time Employees: Regular full-time employees are entitled to unlimited paid sick leave (see Sick Leave Reasons below) and up to 40 hours of paid safe leave (see Safe Leave Reasons below) each calendar year. In no event may a regular full-time employee use more than forty (40) hours of accrued paid safe leave in any calendar year, even if they have more in their bank.

Regular Part-Time Employees and Paid Interns: Regular part-time employees and paid interns are entitled to accrue up to forty (40) hours of PSSL over the course of the calendar year, accrued at the rate of one (1) hour for every thirty (30) hours worked. In no event may a regular part-time employee or paid intern use more than forty (40) hours of accrued PSSL in any calendar year, even if they have more in their PSSL bank.

[USE OF PSSL]

Employees are allowed to use PSSL as of their first day of employment. PSSL must be used in minimum increments of fifteen (15) minutes. PSSL may only be used in connection with hours that an employee is scheduled to work. For non-exempt employees, using PSSL will not count as hours worked for overtime purposes.

Eligible employees may use PSSL leave for the following purposes:

— SICK LEAVE REASONS —

- The employee's mental or physical illness, injury, or health condition;
- The employee's need for medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition;
- The employee's need for preventive medical care;
- Care of a family member who needs medical diagnosis, care, or treatment of an illness, injury, or health condition, or who needs preventive medical care. For the purpose of this Policy only, "family members" include any individual whose close association with the employee is the equivalent of family; the employee's child (biological, adopted, or foster child; legal ward; child of an employee standing in loco parentis), grandchild, spouse (current or former regardless of whether they reside together), domestic partner (current or former regardless of whether they reside together), sibling (including half, adopted or step sibling) and any other individual related by blood to the employee;
- Care of a family member who has elective surgery, including organ donations;
- Closure of employee's place of business due to a public health emergency;
- The employee's need to care for a child whose school or childcare provider is closed due to a public health emergency.

— SAFE LEAVE REASONS —

- When the employee or a family member has been the victim of domestic violence, unwanted sexual contact, stalking, or human trafficking
- To obtain services from a domestic violence shelter, rape crisis center, or other shelter or services program;
- To participate in safety planning, temporarily or permanently relocate, or take other actions to increase the safety of the employee or employee's family members from future harm;
- To meet with an attorney or other social service provider to obtain information and advice on, and prepare for or participate in any criminal or civil proceeding, including but not limited to, matters related to a family offense matter, sexual offense, stalking, human trafficking, custody, visitation, matrimonial issues, orders of protection, immigration, housing, and/or discrimination in employment, housing or consumer credit;
- To file a complaint or domestic incident report with law enforcement or meet with a district attorney's office;
- To attend civil or criminal court dates related to any act or threat of domestic violence, unwanted sexual contact, stalking or human trafficking;
- To enroll a child in a new school;
- To take other actions necessary to maintain, improve, or restore the physical, psychological, or economic health or safety of the employee or the employee's family member or to protect those who colleague or work with the employee; and/or any other reasons stated under the applicable law.

[NOTICE]

If the need for PSSSL is foreseeable, employees must provide reasonable advance notice, typically at least seven (7) days in advance. If the need for PSSSL leave is unforeseeable, the employee need only provide notice as soon as practicable to his or her supervisor. Employees must notify SBC by calling or emailing their supervisor. If the employee cannot reach his or her supervisor, the employee must leave a voicemail.

[CERTIFICATION]

If an employee uses PSSSL for more than three (3) consecutive days, the employee may be required to submit certification substantiating the need for such leave and, upon the conclusion of the leave, confirming that the employee is able to return to work. This documentation may be required from a licensed health care provider, clergy member, attorney, or volunteer of a victim services organization from which the employee or a family member sought assistance, and may include, among other things, a police or court record or a notarized letter from an employee explaining the need for leave. SBC may not require the disclosure of details relating to an employee's or his or her family member's medical condition or require the disclosure of details relating to an employee's or his or her family member's status as a victim of family offenses, sexual offenses, stalking, or human trafficking as a condition of providing safe/sick time. Additionally, health information about an employee or an employee's family member, and information concerning an employee's or a family member's status or perceived status as a victim of family offenses, sexual offenses, stalking, or human trafficking obtained solely for the purposes of utilizing PSSSL shall be treated as confidential and shall not be disclosed except by the affected employee, with the written permission of the affected employee or as required by law.



Failure or delay in providing the required notice or certification, as discussed above, may result in a denial of the request or a delay in the approval of the request.

[UNUSED PSSSL]

At the end of each calendar year, employees may carry over unused PSSSL into the subsequent calendar year, but are subject to any usage caps described in “Amount of Leave” above. Under no circumstance will employees be compensated for unused PSSSL, either at the end of the calendar year, the end of employment, or at any other time.

[ABUSE OR MISUSE OF PSSSL]

Abuse or misuse of PSSSL will not be tolerated. Examples of abuse or misuse of PSSSL may include (i) use of unscheduled PSSSL on or adjacent to weekends, regularly scheduled days off, holidays, vacation, or paydays; (ii) taking scheduled PSSSL on days when requests for other types of leave have already been denied; (iii) misrepresentation of the need for, or the reason why employees are taking, PSSSL; and/or (iv) failure to notify a supervisor in advance or submit the required documentation.

[RETALIATION PROHIBITED]

Stone Barns Center will not retaliate against employees who exercise their rights to take PSSSL.

— 7.4 WESTCHESTER COUNTY SAFE LEAVE

All full-time and part-time employees who have worked for SBC for more than ninety (90) days have the right to use up to forty (40) hours of paid leave in any calendar year to attend or testify in criminal and/or civil court proceedings relating to domestic violence or human trafficking, or to move to a safe location. This leave may be taken in full days or in increments. If the need for safe time leave is foreseeable, an employee must make a good faith effort to provide notice to their immediate supervisor in advance of the employee’s intention to use such leave. SBC will require documentation that the safe leave has been used for a purpose covered by law. Such documentation may include a court appearance ticket or subpoena, a copy of a police report, an affidavit from an attorney involved in the proceeding, or an affidavit from an authorized person from a reputable organization known to provide assistance to victims of domestic violence or human trafficking. Any information about an employee or family member obtained solely for the purposes of utilizing safe time leave will be treated as confidential and will not be disclosed except with the written permission of the affected employee, unless such disclosure is otherwise required by law.

Safe leave provided under this policy will be paid at the employee’s regular hourly rate. This leave is provided in addition to any PTO or sick leave provided under other SBC policies.

SBC will not retaliate against employees for:

- Requesting and using safe time leave;
- Filing a complaint for alleged violations of the law;
- Participating in an administrative proceeding regarding an alleged violation of the law; and
- Informing another person of that person’s potential rights under the law.



Retaliation includes any threat, discharge, suspension, demotion, reduction of hours, reporting or threatening to report an employee's suspected citizenship or immigration status, or the suspected citizenship or immigration status of a family member of the employee to a federal, state, or local agency.

You can file a complaint with the Westchester County Department of Consumer Protection. Visit www.consumer.westchestergov.com or call (914) 995-2155 for information. You can also file a complaint in a court of competent jurisdiction within one year of the alleged violation.

— 7.5 HOLIDAYS

Each year, Stone Barns Center's administration distributes an official office holiday schedule. Regular, full-time employees will receive pay for the holidays listed in the schedule at their regular rate up to a maximum of eight (8) hours per day for non-exempt employees. Holiday pay does not count towards hours worked when calculating overtime pay eligibility. Part-time employees and paid interns are not eligible for holiday pay.

SBC normally observes the following paid holidays:

- New Year's Day
- Martin Luther King Jr. Day
- President's Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day
- Winter Break (*dates to be confirmed on the annually distributed schedule*)

Please note that for Winter Break only, employees are only eligible for this paid holiday if they have been employed by Stone Barns Center for at least 90 consecutive days prior to the first day of Winter Break. Unused holidays will not be paid out at the end of the calendar year, upon separation from employment, or at any other time.

For non-exempt employees who are scheduled to work on a paid holiday, SBC will endeavor to revise their schedules for that workweek so that they will not work more than their regularly scheduled total hours for that workweek based on their department's needs and other staffing availability.

You are not eligible to receive holiday pay while you are on an unpaid leave of absence.

— 7.6 FLOATING HOLIDAYS

All employees and paid interns are entitled to one (1) floating holiday per calendar year. The floating holiday can be taken for religious or cultural holidays, a birthday, extending another holiday, a bank holiday that is not already given, and school activities. The floating holiday may not be used for any reason covered under the Paid Safe and Sick Leave policy. The floating holiday is available as of January 1 of each calendar year and must be used in the calendar year in which it is awarded, or it is forfeited.

Employees may only use a floating holiday for a day on which the employee was scheduled to work, and it must be used in full-day increments only. Floating holidays may not be used when an employee is on an unpaid leave of absence.

Eligible employees who wish to use a floating holiday must give their immediate supervisors at least 14 days' notice and receive their supervisor's approval in advance. Supervisors may approve the request at their sole discretion. Floating holidays may not be used once an employee has given notice of his/her resignation or after SBC has provided notice of an employee's termination from employment. Upon any such notice, an employee is no longer eligible for a floating holiday.

Floating holidays will not be paid out at the end of the calendar year, upon separation from employment, or at any other time.

— 7.7 COMPENSATORY DAYS

In rare instances, compensatory time may be provided for exempt employees only. While exempt employees are normally expected to work at least a 40-hour week, plus any additional hours, as needed, without additional compensation beyond their regular salaries, SBC may sometimes approve compensatory time for exempt employees' extra workload related to workshops, special events and other responsibilities. Compensatory time is never accrued on an hourly basis, and must always be pre-approved by your supervisor.

— 7.8 JURY DUTY

Any employee who is called for jury duty or subpoenaed as a witness will be granted the time off needed to meet this legal obligation. The employee must promptly notify his or her immediate supervisor whenever a jury duty summons is received and provide a copy of the summons. Employees are expected to return to work if they are excused or recessed while on jury duty, except in cases where the travel time involved would make returning to work unreasonable.

Full-time employees on jury duty will receive their regular pay for up to two weeks. Part-time employees will be paid \$40 for each of the first three days of jury duty. Jury duty compensation from the government is retained by the employee.

Subject to applicable law, Stone Barns reserves the right to make exceptions to the above on a case-by-case basis.

— 7.9 VOTING TIME OFF

Stone Barns Center employees are eligible for up to two (2) hours of paid time off if there is not “sufficient time to vote” in any local, state or national election. An employee is deemed to have “sufficient time to vote” if they have four consecutive hours to vote either from the opening of the poll to the beginning of their shift or after their shift to the closing of the polls.

Employees must put in a request for time off to an immediate supervisor 2-10 days before an election and time off to vote must be scheduled at the beginning or end of scheduled working hours, unless an immediate supervisor agrees otherwise.

— 7.10 FAMILY & MEDICAL LEAVE

Under federal law, the Family and Medical Leave Act (FMLA) provides that eligible employee are entitled to take up to twelve (12) weeks of unpaid leave per calendar year. Upon completion of such leave, the employee will be allowed to return to the same position or an equivalent position with no loss of pay, benefits or other employment status. FMLA leave will run concurrently with any paid leave taken by an employee pursuant to the New York State Paid Family Leave Law, Short-Term Disability and Stone Barns’ PTO policies.

A summary of the process and procedures for requesting, using, and returning from FMLA leave follow below. If you have any questions, please direct them to humanresources@stonebarnscenter.org.

[ELIGIBILITY FOR LEAVE]

An employee is eligible for Family and Medical Leave if the employee (i) has been working for Stone Barns for at least twelve (12) months before the leave request, and (ii) has worked at least 1,250 hours during the twelve (12) months immediately preceding the commencement of leave.

[QUALIFYING CIRCUMSTANCES FOR FMLA LEAVE]

An employee may qualify for FMLA leave if one of the following conditions applies:

- The birth of a child and to care for a newborn child;
- The placement of a child for adoption or foster care with the employee;
- To care for the employee’s child, spouse or parent with a serious health condition;
- Due to the employee's own serious health condition that makes the employee unable to perform the functions of his or her job.

Intermittent FMLA leave may not be used in connection with the birth or placement of a healthy child.



[EMPLOYEE NOTICE REQUIREMENTS]

If leave is foreseeable (for example, the expected birth or placement of a child or planned medical treatment), you must provide Stone Barns with at least thirty (30) days advance notice in writing. Your written notice should be provided to humanresources@stonebarnscenter.org. The notice must provide enough information to determine whether the requested leave qualifies as FMLA leave and, therefore, should include information such as: a statement that you are requesting leave; the reason for the need for leave; when the leave is expected to begin and for how long you expect the need for leave to last.

If need for leave is unforeseeable, notice for the need for such leave must be given as soon as is practicable under the facts and circumstances of the matter. In case of an emergency, the employee or a family member should notify the appropriate manager or supervisor as soon as possible to allow Stone Barns to make any necessary arrangements or adjustments.

Failure to comply with Stone Barns' leave procedures may be grounds for delaying or denying your request for FMLA-qualifying leave.

[MEDICAL CERTIFICATION]

In order for Stone Barns to determine whether you qualify for FMLA-leave due to a serious health condition, you must provide certification issued by a doctor or a health care provider to support the request for the leave.

You may be required to submit a fitness-for-duty. Failure to provide a timely or adequately supported FFD certification may result in loss of entitlement to reinstatement under the FMLA, delay of continuation of FMLA leave, or result in the disqualification of the leave as being FMLA-qualifying.

— 7.11 NEW YORK STATE PAID FAMILY LEAVE

All eligible employees are entitled to Paid Family Leave ("PFL") as part of SBC's disability insurance program, in accordance with New York State's Paid Family Leave Benefits Law (the "Law").

[EMPLOYEE ELIGIBILITY]

Full-time Employees: For purposes of this Paid Family Leave Policy only, full-time employees are defined as employees regularly scheduled to work twenty (20) hours or more in a workweek. In order to be eligible for PFL, full-time employees must have worked for Stone Barns for a minimum of 26 consecutive weeks prior to the first day on which PFL is taken.

Part-time Employees: For purposes of this Paid Family Leave Policy only, part-time employees are defined as employees who are regularly scheduled to work less than twenty (20) hours in a workweek. In order to be eligible for PFL, part-time employees must have worked for Stone Barns for a minimum of 175 days prior to the first day on which PFL is taken.

Certain employees are not eligible for PFL, including: (i) employees receiving disability benefits under New York's Disability Benefits Law; (ii) employees on administrative leave; (iii) employees receiving unemployment insurance benefits; and (iv) employees not entitled to leave under Section 205 of the Law.



Immigration status does not affect an employee's eligibility for PFL.

[REASONS FOR LEAVE]

Eligible employees may take PFL for the following reasons:

- To bond with a child during the first twelve (12) months after the child's birth, or the first twelve (12) months after the placement of a child for adoption or foster care with the employee. For purposes of this Paid Family Leave Policy only, "child" is defined as a biological child, adopted child, stepchild, foster child, legal ward, son or daughter of a domestic partner, or a person to whom the employee stands in loco parentis; or
- To provide physical or psychological care for a family member with a serious health condition (as defined in the Law). For purposes of this Paid Family Leave Policy only, "family member" includes child, parent, grandparent, grandchild, spouse, or domestic partner (as defined in the Law); or
- For a qualifying exigency arising out of the active duty of the employee's spouse, domestic partner, child, or parent (as defined in the Law).

An eligible employee may not use PFL for his or her own serious health condition, including pre-natal needs or conditions.

[LEAVE TIME & BENEFIT PAYMENTS]

Employees are entitled to the following benefits:

| YEAR | MAXIMUM PFL LEAVE TIME | PFL BENEFIT PAYMENT PER WEEK (cannot exceed maximum PFL benefit) | MAXIMUM PFL BENEFIT PER WEEK |
|-----------------|---------------------------|---|---------------------------------|
| January 1, 2021 | 12 weeks | 67% of employee's average weekly wage | 67% of NYS average weekly wage |

The employee's average weekly wage is calculated by way of a 52-week "lookback" period. Employees may not take more than a combined total of 26 weeks of disability leave and PFL in any 52-week period.

[EMPLOYEE CONTRIBUTION]

PFL is funded entirely by way of employee payroll deductions. The amount of the deduction is set by the New York State Department of Labor. Under no circumstance will Stone Barns deduct more than the maximum amount allowed by law.

Employees who do not meet, or are not reasonably anticipated to meet, the PFL eligibility criteria may sign a waiver form enabling them to opt out of the above-noted employee contributions. Such waiver forms can be obtained from Human Resources. Employees who do not sign the waiver form will be subject to the same payroll deductions as eligible employees.

[REQUESTS FOR PFL]

Leave Time: If the need for PFL is foreseeable, employees must provide a written request for PFL to Human Resources at least thirty (30) days in advance. If the need for PFL is unforeseeable, employees must provide a written request for PFL to Human Resources as soon as practicable. In either case, failure to provide timely notice may result in a delay in the approval of, or a denial of, the employee's request. This written notice must include sufficient details including: (i) the reason for the PFL, and (ii) the anticipated timing and duration of the leave.

Employees may take PFL on an intermittent basis, but must use PFL in full-day increments. Employees must request to use intermittent leave as soon as practicable before the day of leave.

[BENEFIT PAYMENTS]

Employees must provide completed claim forms to the insurance carrier. The carrier is then responsible for approving or denying benefit payments. These forms can be found on the New York State Department of Labor's website and can also be obtained from Human Resources. Employees must first complete their portion of the form, and must then provide the form to Human Resources for the completion of the employer's section of the form. Employees must submit the claim form to the insurance carrier for processing within thirty (30) days of the first day of their PFL. Please note that it may take some time for the insurance carrier to issue a determination on a request for payment. Employees will receive benefit payments (if at all) from the insurance carrier.

[CERTIFICATION]

Employees must provide to the insurance carrier the required medical certification or proof of claim documentation along with their request for the paid benefit. Failure to do so may result in a delay in the approval of, or a denial of, the employee's request. The forms for this certification may be found on the New York State Department of Labor's website and in Human Resources.

[INTERACTION WITH OTHER AVAILABLE LEAVE BENEFITS]

Employees may have available paid time off (i.e., sick leave, PTO, etc.). Employees may, but are not required to, choose to supplement PFL benefit payments with any available paid time off in order to receive 100% of their salary during PFL.

[MAINTENANCE OF BENEFITS & REINSTATEMENT RIGHTS]

While on PFL, employees will continue to receive health insurance benefits under the same terms and conditions that existed prior to the leave. Employees must continue to pay their portion of the insurance premium during the PFL.

Upon return from PFL, employees will be restored to the position of employment held by the employee when the leave commenced, or to a comparable position with comparable employment benefits, pay, and other terms and conditions of employment.

PTO will not continue to accrue during PFL.



[RESIGNATION / TERMINATION]

Employees are not entitled to payment for accrued but unused PFL upon resignation or termination, or under any other condition.

Questions about this policy should be directed to Human Resources.

— 7.12 PARENTAL LEAVE

Regular full-time employees who are eligible for, and take, Paid Family Leave for the birth, adoption or foster placement of a child will be eligible for 100% of their pay during the duration of their Paid Family Leave. This is an income replacement benefit, not a leave entitlement. Since this payment benefit only applies while an employee is on leave under the New York State Paid Family Leave policy, all other aspects of the New York State Paid Family Leave policy shall apply, including, but not limited to, the request, benefit payments and certification requirements. The combination of Paid Family Leave and parental leave benefits shall not result in the employee receiving more than 100% of their regular pay during the leave period. Additionally, this parental leave payment benefit cannot be combined with any other type of paid benefit to the extent that the combination would result in the employee receiving more than 100% of the employee's regular pay during the duration of the Paid Family Leave period. SBC either will pay the employee 100% of regular pay and be reimbursed for the Paid Family Leave benefit, or will pay the employee the difference between the Paid Family Leave benefit and 100% of regular pay. Employees will not be entitled to payment for any parental leave benefit at the end of the calendar year, at the end of employment, or at any other time.

— 7.13 BEREAVEMENT LEAVE

Regular, full-time employees may receive paid time off for up to four (4) days in the event of a death of an immediate family member. Immediate family members consist of the following relatives of the employee, or of the employee's spouse: spouse/registered domestic partner, children (including foster and step-children), parents (including step-parents), siblings, grandparents and grandchildren.

Regular full-time employees may receive one (1) day of paid time off in the event of a death of a non-immediate family member. Stone Barns reserves the right to make exceptions on a case-by-case basis when requested.

To take leave, an employee must submit a request to their supervisor through MyPaychex.com. Requests may also be submitted via email directly to their supervisor and by copying humanresources@stonebarnscenter.org. This request must state the requested days off, and the anticipated return date.

— 7.14 BLOOD & BONE MARROW DONATION LEAVE

Employees who work an average of at least 20 hours per week are eligible for up to three hours of unpaid leave in any 12-month period for donating blood off-premises. Employees must provide advance notice of at least three working days of their intention to avail themselves of this leave, except in emergency situations. Employees who work an average of at least 20 hours per week are also eligible to donate blood during work hours at least twice each year at a convenient time and place set by the employer, which includes at a blood drive at the employee's place of employment. Employees must provide advance notice of at least two working days of their intention to avail themselves of this leave, except in emergency situations.

SBC will also provide unpaid time off, as determined by your physician, not to exceed 24 hours without Stone Barns approval to undergo a medical procedure to donate bone marrow. If you seek leave to donate bone marrow, you must provide verification from a physician setting forth the purpose and length of each leave required.

— 7.15 CONFERENCE ATTENDANCE

Regular full-time employees are granted leave with pay to attend work-related conferences or conventions approved in advance by the employee's supervisor. In rare cases, part-time and temporary employees may be able to attend a work-related conference with pay, pending prior approval of their supervisor.

— 7.16 LACTATION BREAK

In compliance with New York State law, Stone Barns will allow time and provide private space for lactating parents to express milk or nurse their children for a period of up to three years following the birth of a child. In order to provide mothers with the flexibility and break time they need to express milk or nurse, three periods of 20 minutes each will be provided. Non-exempt employees will not be paid for this break time. We will not discriminate against any employee who exercises this right.

— 7.17 UNPAID LEAVE OF ABSENCE

Employees may be eligible for unpaid leaves of absence for any reason not otherwise covered under one the above policies. The length of the leave of absence will be determined based on the need, but may generally not be greater than thirty (30) days, absence special circumstances. Unpaid leaves of absence will be approved in limited circumstances, and consistent with business needs and staffing availability. To request an unpaid leave of absence, please contact your supervisor no less than 14 days in advance if the need for leave is foreseeable, or as soon as practical if the need for leave is unforeseeable. Employees must receive approval in writing from their supervisor prior to taking such leave. SBC reserves the right to request documentation supporting the need for such leave or confirming the employee's ability to return to work at the end of such leave.

8. **BENEFITS**

Stone Barns has established a variety of benefit programs for its employees. These programs are designed to assist you and your eligible dependents in meeting the financial burdens which often result from illness, disability or death, and help you plan for retirement and lower taxable income. Stone Barns employees are responsible for a percentage of the costs associated with the various benefit plans that they select. These benefits, as well as Stone Barns' and employees' contributions towards any of these benefits, are subject to change or cancellation at Stone Barns' discretion, with or without advance notice. The Director of Human Resources will notify plan participants of all future amendments or plan terminations, as required by law.

Examples of benefits Stone Barns may offer from time to time include, by way of example only, medical insurance, life insurance, short- and long-term disability insurance, retirement plans, and flexible spending accounts.

For additional information regarding any of our benefit programs, please contact the Director of Human Resources. In the event of a conflict, the plan documents will govern.

Answers to additional questions relating to benefits as well as the terms and conditions of the respective plan or program, can be found in the summary plan description for the particular benefit. Copies of the summary plan descriptions can be obtained from the Director of Human Resources.

9. **EMPLOYEE CONDUCT**

— 9.1 **STANDARDS OF CONDUCT WITH COMMUNITY**

All employees are expected to conduct themselves in a professional manner and exhibit the highest level of integrity in performing their jobs. It is important to maintain a positive work environment through good working relationships with customers, visitors, colleagues, your supervisor and other management while using our Community Commitments as a framework. Members of the public should be treated courteously. All employees are expected to emphasize a commitment to customer service. Any violation of these standards of conduct may result in discipline up to and including discharge. To review our Community Commitments please reference Section 2 (Culture).

In the instance where harm has occurred with respect to Community Commitments, Stone Barns will seek to address the situation using a restorative justice framework. Rather than applying discipline for discipline's sake, restorative justice aims to care for the entire community impacted and take steps informed by the community to build accountability and help individuals do better.

Questions to ask throughout this process include:

- Who has been impacted?
- What does each party need?
- How do we address those needs and who is responsible for doing so?
- What can be done to prevent this from happening again?



Stone Barns is a beneficiary of the public trust. As a consequence, its employees, officers and directors must act in accordance with the highest standards of professional integrity in all aspects of their activities. This includes, but is not limited to:

- engaging in and promoting honest and ethical conduct,
- declining gratuities or significant gifts that were given with the hope or expectation of influencing decision-making on behalf of Stone Barns,
- taking reasonable measures to protect confidential information,
- guarding against the unauthorized use or dissemination of the Stone Barns' assets, such as proprietary information, materials, supplies, time, software, hardware and facilities, and other property, including intellectual property (patents, trademarks, trade secrets and copyrights), databases, records, salary information and any unpublished data, books, records, accounts and financial statements,
- promoting full, fair, accurate, timely, and understandable accounting records, in accordance with generally accepted accounting principles,
- complying with applicable governmental laws, rules and regulations with respect to not-for-profit organizations and other businesses,
- deterring wrongdoing and promptly reporting any possible violation of Stone Barns' policies and procedures and any applicable governmental laws, rules and regulations.

— 9.2 POLICY AGAINST DISCRIMINATION, HARASSMENT & RETALIATION

In compliance with federal, state, and local laws (where applicable), in addition to guidance provided by the New York State Department of Labor and Division of Human Rights, Stone Barns is committed to maintaining a workplace free of harassment and discrimination based on any Protected Characteristic. Stone Barns has a zero-tolerance policy toward discrimination and all forms of unlawful harassment, including but not limited to sexual harassment. This zero-tolerance policy means that no form of unlawful discriminatory or harassing conduct towards any employee, client, contractor, vendor, third party, or other person in our workplace (or in other settings in which employees may find themselves in connection with their employment) will be tolerated. Stone Barns is committed to enforcing its policy at all levels, and any employee who engages in prohibited discrimination or harassment will be subject to discipline, up to and including immediate termination for a first offense. All employees have the right to a workplace free from sexual harassment, and employees can enforce this right by filing a complaint internally with Stone Barns, or with a government agency or in court under federal, state, or local anti-discrimination laws, as outlined herein.

Every employee should be aware that all supervisors are absolutely prohibited from making any decision regarding job assignment or reassignment, performance evaluation, compensation, promotion or demotion, termination or commencement of employment, or any other decision involving any tangible employment action, based in whole or in any part on any person's exposure to, submission to, acquiescence in, or complaint about, sexual harassment or any other form of unlawful harassment or discrimination.

[CONDUCT COVERED BY THIS POLICY]

This Policy applies to and absolutely prohibits all forms of illegal harassment and discrimination based upon any employee's protected characteristic. This includes sexual harassment. This Policy also prohibits other forms of harassment or discrimination not based upon an employee's gender. For example, this Policy prohibits anyone from using racial and ethnic slurs or offensive stereotypes or making jokes about these or any other legally-protected characteristics.

Harassment is certain unwelcome conduct on the basis of an individual's legally-protected characteristic, including, but not limited to: subjecting an individual to humiliating, offensive, abusive, or threatening conduct that creates an intimidating, hostile or abusive work environment; alters the conditions of employment; or unreasonably interferes with an individual's work performance on the basis of that individual's legally-protected characteristics. Examples of harassing behavior include communicating, sharing, or displaying written or visual materials; epithets or slurs; negative stereotyping; denigrating jokes; and display or circulation in the working, learning, or living environment (including electronic transmission) of written or graphic material; making verbal comments; or engaging in physical conduct that is demeaning or derogatory to an individual because of a legally-protected characteristic. Whether or not conduct is harassment will depend on the totality of the circumstances, including the frequency and severity of the discriminatory conduct; whether the conduct is physically threatening or humiliating, or a mere offensive utterance; and whether the conduct unreasonably interferes with the alleged victim's employment environment.

Sexual harassment is a form of sex discrimination and is unlawful under applicable federal, state, and local law. It is a form of employee misconduct. Sexual harassment includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity and the status of being transgender.

It is our policy to maintain a work environment free of sexual harassment and offensive, sexual-oriented joking epithets. Sexual harassment includes unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual's sex when:

- 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, even if the reporting individual is not the intended target of the sexual harassment;
- Such conduct is made either explicitly or implicitly a term or condition of employment; or
- Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual's employment.

Unlawful sexual harassment may take many forms, including:

- Offensive and unwelcome sexual invitations, whether or not the employee submits to the invitation, and particularly when a spoken or implied quid pro quo for sexual favors is a benefit of employment or continued employment;
- Sex stereotyping, which occurs when conduct or personality traits are considered inappropriate simply because they may not conform to others' ideas or perceptions about how individuals of a particular sex should act or look;
- Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity and the status of being transgender;
- Unwelcome sexual flirtations, advances, questions, or propositions; requests or demands for sexual favors;



- Graphic or degrading verbal comments or questions about an individual's appearance or their sexual conduct or relationships;
- Sexually oriented gestures, noises, remarks or jokes, or comments about an individual's sexuality or sexual experience; or
- Unwanted, offensive, or abusive physical contact, including pinching, brushing against the body, or blocking someone's movement.

A sexually-harassing hostile work environment may include, but is not limited to, words, signs, jokes, pranks, intimidation, or physical violence which are of a sexual nature, or which are directed at an individual because of that individual's sex. Sexual harassment may also consist of unwanted verbal or physical advances, sexually explicit derogatory statements or sexually discriminatory remarks made by someone which are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation, which interfere with the recipient's job performance.

The above list is only illustrative of types of conduct that would violate this policy and, as such, by no means represents an exclusive list of conduct or types of conduct that would violate this policy. Such conduct may occur between any individuals, regardless of their sex or gender. Unlawful sexual harassment is not limited to the workplace itself. Individuals who engage in acts of sexual harassment may be subject to civil and criminal penalties in addition to discipline issued by Stone Barns, up to and including termination of employment.

[DISCRIMINATION & RETALIATION BASED ON EMPLOYEE'S SEXUAL & REPRODUCTIVE HEALTH DECISIONS]

Stone Barns shall not:

- a) discriminate nor take any retaliatory personnel action against an employee with respect to compensation, terms, conditions, or privileges of employment because of or on the basis of the employee's or dependent's reproductive health decision making, including, but not limited to, a decision to use or access a particular drug, device, or medical service; or
- b) require an employee to sign a waiver or other document which purports to deny an employee the right to make their own reproductive health care decisions, including use of a particular drug, device, or medical service; or
- c) access an employee's personal information regarding the employee's or the employee's dependent's reproductive health decision making, including but not limited to, the decision to use or access a particular drug, device, or medical service without the employee's prior informed affirmative written consent.

Employees who believe that Stone Barns has violated their rights per this subsection have the right to bring a civil action in any court of competent jurisdiction. The remedies that may be available to the employee as a result of a successful civil action include back pay, benefits, reasonable attorneys' fees and costs, injunctive relief, reinstatement, and liquidated damages.



[HARASSMENT OR DISCRIMINATION ON COMPUTER MESSAGING & INFORMATION SYSTEMS]

The use of e-mail, voicemail, or other electronic messaging systems, or the internet, may constitute discriminatory or harassing conduct. Employees may not generate, should not receive, and must not forward, any message or graphic that may be offensive based on any protected characteristic. This includes, for example, sending or forwarding offensive "humor" which contains terms that are offensive based on any protected characteristic.

Employees receiving offensive messages over SBC's computer equipment or receiving other offensive messages or graphics over SBC's computer equipment, should report those messages to Human Resources.

Employees are reminded that SBC's computers, and the data generated on, stored in, or transmitted to or from SBC's computers, remain the property of Stone Barns for all purposes. No employee is authorized to use any Stone Barns computer, computer system, network, or software for the preparation, transmission, or receipt of messages or graphics that are offensive based on any protected characteristic.

Employees are reminded that Stone Barns retains the right to monitor its computers, computer systems, and networks to ensure compliance with this requirement.

[MANDATORY PROCEDURES IN CASES OF HARASSMENT, SEXUAL HARASSMENT OR DISCRIMINATION]

It is, of course, very difficult for Stone Barns to address an instance of harassment or discrimination unless it learns of the incident. Any Stone Barns employee who believes that they have been subjected to unlawful harassment or discrimination or has witnessed or is aware of harassment or discrimination, is encouraged to report the misconduct immediately to her or his supervisor. If the employee is uncomfortable reporting the misconduct to her or his immediate supervisor (whether because the supervisor has committed the misconduct, or for any other reason whatsoever), the employee should report the misconduct to the next higher level of management above the immediate supervisor or, if the employee prefers, Human Resources.

Employees who wish to report incidents of sexual harassment should use a Complaint Form, attached as Enclosure A to this Guidebook. Employees may also access the Complaint Form in Human Resources. Additionally, employees may report any complaints of harassment to all appropriate administrative agencies, including the Equal Employment Opportunity Commission, the New York State Division of Human Rights, and the New York City Commission on Human Rights, as outlined below. Employees can also file complaints regarding sexual harassment in state or federal court, in accordance with the applicable judicial procedure.

All supervisors and managers who receive a complaint or information about suspected harassment or discrimination, observe what may be harassing or discriminating behavior, or, for any reason, suspect harassment or discrimination is occurring, are required to report such suspected harassment or discrimination to Human Resources. In addition to being subject to discipline if they engaged in harassing or discriminatory conduct, Stone Barns will enforce sanctions, up to and including termination of employment, against supervisory and managerial personnel who knowingly allow behavior prohibited by this policy to continue or engage in any retaliatory behavior.

Prompt reporting of incidents is important so that appropriate action may be taken. Reports of harassment and discrimination will be investigated promptly, thoroughly, and impartially, with every effort to maintain confidentiality to the greatest extent possible. Stone Barns, however, cannot guarantee absolute confidentiality. While the process may vary from case to case depending on the circumstances, the investigation will typically include an interview of the complaining party, the person or



persons being complained about, and other relevant witnesses, if any. All parties contacted in the course of such investigation will be notified that Stone Barns will not tolerate retaliation in any form against any employee who believes in good faith that discrimination or harassment has occurred and reports such conduct, or who truthfully cooperates in an investigation of alleged discrimination or harassment. All employees are expected to cooperate with any internal investigation of sexual harassment as a condition of remaining employed.

Stone Barns will promptly notify the complainant and respondent of the final determination and implement remedial measures as deemed appropriate. Employees of every level who engage in sexual harassment, discrimination, retaliation, or other conduct in violation of this policy, including managers and supervisors who engage in sexual harassment or who allow such behavior to continue, will be penalized for such misconduct. Stone Barns also will take appropriate action to deter future misconduct. Upon completion of the investigation, Stone Barns findings will be kept confidential to the extent possible.

[LEGAL PROTECTIONS AND EXTERNAL REMEDIES]

Discrimination and harassment, including sexual harassment, is not only prohibited by Stone Barns but is also prohibited by state, federal, and, where applicable, local law. Aside from the process described in this policy, employees may also choose to pursue legal remedies with the following entities.

State Human Rights Law (HRL)

The HRL, codified as N.Y. Executive Law, art. 15, § 290 et seq., applies to all employers in New York State with regard to sexual harassment, and protects employees, paid or unpaid interns and non-employees, regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with the Division of Human Rights (DHR) or in New York State Supreme Court. If an individual did not file at DHR, they can sue directly in state court under the HRL. An individual may not file with DHR if they have already filed a HRL complaint in state court. Complaining internally to Stone Barns does not extend your time to file with DHR or in court. You do not need an attorney to file a complaint with DHR, and there is no cost to file with DHR. DHR will investigate your complaint and determine whether there is probable cause to believe that harassment has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If sexual harassment is found after a hearing, DHR has the power to award relief, which varies but may include requiring your employer to take action to stop the harassment, or redress the damage caused, including paying of monetary damages, attorney's fees, and civil fines. DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458. You may call (718) 741-8400 or visit: www.dhr.ny.gov. Contact DHR at (888) 392-3644 or visit dhr.ny.gov/complaint for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized, and mailed to DHR. The website also contains contact information for DHR's regional offices across New York State.

Civil Rights Act of 1964

The United States Equal Employment Opportunity Commission (EEOC) enforces federal antidiscrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An individual can file a complaint with the EEOC anytime within 300 days from the harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court. The EEOC does not hold hearings or award relief but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred. In general, private employers must have at least 15 employees to come within the jurisdiction of the EEOC. An employee alleging discrimination at work can file a "Charge of Discrimination." The EEOC has district,



area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (TTY: 1-800-669-6820), visiting their website at www.eeoc.gov or via email at info@eeoc.gov. If an individual filed an administrative complaint with DHR, DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

Local Protections

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city, or town in which they live to find out if such a law exists. For example, employees who work in New York City may file complaints of sexual harassment with the New York City Commission on Human Rights. Contact their main office at Law Enforcement Bureau of the NYC Commission on Human Rights, 40 Rector Street, 10th Floor, New York, New York; call 311 or (212) 306-7450; or visit www.nyc.gov/html/cchr/html/home/home.shtml.

Local Police Department

If the harassment involves unwanted physical touching, coerced physical confinement, or coerced sex acts, the conduct may constitute a crime.

Judicial Forums

In addition to notifying the local police department, or the government agencies listed above, employees can also file a complaint in federal or state court under federal and/or state anti-discrimination and anti-harassment laws.

[REPORTING WITHOUT FEAR OF RETALIATION]

Retaliation is unlawful. No individual covered by this policy shall be subject to adverse actions because the individual reports or complains of harassment or discrimination, provides information, or otherwise assists in any investigation of a harassment or discrimination complaint, or testifies or assists with any proceeding under the law. Stone Barns will not tolerate such retaliation against anyone who, in good faith, reports or provides information about suspected harassment or discrimination. Any employee who retaliates against anyone involved in a harassment or discrimination investigation or court proceeding will be subject to discipline, up to and including termination of employment. Anyone who believes they have been a target of such retaliation may also seek relief in other available forums, as explained in the Legal Protections and External Remedies section above.

No Stone Barns manager or supervisor is authorized, or permitted, to retaliate or to take any adverse employment action whatsoever against anyone for reporting unlawful harassment, or for opposing any other discriminatory practice in the workplace. Every employee should be aware that all supervisors are absolutely prohibited from making any decision regarding job assignment or reassignment, performance evaluation, compensation, promotion or demotion, termination or commencement of employment, or any other decision involving any tangible employment action, based in whole or in any part on any person's exposure to, submission to, acquiescence in, participation in an investigation of, or complaint about, sexual harassment or any other form of unlawful harassment or discrimination.

[QUESTIONS ABOUT THIS POLICY]

If you have any questions at all about this policy, about whether you should report an incident under this policy, or about SBC's commitment to a workplace free of discrimination and harassment, please speak to your supervisor. If you believe it is inappropriate for any reason to discuss the matter with your supervisor, please bring your questions to Human Resources.

— 9.3 ETHICAL STANDARDS / CONFLICTS OF INTEREST

Stone Barns Center has an excellent reputation for conducting our activities with integrity, fairness, and in accordance with the highest ethical standards. As an employee of Stone Barns, you have been hired because you exhibit integrity and we believe you are aligned with our ethical standards. We want to promote a humane and honorable environment, and we see that you are capable of upholding our reputation in every activity and interaction.

Exactly what constitutes a conflict of interest or an unethical business practice is both a moral and a legal question. All employees must avoid any actions that could create a conflict of interest or the appearance of such a conflict. Stone Barns recognizes and respects your right to engage in activities outside of your employment that are private in nature and do not in any way conflict with or reflect poorly on Stone Barns or the work that you perform for Stone Barns and your job responsibilities, but as an employee, you must be careful to avoid conflicts of interest and unethical behavior. The purpose of this policy is to help employees identify, and resolve, potential or actual conflicts of interest as early as possible, to avoid situations where employee conduct may conflict with the employee's responsibilities to SBC. It is your responsibility to disclose to your supervisor or the Executive Director any activity which may be a conflict of interest or could compromise Stone Barns's reputation *before* you engage in such activity. Management reserves the right to determine when an employee's activities represent a conflict of interest and to take appropriate action to resolve the situation. Failure to comply with required resolutions and pursuit of conflicts of interest or unethical behavior in violation of this policy may result in disciplinary action, up to and including termination of employment.

The following are some examples of activities that may create actual, potential, or perceived conflicts of interest:

- Engaging in any activity that conflicts with the business interest or purpose of Stone Barns;
- Receiving a personal, business or other benefit as a result of the employee's affiliation with SBC;
- Using SBC's name or logo to lend weight or prestige to an employee's sponsorship of a political party or other cause, or any unauthorized use of SBC's name or logo in an endorsement of the product or services of any outside company or organization; and
- Hiring relatives of present employees without prior approval by Human Resources. Relative is defined as a spouse, registered domestic partner, significant other, parent, child, sibling, in-law, uncle, aunt, niece, nephew, or first cousin.

The following are some examples of activities that constitute unethical and prohibited behavior:

- Using employment with Stone Barns or Stone Barns property to further outside business or employment, or associating Stone Barns or its products or services with an outside business or employment;
- Misappropriating an actual or potential business opportunity relevant to SBC's business operations;
- Using Confidential Information (as defined in this Guidebook) for an inappropriate or illegal purpose; and
- Receiving a bribe, kickback, or other unlawful or improper method of remuneration, or making such payment to an official of a government or government agency.

Unethical and unlawful conduct will not be condoned under any circumstances.

— 9.4 WHISTLEBLOWER POLICY

[PROCEDURE FOR REPORTING UNLAWFUL OR UNETHICAL CONDUCT]

All complaints and allegations concerning fraud or violations or suspected violations of law or Stone Barns' adopted policies (except for complaints about violations of the Policy Against Discrimination, Harassment, and Retaliation, which should be reported through the mechanisms set forth therein) should be made to the Chair of the Audit Committee ("Committee") of the Stone Barns' Board of Directors, currently Cathy Fazio, and/or the Executive Director, or someone that you feel comfortable reporting to within the organization. These individuals should always be accessible to employees. They are committed to the integrity of Stone Barns and will address your complaint with the utmost sensitivity.

Reports to the Audit Committee Chair or Executive Director may be submitted orally, including in person or by telephone, or in writing, including by personal delivery, by mail, or by electronic mail, and should contain enough information to substantiate the concern and allow appropriate investigation to begin. Reports may be submitted anonymously. All such reports will be received and acted upon in confidence except as may be necessary to investigate and resolve the reported complaint or allegation, in the good faith judgment of the Audit Committee.

No person who is the subject of a complaint made pursuant to this policy may be present at or participate in deliberations of the Board of Directors or the Committee about, or vote on the matter relating to, the complaint, provided that the Board or Committee, in considering the complaint, may request that the person who is the subject of the complaint present information as background or answer questions at a Committee or Board meeting prior to the commencement of deliberations or voting relating thereto.

[EMPLOYMENT COMPLAINTS VS. WHISTLEBLOWER COMPLAINTS]

There may be situations where an employee believes that a situation, condition, or event related to their employment or status is unsatisfactory. Complaints of this nature that do not involve (1) allegations of fraud, illegal activity or activity in violation of SBC adopted policy, and (2) matters covered by the Policy Against Discrimination, Harassment and Retaliation, are not whistleblower complaints and will be addressed according to the procedures below:

1. *Informal* – Whenever an employee believes that a situation, condition, or event related to their employment or status is unsatisfactory, and is subject to the control of Stone Barns, they will be encouraged to take every reasonable step to resolve the matter informally with the support of Stone Barns. The first step is for the employee to discuss the matter with someone they trust, such as the Executive Director and/or the employee's immediate supervisor. Supervisors who receive a complaint should do their best to support their employee's needs and receive further guidance from HR. Efforts to resolve an issue at the informal stage are mandatory, and all parties shall exercise their best efforts to determine an equitable solution to the matter.
2. *Formal* – If all reasonable, informal efforts to resolve the matter fail, or if the employee reasonably believes that the informal method would be futile, the employee may submit a complaint in writing to the Executive Director, stating specifically the nature of the alleged problem (including dates and times if applicable) and the resolution sought. All written complaints must be signed by the employee submitting the matter for review. The Executive Director will follow up in regards to the complaint in a timely manner, exercising sensitivity and maintaining confidentiality whenever possible.



[NO RETALIATION]

No employee, officer, director, key person (as defined in the New York Not-for-Profit Corporation Law) or volunteer of Stone Barns who in good faith reports any action or suspected action that is illegal, fraudulent or in violation of any adopted policy of Stone Barns, shall suffer intimidation, harassment, discrimination or other retaliation or, in the case of employees, adverse employment consequence.

It is the policy of Stone Barns to comply with all applicable laws that protect employees, officers, directors, key persons and volunteers against unlawful discrimination or retaliation as a result of the person's good faith reporting of information regarding, or their participation in, investigations or complaints made pursuant to this policy.

[RESPONSIBILITY FOR ADMINISTERING THIS WHISTLEBLOWER POLICY]

The Audit Committee Chair is designated to administer this Whistleblower Policy; to investigate and resolve all reported complaints and allegations concerning fraud or reported violations or suspected violations of law or Stone Barns' adopted policies; and to report on such matters to the Audit Committee of Stone Barns. Directors who are employees may not participate in any Board or Committee deliberations or voting related to administration of this Whistleblower Policy, although the Board or Committee may discuss administration of this Whistleblower Policy and any reported complaints or allegations with any such Director prior to the commencement of deliberations or voting relating thereto.

Stone Barns will take such appropriate remedial and disciplinary action as it deems justified by the circumstances, including possibly termination of employment or removal from office, actions to seek restitution, or reporting the matter to a law enforcement agency for possible criminal prosecution. Stone Barns may also take action against a person who has engaged in unlawful or unethical conduct even if they cooperated with the investigation. Stone Barns may determine not to share the results of an inquiry with the person who reported the violation, depending on the circumstance and the requirements of applicable law.

A copy of this policy shall be distributed to all directors, officers, key persons, employees and to volunteers who provide substantial services to SBC. Distribution may occur by posting this policy on SBC's website or at SBC's offices in a conspicuous location accessible to employees and volunteers.

— 9.5 RESIGNATION

Employees who are voluntarily resigning from employment with SBC are expected to provide no less than two weeks' notice. An employee who gives no less than two weeks' notice of resignation will be entitled to receive payment for accrued but unused PTO, up to a maximum of fifteen (15) days, at their regular rate of pay in effect at time of separation. Employees who fail to give the required notice will not be paid for any accrued but unused PTO, and all such time will be forfeited. An employee who is terminated involuntarily will be entitled to payout of their accrued but unused PTO, up to 15 days.



[RETURN OF SBC PROPERTY]

Upon either resignation or termination of employment, any office keys, equipment keys, identification cards, company credit cards or equipment must be turned in to Human Resources or the employee's supervisor. The employee is also responsible for giving a status report on all current work, and presenting files and other materials in a clear manner to the Executive Director or a delegated representative. No photocopies of any documents nor other informational materials may be taken or retained without the prior approval of your supervisor. No other property, including information, may be taken with you when you separate from employment.

— 9.6 REFERENCE REQUESTS

All requests for references regarding current or former employees must be referred to Human Resources. Employees are prohibited from supplying any information in response to such requests unless specifically authorized to do so by the Executive Director or Human Resources.

It is Stone Barns' policy to only furnish or verify an employee's name, dates of employment and job title. No other information regarding a current or former employee will be provided unless the current or former employee first provides authorization.

10. ADDITIONAL POLICIES

— 10.1 BLUE HILL AT STONE BARNS

Stone Barns Center for Food & Agriculture works closely with the restaurant on our property, Blue Hill at Stone Barns. We often conduct joint events and programs and are grateful for the educational programming contribution from this world-class restaurant. Stone Barns staff members are expected to cooperate with any joint programming or activities. Ask your supervisor if you have any questions.

— 10.2 FLEX WORK POLICY

All flexible work arrangements must be approved in advance by SBC Directors in conjunction with HR. Permission to telecommute or request a variable hour schedule is at the discretion of the supervising Director and can be withdrawn at any time. Telecommuting or flexible work arrangements may be appropriate for some employees and jobs but not for others. In reviewing a request, SBC will consider the employee's (i) length of employment with SBC; (ii) performance; (iii) job responsibilities; (iv) disciplinary history; (v) operational needs and staffing availability; and (vi) any other relevant factor.

Due to the nature of the work, this policy does not apply to the Farm and Facilities teams.

Telecommuting is not an entitlement, it is not a company-wide benefit, and it in no way changes the terms and conditions of employment with SBC.



[REQUESTS TO TELECOMMUTE]

Employees may not request a telecommuting arrangement until they have been employed by SBC for at least ninety (90) days. A request to telecommute should:

- Be in writing via email with a proposed weekly schedule
- Be submitted to your supervising Director and humanresources@stonebarnscenter.org
- Not exceed (2) days of remote work

Upon receipt of your request, SBC may contact you for additional information/ask you to explain why your job responsibilities are suitable for telecommuting and how you plan to stay in contact with your supervisor. SBC may require employees who telecommute to report to work at SBC's office for a campus day (Wednesdays), which may be subject to change.

[VARIABLE HOUR SCHEDULE]

A variable hour schedule could be requested to help accommodate for childcare needs and will be determined by the department. For example, each department may be working from 10am - 2pm each day, so one employee works 7am-3pm and another employee works 10am-3pm and 5-8pm. Wherever there is flexibility and a person is not needed to work at a certain time, supervising directors may consider how to accommodate employees' schedules so that they can work at the most optimum time for them.

[EXPECTATIONS OF EMPLOYEES ON FLEXIBLE WORK ARRANGEMENTS]

Employees are expected to be available via normal communication channels, participate in web-based meetings and conference calls with minimal background noise, and be able to conduct sensitive SBC business privately and securely. Employees must be available and reachable during their regularly scheduled working hours in the Eastern time zone.

Employees are expected to perform all required tasks and meet all position requirements.

Employees must also continue to follow all SBC policies, including our policies against discrimination and harassment, our confidentiality policy, and policies regarding electronic communications and communications equipment.

— 10.3 PROCUREMENT POLICY

This policy applies to providers of routine and recurring goods and/or services.

- Executive Team members can approve purchases under \$2500.
- The Executive Director must approve any purchases of \$2500 and above.
- For any purchases of goods or services of \$2500 and above, the person responsible for making the purchase must get at least three estimates from three different vendors. For the Facilities department only, purchases up to \$5,000 do not require additional estimates provided Stone Barns has a relationship with and past positive history with the preferred vendor.
- Price estimates must include the total purchase price, plus a statement from the vendor (and/or SBC Executive Team member) regarding any short and long-term maintenance requirements and their expected costs, including estimated monthly and annual costs of maintenance (if applicable).
- All purchases must include consideration of how the purchase impacts energy efficiency, energy costs, and how it fits into other, existing equipment/energy use and any other qualitative and environmental issues, as appropriate.
- The purchaser must notify other Stone Barns staff of any pending purchase where other staff members/departments may need to share newly purchased equipment and their feedback on evaluating the purchase could be valuable.
- Invoices must be submitted on a timely basis.
- To the extent procurement is pursued in connection with a particular grant or services contract that includes specific requirements, including regulations that may be applicable to a government grant or contract, such requirements shall prevail over the terms of this policy

— 10.4 CONTRACT POLICY

All Stone Barns employees must abide by the following guidelines when engaging outside contractors (i.e. providers of non-routine and non-recurring goods and/or services):

- A contract or written agreement must be in place before goods are purchased or services provided by any outside contractor.
- Only Executive Team members may execute contracts with outside contractors. Contractors may not be engaged by SBC without prior approval of the Executive Director.
- Contracts/agreements of \$5,000 and above must be co-signed by the project supervisor (responsible Executive Team member) and the Executive Director.
- For all contracts/agreements over \$5,000, bids from at least three potential contractors must be submitted to the Director of Operations.
- Contracts/agreements of \$25,000 and above must be reviewed by the Executive Director and Stone Barns' legal counsel.
- Contracts/agreements dealing with unusual risks or provisions must be reviewed by Stone Barns' legal counsel. The Executive Director or Director of Operations will submit these agreements to counsel.



- Contractors must have all required licenses and must be insured. The project supervisor must consult with the Director of Operations or Executive Director to get permission for exceptions.
- All contractors/service providers must comply with Stone Barns Center safety guidelines. It is the responsibility of the project supervisor to see that the contractor complies.
- Final contracts must be submitted to the Director of Operations.

— 10.5 COMPANY CREDIT CARD & EXPENSE REIMBURSEMENT POLICY

Stone Barns employees who incur expenses on behalf of Stone Barns must abide by the following guidelines. All business expenses must be approved in advance and be: work-related, necessary, and reasonable. Monthly credit card expenses must be posted to Tallie. Please provide SBC's tax-exempt certificate when making purchases. All business expenses must be charged on the employee's company credit card when possible.

Payments can be made out-of-pocket and submitted for reimbursement. The employee must submit the following form, located on the Public server. They must be approved and signed by the appropriate Executive Team member. Employees can use the Expense Reimbursement Form for out-of-pocket expenses.

In addition:

- If the amount is \$2500 or over, the expense must also be pre-approved by the Executive Director.
- Any employee who charges expenses under a federal, state or local grant, contract, or cooperative agreement must be cognizant of and adhere to any limitations set forth in the grant.
- All receipts and forms submitted for expense reimbursement must be submitted to the Director of Finance within thirty (30) days of when the expense is incurred or within thirty (30) days of returning from related out-of-town travel.

[EXPENSE POLICIES SPECIFIC TO TRAVEL]

- Air and train travel must be approved by the Executive Director in advance of any cost being incurred.
- Business use of a personal car may receive mileage reimbursement. The Expense Reimbursement Form must indicate the purpose of the trip, the total miles traveled and the reimbursement rate. Mileage is reimbursed at the current IRS mileage reimbursement rate.
- Traffic law violations, fines, towing charges relating to violations, and the like incurred while on Stone Barns business, whether in a rental car, SBC-owned or employee-owned vehicle, may not be charged to Stone Barns.
- All air travel must be coach class at the lowest available fare.
- When renting a car, staff members must decline supplemental insurance. Car insurance is covered under Stone Barns' policies.
- Staff members are required to use prudent judgment in order to keep travel-related expenses as low as reasonably possible. While travelers are primarily responsible for compliance with procedures, Stone Barns relies on its Executive Team / managers to monitor travel expenses and to hold staff accountable for compliance.



- Any employee who charges expenses under a federal, state or local grant, contract, or cooperative agreement must be cognizant of and adhere to the relevant federal, state or local policies governing travel and entertainment expenses, as well as any specific provisions of a given agreement. Note that alcohol may not be billed to a governmental agency.

In addition to following the mandatory standard operating procedures associated with travel and expense reporting, all employees should use the following cost guidelines:

— SUGGESTED COST RANGES – TRAVEL EXPENSES —

Although SBC does not provide a set “per diem” for travel expenses, as a general rule of thumb, employees should make every effort to keep costs within the following ranges (and lower when possible and reasonable):

- Lodging: \$100 – \$150/night
- Breakfast: \$6 – \$10/day
- Lunch: \$6 – \$12/day
- Dinner: \$20 – \$30/day
- Tipping: 15 – 20% for meals and taxis (depending on level of service); \$1 per bag for porters/bellhops; \$2 per day for hotel cleaning staff

The ranges set forth above for meals include the cost of alcoholic drinks. If expenses significantly exceed these ranges because of high costs in particular places where SBC does business, special attention must be given to documenting and explaining why these costs were necessary and reasonable.

— 10.6 CELL PHONE

Stone Barns Center may issue cell phones to employees whose positions require them to make and receive calls/emails/texts while away from work, be readily accessible for work-related matters or perform work-related functions on their cell phones. SBC provided cell phones and services are not an employee benefit; they are provided for substantial, non compensatory business purposes. These cell phones are Stone Barns property.

— 10.7 SMOKE FREE WORKPLACE

In order to maintain a safe and comfortable working environment, Stone Barns Center for Food and Agriculture prohibits smoking in almost all areas, indoors and on the grounds outside. Smoking is allowed in the employee parking lot only, but all associated litter must be disposed of appropriately.

— 10.8 INCLEMENT WEATHER

At times, inclement weather such as snow, hurricanes and floods can disrupt Stone Barns operations. In extreme cases, these circumstances may require closing the office and/or some outdoor operations. Check with your supervisor for information on how to find out whether or not you should report to work. Time taken off due to poor weather conditions while the business remains open will be charged as PTO.

— 10.9 OFF DUTY USE OF FACILITIES

Employees are expressly prohibited from using Stone Barns facilities, property or equipment for personal reasons.

— 10.10 PARKING POLICY

So that we have sufficient convenient parking for visitors, employees must park their vehicles in the area designated for employee parking. If you have any questions as to where you should park your vehicle, ask your supervisor.

— 10.11 SUBSTANCE ABUSE

Stone Barns Center for Food and Agriculture is a drug free environment. Specifically, Stone Barns is committed to having a workplace free from the improper use of narcotics and other controlled substances (commonly referred to as illegal drugs), the abuse of alcohol, and the misuse of legal or prescription drugs. Their sale, use, or abuse, when connected to the work environment, threatens the safety, morale and public image of both you and Stone Barns. The following practices will be used to ensure a drug free environment:

- All employees are prohibited from being under the influence of alcohol or illegal drugs during working hours, on Stone Barns premises or in Stone Barns vehicles, or while engaged in Stone Barns business off Stone Barns premises.
- The use, sale, manufacture, possession, transfer or purchase of illegal drugs on Stone Barns premises or while performing business on our behalf is strictly prohibited and is cause for immediate termination.
- No prescription drug may be brought on Stone Barns premises or used by any person other than the person for whom it is prescribed. Prescription drugs may be used only in the manner, combination and quantity prescribed. An employee who is taking prescription medication or other legal drugs that might impair their physical or mental faculties should provide prompt notice to their supervisor. Employees should not report to work under the influence of any drug that creates an impairment or a safety risk.
- Any employee whose abuse of alcohol, use of illegal drugs or misuse of prescription or other drugs results in excessive absenteeism or tardiness or other forms of unsatisfactory performance, or is the cause of accidents will be subject to disciplinary action, including termination.
- For purposes of this policy, an “alcoholic beverage” is any beverage that may be legally sold and consumed and has an alcoholic content in excess of 3% by volume.
- “Drug” means any substance other than alcohol which is capable of altering an individual’s mood, perception, pain level or judgment. A “prescribed drug” is any substance prescribed for individual consumption by a licensed medical practitioner. An “illegal drug” is any drug or controlled substance, the sale or consumption of which is illegal.



Stone Barns reserves the right to take any and all appropriate and lawful actions necessary to enforce this substance abuse policy, including, but not limited to, the inspection of suspected areas of concealment, as well as employees' personal property in certain circumstances. Full compliance with this substance abuse policy is a condition of employment and continued employment. Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment. Such violations may also have legal consequences.

Supervisors are instructed to contact the Director of Human Resources any time there is a reasonable suspicion that an employee has a problem that may be related to substance abuse or if an employee's performance or behavior indicates possible impairment due to substance abuse.

— 10.12 ELECTRONIC COMMUNICATIONS SYSTEMS

Electronic communication systems include computer networks, electronic mail and access to the Internet, voice mail, facsimile machines, and photocopiers. Electronic communication systems are Stone Barns' property and their purpose is to facilitate Stone Barns' business. Employees should assume electronic communications are not private or confidential. Communications transmitted or stored in these systems are the property of Stone Barns and Stone Barns, in its sole discretion, reserves the right to monitor, access, retrieve, read, disclose, and/or delete any material on its electronic communications systems to make sure that the systems are not being misused and that business is being conducted properly. Stone Barns may exercise this right despite the use of passwords or other security measures and without any future notice to the employee. In sum, employees do not have an expectation of privacy in their communications made via SBC's servers or electronic equipment.

[APPROPRIATE USAGE]

Electronic communications—including access to the Internet and communications via Stone Barns Center's email—shall only be used for job-related purposes and to conduct SBC business only. Electronic communications should never be used for inappropriate purposes (for example to send or receive sexually explicit or racially insensitive messages or to violate the Policy Against Discrimination, Harassment, and Retaliation). Since electronic communications can be copied, forwarded, saved, intercepted and archived, employees should be careful about the words they use and the documents they transmit, as well as the Internet sites they access. Electronic communications are subject to Stone Barns' Policy Against Discrimination, Harassment, and Retaliation. Anything that would be inappropriate to send in a non-electronic communication (e.g., by memo or letter) is similarly inappropriate if sent electronically (e.g., by E-mail or telephone).

Stone Barns' electronic communications systems may not be used to send (upload) copyrighted materials, proprietary information, or other materials that are the property of Stone Barns without prior written approval of your supervisor.

[USER ACCOUNTABILITY]

To prevent unauthorized parties from obtaining access to electronic communications, employees should choose passwords that are difficult to guess (not a personal detail or reflection of work activities) and these should be changed regularly. Employees should not reveal their individual passwords to anyone outside Stone Barns. In the event any unsolicited electronic material (such as spam or pop-up advertisements) appears on an employee's computer, the employee should contact techsupport@stonebarnscenter.org in order to have the material removed.



Stone Barns reserves the right to change these guidelines, limit E-mail/Internet access to certain areas or to certain users, or discontinue desktop E-mail/Internet access altogether as conditions warrant.

[SOCIAL MEDIA AND POSTING ON THE INTERNET]

Stone Barns seeks to balance the rights of its employees to communicate via social media and other forums on the Internet against the need to protect confidential information and its business relationships with customers, clients, and the general public. Personal social media activities should not interfere with your work commitments. Employees may not post any “Confidential Information” on SBC’s website, a third-party website, a social media website, or a blog without prior approval from a supervisor. Additionally, employees are strictly prohibited from posting on the Internet any comments about co-workers, supervisors, customers, or clients that are vulgar, obscene, threatening, intimidating, harassing, or any comment that is a violation of SBC’s workplace policies against discrimination or harassment on account of any protected characteristic.

Stone Barns will not tolerate online communications which constitute false and/or disparaging attacks upon the quality of SBC’s services to the public, business policies, and/or personnel, and which are calculated to harm SBC’s reputations. In furtherance of this policy, any employee who posts a communication on the Internet with knowledge or reckless disregard of the falsity of the communication will be subject to disciplinary action. If an employee is unsure of the applicability of this policy to a specific matter, the employee should contact a supervisor.

Unless otherwise authorized, your communications and posts (whether public or private) should make clear that you are speaking on your own behalf in your social media postings, and not on behalf of SBC. You are personally responsible for what you communicate, including what you post on a blog or website.

SBC reserves the right to repost any content posted on an employee’s personal social media if it is regarding Stone Barns Center. Any employee who violates this policy shall be subject to disciplinary action, up to and including termination of employment, and any other legal remedy available to SBC.

Nothing in this policy is intended to interfere with employees’ rights under Section 7 of the National Labor Relations Act or any other federal, state, or local law regarding the subject matter herein.

— 10.13 PUBLIC INFORMATION & MEDIA REQUESTS

All formal representation and public statements, both written and oral, regarding Stone Barns shall be made only with the approval of the Executive Director. These include press releases, interviews, proposals, speeches, training sessions, advertisements, brochures, and other public relations materials.

As an employee at Stone Barns Center for Food and Agriculture, you may be asked to participate in media requests. If you are approached directly by the media – any format, including print, radio, TV, video, film, online, blogosphere or other—you must immediately inform your supervisor and the Director of Marketing and Philanthropy.

If you wish to write a Letter to the Editor, opinion piece or other public letter or article on behalf of or as a representative of Stone Barns, you must first obtain approval from the Executive Director, or staff members designated by the Executive Director.

— 10.14 POSITION PAPERS

From time-to-time Stone Barns may develop position papers (on farm policy, agricultural philosophy or related matters). Such papers will be approved by the Executive Director and the Board President or the Board of Directors, as deemed necessary by the Executive Director.

— 10.15 HONORARIUM POLICY

In the event that an employee is asked by an outside group to speak at or lead a workshop about or relating to their work at Stone Barns, the employee must first obtain approval to do so from their supervisor. This applies also to temporary workers who are invited to speak elsewhere, due to their Stone Barns affiliation, during their period of employment with Stone Barns. If Stone Barns pays for travel to/from the speaking engagement and/or the engagement is during working hours, any honorarium provided must be paid to Stone Barns, not to the individual employee. Exceptions to this policy may arise and will be considered on a case-by-case basis by the Executive Director.

— 10.16 WORKS FOR HIRE

As a condition of employment, each employee agrees to the following:

- All Intellectual Property (as defined below) which the employee has made, conceived, reduced to practice or developed during the course of and relating to the employee's employment, or that the employee may in the future make, conceive, reduce to practice or develop (in whole or in part, either alone or jointly with others) during the course of and related to employee's employment, shall be deemed "work made for hire" under all applicable laws, which means that it shall be the sole property of Stone Barns.
- If for any reason any Intellectual Property is not considered "work made for hire" in accordance with the above, the employee hereby assigns, conveys and transfers to Stone Barns the entire right, title and interest worldwide in and to the Intellectual Property rights, including all contract and licensing rights and all claims with respect thereto.
- The employee agrees to assist Stone Barns, during and after their employment, at Stone Barns' expense, in protecting its ownership interest in the Intellectual Property. In the event that Stone Barns, after reasonable diligence, is unable to obtain the employee's direct assistance with legal proceedings intended to protect its ownership interest in the Intellectual Property, the employee hereby authorizes Stone Barns and its agents to serve as the employee's legal representatives with respect to such proceedings; to act on the employee's behalf and instead of the employee in such proceedings; and to execute and file any documents and perform all other lawfully permitted acts necessary to provide assistance to Stone Barns in such proceedings.
- Authorship may be credited to the individual employee involved, if appropriate.

Any exceptions to the above can only be made in writing by the Executive Director.



“*Intellectual Property*” means all tangible and intangible information, materials and intellectual property, including, without limitation, ideas, concepts, designs, products (including seeds, compost systems, farm equipment and other farm products), methods, computer programs and models, software manuals, compositions, prototypes, reports, inventions, drawings and/or specifications developed, conceived, created or prepared by the employee in the course of and relating to the employee’s employment with Stone Barns, whether or not patentable or copyrightable, and all related papers, drawings, models, data and documents.

— 10.17 CONFIDENTIALITY OF MEMBER / DONOR / VISITOR / CLIENT & OTHER INFORMATION

Stone Barns employees possess detailed, non-public information regarding our members, donors, visitors’ clients, and SBC’s business information. As a condition of new or continued employment, each employee promises that he or she will not, whether during the term of their employment or after termination for whatever reason, make unauthorized disclosure of any confidential and/or proprietary information or trade secrets regarding SBC, members, donors, visitors, clients, or co-workers, or make any use of any such information except in carrying out of their duties on behalf of Stone Barns. Each employee must keep all Confidential Information in strict confidence, and shall not misuse, misappropriate, give, sell, disclose or impart any Confidential Information to any person, firm, corporation or other entity, other than as is necessary for the proper performance of his/her duties on behalf of Stone Barns, as required by law, or as consented to in writing by the Executive Director.

“*Confidential Information*” includes, without limitation, the following types of non-public information related to either Stone Barns or SBC’s partners, affiliates, or clients: (a) corporate information, including plans, strategies, methods, policies, resolutions, negotiations or litigation; (b) marketing information, including strategies, methods, customer identities or other information about customers, prospect identities or other information about prospects, or market analyses or projections; (c) financial information, including cost and performance data, debt arrangements, equity structure, investors and holdings, purchasing and sales data and price lists; (d) operational and technological information, including plans, specifications, manuals, forms, templates, software, designs, methods, procedures, formulas, discoveries, inventions, improvements, concepts and ideas; (e) personnel information, including personnel lists, reporting or organizational structure, resumes, personnel data, compensation structure, performance evaluations and termination arrangements or documents; and (f) information concerning members, donors, and visitors, including addresses and other contact and personal information.

Employees must return all Confidential Information to SBC at the end of employment or upon request.

By signing the employee handbook acknowledgment form, each employee promises to comply with the confidentiality obligations set forth in this section of the Guidebook in exchange for his or her new or continued employment.

Nothing in this policy is intended to interfere with employees’ rights under Section 7 of the National Labor Relations Act or any other federal, state, or local law regarding the subject matter herein. Nor is this policy intended to prohibit employees from speaking with law enforcement, the equal employment opportunity commission, the state division of human rights, a local commission on human rights, or an attorney retained by the employee.

— 10.18 SOLICITATION & DISTRIBUTION

Employees may not distribute literature or printed materials of any kind, sell merchandise, solicit financial contributions, or solicit for any other cause during working time. Employees who are not on working time (e.g., those on lunch hour or breaks) may not solicit employees who are on working time for any cause or distribute literature of any kind to them. This includes solicitations via the SBC's email. Furthermore, employees may not distribute literature or printed material of any kind in working areas at any time. Employees are reminded of their obligations under the Company's anti-discrimination and anti-harassment policy.

Non-employees are likewise prohibited from distributing material or soliciting employees on the SBC premises at any time. Employees should never allow access to outside vendors unless specifically authorized by Stone Barns Center.

— 10.19 OUTSIDE ACTIVITIES

Employees must refrain from engaging in certain activities, such as employment and consulting, with a competitor; use of SBC's time, facilities, or equipment to engage in another business or occupation; any outside activity which causes an employee to lose time from work, become distracted from work, or otherwise perform unsatisfactorily, or which could result in an appearance of conflict; and the receipt of gifts or other things of value from a vendor, potential employee, or other business partner that could affect an employee's objectivity or impartiality (discussed further below). If an employee is unsure whether a current or future activity violates or will violate this policy against conflicts of interest, the employee should consult with his or her supervisor immediately.

Any employee who violates this policy shall be subject to disciplinary action, up to and including termination of employment.

— 10.20 POLICY AGAINST WORKPLACE VIOLENCE

It is SBC's policy to promote a safe environment for its employees. SBC is committed to working with its employees to maintain a work environment free from violence, threats of violence, harassment, intimidation, and other disruptive behavior. Violence, threats, harassment, intimidation, and other disruptive behavior in our workplace will not be tolerated. Such behavior can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm. Individuals who commit such acts may be removed from the premises and may be subject to disciplinary action, up to and including discharge. We need your cooperation to implement this policy effectively and to maintain a safe working environment. If you observe or experience violent, threatening, harassing, intimidating, or other disruptive behavior by anyone on SBC premises, report it immediately to a supervisor. All reports will be taken seriously and will be dealt with appropriately.

— 10.21 USE OF DEVICES WHILE DRIVING

Employees who drive on Stone Barns Center business must abide by all state or local laws prohibiting or limiting personal electronic devices use (including talking, texting, or watching videos) while driving. Further, even if usage is permitted, employees should choose to refrain from using any personal electronic device while driving.

Regardless of the circumstances, including slow or stopped traffic, if any use is permitted while driving, employees should proceed to a safe location off the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is absolutely necessary while the employee is driving, and permitted by law, the employee must use a hands-free option and advise the caller that he/she is unable to speak at that time and will return the call shortly.

Under no circumstances should employees feel that they need to place themselves at risk to fulfill business needs.

— 10.22 DOG POLICY

To be respectful to all staff and visitors at Stone Barns, and to maintain a productive working environment, staff are not allowed to bring dogs to work, with the exception of Stone Barns' working farm dogs. Exceptions will only be made on an emergency basis and must be approved in advance by your supervisor and any colleagues in your work area. In the event of an exception, dogs must be properly licensed and vaccinated, supervised and be leashed or in a closed office. Dogs are not permitted in meetings, in conference rooms or in public facilities (including the Farm Store/Visitor Center, Hay Barn, Silo Lobby, Resource Center and admin office reception area). This policy does not apply to service animals. Under the Americans with Disabilities Act and New York state law, service animals are allowed anywhere the public has access to. Documentation that an animal is certified is not required and you may not ask about a person's disability.

— 10.23 PERSONAL PROPERTY

SBC does not accept responsibility for personal property. We urge you to keep all valuables at home.

— 10.24 AIRBORNE INFECTIOUS DISEASE EXPOSURE PREVENTION PLAN

In accordance with the NY HERO Act, Stone Barns has adopted an Airborne Infectious Disease Exposure Prevention Plan (the "Plan"). The Plan is attached as Enclosure B to this Guidebook for employees' review. In accordance with the NY Hero Act, the Plan may be amended from time to time as required by law.



EMPLOYEE RECEIPT / ACKNOWLEDGMENT FORM

[PLEASE PRINT]

Last Name

First Name

Middle Initial

I acknowledge receipt of SBC's Employee Guidebook. I agree to familiarize myself with all SBC policies and standards of behavior during the course of my employment and to seek answers to questions about any policy or standard that I do not fully understand. I will also keep informed of any changes to these policies and standards as communicated through official methods of communication. I understand that failure to comply with these policies and standards may be cause for disciplinary action.

I further understand that this Guidebook is only an overview of some of SBC's work rules and policies, and offers only a brief summary of benefits that may be offered by SBC. I acknowledge that these policies and standards and this Guidebook may be revised from time to time and that portions of this Guidebook may become outdated due to changes in policies and procedures after the date of this edition of the Guidebook. I understand and acknowledge that I am responsible for understanding and complying with all amended or additional policies or rules that may be established by SBC.

I understand and acknowledge that no statement in this Guidebook shall be construed, interpreted, or applied as a contract of employment between SBC and myself. This Guidebook provides the most recent statement of current policies as of the date of this Guidebook and supersedes any prior handbooks of any kind.

I also understand that my employment is not for any definite period of time, and that nothing in this Guidebook in any way creates an express or implied contract of employment or warranty of any benefits. I understand that I am an employee at will and either SBC or I can terminate the employment relationship at any time for any reason.

Date

Employee Signature



[ENCLOSURE A]

HARASSMENT COMPLAINT FORM

New York State Labor Law requires employers to adopt a sexual harassment prevention policy that includes a complaint form for persons to report alleged incidents of sexual harassment.

If you believe that you have been subject to sexual harassment, you are encouraged to complete this form and submit it to the Director of Human Resources either in person or via email.

If you are reporting more than one incident, please use a separate form for each incident. If the space provided below is insufficient, please staple additional pieces of paper to this form.

Name

Phone Number

Job Number

Email

Department

Supervisor

Preferred Communication Method: ☐ Email ☐ Phone ☐ In Person

Identify individual(s) who allegedly committed harassment:

Name

Department

Job Title

Please describe information about the complained-of conduct, including date, location, type of behavior, how it affects your work, etc.:



Is the sexual harassment continuing? ☐ Yes ☐ No

Identify individual(s) who may have knowledge of complained-of conduct:

Name

Department

Identify any documents or physical evidence (e.g., notes, emails, letters, etc.) which contain information supporting the complained-of conduct:

Other Comments:

ACKNOWLEDGMENTS

- The information provided in this complaint is true and accurate to the best of my knowledge.
- I understand that Stone Barns is required to investigate the conduct complained of, and that I will be asked to participate in the investigation, including, but not limited to, answering questions and providing documentary evidence. I am willing to cooperate fully in the investigation of my complaint and to provide whatever evidence Stone Barns deems relevant.
- In order to investigate Stone Barns, it will be necessary to interview the alleged harasser(s), and any witnesses with knowledge of the allegations or defenses. Stone Barns will notify all persons involved in the investigation that it is confidential, and that unauthorized disclosures of information concerning the investigation could result in disciplinary action, up to and including discharge.

Date

Employee Signature



[ANEXO B]

**AIRBORNE INFECTIOUS DISEASE EXPOSURE
PREVENTION PLAN**