



EMPLOYEE HANDBOOK
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INTRODUCTION

WELCOME

We would like to welcome you as an employee of Crestwood Christian Church (“Crestwood”). Except where it is otherwise required, Crestwood means the Administrative Board of Crestwood Christian Church. Crestwood benefits greatly from the skills, dedication, and work ethic you bring to the team. Your success lies in consistently performing at the highest standards and taking pride in being part of our team. We value your ideas and input, so please share them with the Head of Staff to help us improve. Thank you for choosing to be a member of our team. We hope you find your experience here challenging, rewarding, and enjoyable!

As an employee of Crestwood, you will want to know what you can expect from us and what we expect from you. This Employee Handbook (“handbook”) has been prepared to inform employees of Crestwood’s culture, employment practices, policies, and the benefits provided to our team, as well as to describe our expectations. While this Handbook is not intended to be a book of rules and regulations or a contract, it does include important guidelines that employees should know.

With the exception of the at-will nature of employment, the practices, guidelines, and benefits may be interpreted or amended by Crestwood at any time without prior notice. This edition of the handbook replaces all previously issued editions. Employees should familiarize themselves with the contents of this handbook, however, no handbook can foresee every question or situation. Employees are encouraged to consult with the Head of Staff or a Personnel Committee member regarding any questions about employment or this handbook.

AT-WILL EMPLOYMENT

The information presented in this Employee Handbook is merely a guideline and a statement of our present general practices, guidelines, and benefits. It is intended to acquaint you with Crestwood Christian Church (“Crestwood”), to answer some of your questions about your employment, and to explain certain practices. The Employee Handbook is not intended to be all inclusive. The benefits, practices, and guidelines outlined in the handbook, the language used, and any verbal statements made by management are not intended to create, or to be construed to constitute a contract, nor are they a guarantee of continued employment between you and Crestwood.

Your employment with Crestwood is at-will. Your employment with Crestwood may be terminated at any time, with or without cause or advanced notice by you or Crestwood. All employees of Crestwood are hired at-will. This practice cannot be changed except by a written agreement signed by you and the chair of the Personnel Committee.

OUR BASIC BELIEFS

We are a congregation of the Christian Church (Disciples of Christ). We do not have a formal creed but welcome all who believe in and seek to follow Christ.

Crestwood is one of a dozen Disciples congregations in the city of Lexington. It participates with other churches who make up the Christian Church in Kentucky. There are some 4,000 congregations with nearly a million members of the Christian Church (Disciples of Christ) in the United States and Canada.

Crestwood has always enjoyed an open spirit... encourages a friendly atmosphere... extends a hearty welcome to all persons... promotes a diversity in all matters... has developed an intentional sense of gender and racial inclusiveness... honors an acceptance and respect for different theological views... and constantly attempts to foster an awareness of the need for an ecumenical environment.

CRESTWOOD'S VISION AND MISSION

Vision

Connecting People to God And Each Other

Our Mission

Crestwood Christian Church connects people to God and each other by being a community that welcomes and accepts all people; invites questions about how faith and life intersect; encourages people to take the next step in their spiritual journey; cares for each other and the stranger; and serves God through serving others.

EQUAL EMPLOYMENT OPPORTUNITY

EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of Crestwood to ensure equal employment opportunity without discrimination or harassment on the basis of race or color, hair, religion or creed, national origin or ancestry, sex or gender, gender identity or gender expression, sexual orientation, age, pregnancy, physical or mental disability and retaliation, military status, genetic information, or any other characteristic protected by federal, state, or local law. Crestwood prohibits any such discrimination or harassment.

NON-DISCRIMINATION/ANTI-HARASSMENT POLICY AND COMPLAINT PROCEDURE

Individuals and Conduct Covered

These policies apply to all applicants and employees, whether related to conduct engaged in by fellow employees or by someone not directly connected to Crestwood (e.g., an outside vendor, consultant, or member). Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings, and business and church-related social events.

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

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

Any employee who has questions or concerns about these policies should talk with the Head of Staff or a member of the Personnel Committee.

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

Harassment

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

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

Sexual Harassment

Sexual harassment constitutes discrimination and is illegal under federal, state, and local laws. For the purposes of this policy, “sexual harassment” is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: a) submission to such conduct or communication is made either explicitly or implicitly a term or condition of an individual’s employment, b) submission to or rejection of such conduct or communication by an individual is used as the basis for employment decisions affecting such individual, or c) such conduct or communication has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive working environment.

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

Complaint Procedure

Crestwood encourages timely reporting of all perceived incidents of discrimination, harassment, or retaliation, regardless of the offender’s identity or position. Individuals who believe that they have been the victim of conduct prohibited by this policy, or who believe they have witnessed such conduct, should discuss their concerns with the Head of Staff or a member of the Church Board Personnel Committee.

Crestwood encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken. While no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment or discrimination.

Any reported allegations of harassment, discrimination, or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have relevant knowledge. Crestwood will maintain confidentiality throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

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

Retaliation

Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action.

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

DISABILITY ACCOMMODATIONS

Where necessary and feasible, Crestwood will strive to make reasonable accommodations for qualified individuals with disabilities to perform the essential functions of their job, consistent with applicable law, and as long as it does not cause undue hardship to Crestwood. An applicant or employee with a disability who believes a reasonable accommodation is needed should contact the Head of Staff. The Head of Staff will evaluate the request and whether an accommodation is available that is reasonable and that would not create an undue hardship on Crestwood business.

RELIGIOUS ACCOMMODATIONS

Where necessary and feasible, Crestwood will strive to make reasonable accommodations for qualified individuals whose religious beliefs or practices conflict with their job, work schedule, or with Crestwood policy or practice on dress and appearance, or with other aspects of employment. An applicant or employee who believes a religious accommodation is needed should contact the Head of Staff. The Head of Staff will evaluate the request and whether an accommodation is available that is reasonable and that would not create an undue hardship on church business.

PREGNANCY AND CHILDBIRTH ACCOMMODATIONS

Crestwood will make reasonable accommodations for qualified individuals with health conditions related to pregnancy or childbirth to perform the essential functions of their job, consistent with applicable law and if it does not cause undue hardship to Crestwood. An applicant or employee who believes a pregnancy or childbirth accommodation is needed should contact the Head of Staff. The Head of Staff will evaluate the request and whether an accommodation is available that is reasonable and that would not create an undue hardship on Crestwood business.

LACTATION AND BREASTFEEDING ACCOMMODATIONS

Crestwood supports breastfeeding employees by accommodating an employee who needs to express breast milk during the workday. For up to one year after the child's birth, any employee who is breastfeeding will be provided reasonable break times to express breast milk. Crestwood has a designated room for this purpose. Employees must reserve the room by contacting the Head of Staff. Employees who work offsite or in other locations will be accommodated with a private area as necessary. Breaks of more than 20 minutes in length will ordinarily be unpaid and recorded on timesheets where appropriate.

A refrigerator for the storage of breast milk is available. Any breast milk stored in the refrigerator must be labeled with the name of the employee and the date of expressing the breast milk. Any nonconforming products stored in the refrigerator may be disposed of. Employees storing milk in the refrigerator assume all responsibility for the safety of the milk and the risk of harm for any reason, including improper storage, refrigeration, and tampering.

EMPLOYMENT PRACTICES

PERFORMANCE APPRAISALS/REVIEWS

Performance appraisals are a forum for you and management to discuss your performance. Although the formal appraisal provides an opportunity to discuss performance, we encourage you and management to have ongoing communication.

Formal appraisals are typically performed on an annual basis but may be completed at any time deemed appropriate by the Head of Staff or the Personnel Committee. Ministers and all non-ministerial employees shall be reviewed by the Head of Staff and the Senior Minister shall be reviewed by the Personnel Committee. The Head of Staff shall report any unsatisfactory evaluations to the Personnel Committee at its next regular meeting following the appraisal.

Evaluating employee job performance and providing feedback is an important factor in making employment-related decisions, however, performance appraisals do not guarantee an increase in pay or bonus payments, nor do they imply or guarantee continued employment.

CHURCH PROPERTY

All equipment, keys, computers, and other items that are purchased, leased, developed, and/or produced for the operations of Crestwood are the sole property of the church. Employees that are issued church property may be required to sign a payroll deduction authorization form which states the employee is responsible for the loss of these items. Upon separation from employment, or upon request by Crestwood, employees are required to return all church property. Where permitted by applicable laws, Crestwood may take reasonable action to recover or protect its property.

An employee who abuses the privilege of using Crestwood property and equipment may be subject to corrective action, up to and including termination of employment.

EXIT INTERVIEWS

Exit interviews are available for separating employees. We encourage separating employees to participate in exit interviews by providing Crestwood with comments and suggestions which could benefit Crestwood operations. Schedule an appointment with Head of Staff to participate in the exit interview process.

PERSONNEL RECORDS

Crestwood maintains a personnel file as a record of your employment. In order for Crestwood to properly maintain your insurance, other benefits, and to be able to reach you in an emergency, it is vital that you notify the Chair of the Personnel Committee of any changes in your name, address, telephone number, emergency contact, tax exemptions, insurance changes, and other relevant information.

Employees are allowed to inspect and copy their own personnel file annually upon request by making an appointment with a member of the Personnel Committee and review it in their presence. Terminated employees may request to inspect and copy their personnel file once after termination of employment. Employees and terminated employees may not remove the personnel file or any material contained in the file.

BACKGROUND CHECKS

All employees are subject to background checks. It is the responsibility of the Head of Staff to ensure background checks are conducted in accordance with this policy. An initial background check will be conducted prior to the hire of every new employee. Subsequent background checks will be conducted no less than once every three years, at a time

determined by the Head of Staff. Background checks shall be conducted by a third-party service provider capable of accessing local, state, and national records. The service provider or providers shall be chosen on the recommendation of the Head of Staff with the consent of the Personnel Committee. At a minimum, the background check should include confirmation of identity and a search of criminal and sex offender records. The background check of any employee who will operate a church vehicle should include motor vehicle records. The initial background check for any minister should include verification of degrees or other credentials.

COMPENSATION AND PAYROLL PRACTICES

EMPLOYEE STATUS CLASSIFICATIONS

Definitions

- **Head of Staff:** The Head of Staff shall be the Senior Minister, or in the absence of the Senior Minister, the person designated by the Administrative Board on the recommendation of the Personnel Committee.
- **Minister (and commissioned staff members):** A person ordained by the usages of some church or associated body of Christians for the preaching of the Gospel and filling of a pastoral office. The Senior Minister shall be designated by the Administrative Board.
- **Supervisor:** All employees shall be supervised directly by the Head of Staff or by such other person designated by the Head of Staff. Except in exceptional circumstances, which are approved by both the Personnel Committee and the Church Board, only persons who are paid employees of Crestwood shall be designated by the Head of Staff to supervise other employees.
- **Employee:** A person in the service of Crestwood hired and employed for wages or salary. All Ministers are considered employees.

Employment Classifications

- **Full-time:** Employees who are regularly scheduled year-round for 37.5 or more hours per week.
- **Part-time:** Employees who are regularly scheduled year-round to work less than 37.5 hours per week (may be called upon to work above 37.5 hours when workload requires).

“Regularly scheduled” is defined as an employee who is scheduled to work a minimum number of hours each week of the year to meet the classification or full-time or part-time.

Exempt and Non-Exempt Status

- **Exempt:** Employees whose positions meet specific criteria established by the Fair Labor Standards Act (FLSA) and state law who are exempt from overtime pay requirements. Exempt employees are generally paid on a salary basis.
- **Non-Exempt:** Employees whose positions meet specific criteria under the Fair Labor Standards Act (FLSA) and state law and are required to be paid at time and one-half for overtime hours worked. Non-Exempt employees are generally paid on an hourly basis.

HOURS OF WORK/WORKWEEK

The Head of Staff sets work schedules and may change work hours as needed to meet Crestwood’s needs. Employees are expected to work additional or adjusted hours, when assigned by management.

MEAL AND BREAK PERIODS

Rest Periods

Non-exempt employees are permitted a paid 10-minute paid rest break for each four-hour work period. Breaks are not permitted at either the beginning or end of the workday to offset arrival and departure times. Employees who voluntarily work through their rest breaks will not be paid additional compensation.

Meal Periods

Non-exempt employees who work eight or more hours in a day are required to take an unpaid meal break of 1 hour. Meal periods are not counted toward hours worked. Employees are to be completely relieved from duty during their meal break. If a nonexempt employee is required to perform any work duties while on his or her meal break period, the employee must be compensated for the time spent performing work duties. The time spent working during the meal break will be counted toward the total hours worked.

Rest and Meal periods must be scheduled with the Head of Staff.

TIME RECORDING/REPORTING

Each non-exempt employee is responsible for accurately reporting their time worked and absences using the time record form. Employees are required to submit their weekly hours to the Head of Staff at the end of each work week for approval. Time worked and absences will be recorded by the Office Administrator. After reviewing time record forms and resolving any discrepancies, the Office Administrator will sign the form and forward it for processing. Employees are responsible for reporting any discrepancies between the time record and their paycheck to the Office Administrator.

Falsifying your work time or tampering with other employee work records is cause for disciplinary action up to and including termination.

OVERTIME PAY

There may be times when employees are required to work overtime hours. All overtime must be pre approved by management in advance. The workweek, for the purposes of determining overtime, begins at 12:01 am Monday and ends Sunday at midnight.

Employees classified as non-exempt are eligible to receive overtime pay at a rate of one and half times their regular pay for time worked over 40 hours in a workweek. Exempt employees are not eligible for overtime.

Non-work time (i.e., vacation and holidays) for which an employee may be compensated will not be counted as time worked when calculating overtime. Compensatory time will not be granted.

PAY PERIODS AND PAYDAYS

Employees are paid on a bi-weekly and generally there are 26 pay periods in a calendar year. Employees are paid at the end of each pay period by direct deposit to the bank of their choice.

Direct Deposit

Employees are required to provide a voided check or official bank documentation to ensure appropriate direct deposit setup.

Physical Checks

Physical paychecks will be released on designated paydays and will be available from the Head of Staff. Paychecks will only be released to the employee, unless a written signed statement authorizing release of the paycheck to another person is given to the Head of Staff. The employee may be responsible for a stop payment charge if their paycheck is lost or stolen.

If a payday falls on a holiday, paychecks will be issued on the preceding business day.

COMPENSATION ADJUSTMENTS

Compensation increases are granted on an individual basis and are at the sole discretion of Crestwood. Compensation may be reduced in certain circumstances including but not limited to position restructuring, position transfers, and adverse economic conditions. Recommendations for increases will be submitted by the Personnel Committee to the Finance Ministry Team within the limits of funds designated for this purpose in the annual budget. Automatic salary increases are not allowed for any employee.

PAYROLL DEDUCTIONS

Mandatory payroll deductions required by Federal, State, and local law will be withheld from paychecks. These deductions include, but are not limited to, federal income tax withholding, state income tax withholding, social security, and Medicare. Voluntary deductions (e.g., insurance premiums or retirement plan contributions), if any, will be deducted from pay checks. Payroll deductions are summarized on the paycheck stub.

When required by law, Crestwood will deduct for wage assignments or garnishments. If the employee objects to the court order, the employee must contact his or her own legal counsel. Crestwood is obligated to continue deducting the wage assignment or garnishment until otherwise notified by the court or as otherwise provided by law. Any court ordered pay withholding will not result in discrimination, retaliation, or termination of employment by Crestwood. Crestwood may deduct and retain the actual cost of processing and remitting the withholding from the employee's wages as allowed by the specific court order.

EMPLOYEE BENEFITS

Crestwood provides a competitive benefits package in addition to your salary. From time to time, benefits may be added, deleted, or changed. Crestwood reserves the right to make such changes, as well as to change insurance carriers or coverage and payments of premiums on behalf of employees at Crestwood's sole discretion.

GROUP HEALTH INSURANCE (MEDICAL, DENTAL, AND VISION)

Crestwood offers full-time employees health insurance coverage. Employees are eligible to enroll after 30 days of consecutive employment with Crestwood. The details of coverage are included in the Summary Plan Description and can be obtained from the Head of Staff. Crestwood reserves the right to change or terminate this program and other benefits at any time. Coverage and benefits are subject to the requirements of the group insurance policy in effect.

PENSION FUND

Full-time employees that have been employed by Crestwood for a period of thirty (30) consecutive days (except for new employees that are previously enrolled with the Pension Fund of the Christian Church (Disciples of Christ) at the time they are employed by Crestwood), Crestwood will pay the annual dues of 14% of the full-time employee's salary and housing allowance (the housing allowance applying to full-time Ministers only) into the Pension Fund of the Christian Church (Disciples of Christ), which shall be subject to all terms and conditions of such Pension Fund.

RELOCATION AND MOVING EXPENSES

Crestwood may pay moving expenses when a new Minister is employed, as provided in the Terms of Employment.

TIME OFF AND LEAVE POLICIES

HOLIDAYS

All employees are eligible to receive holiday pay. Employees receive pay for regularly scheduled hours, up to eight (8) hours if the holiday falls on the regularly scheduled workday. Holiday pay is prorated for employees working less than 40 hours/week. Employees are eligible for paid holiday upon hire.

Crestwood recognizes the following holidays:

- New Year's Day
- Martin Luther King Jr.'s Birthday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving Day
- Two days at Christmas time as approved by the Head of Staff.

If a holiday falls on a Saturday, it will generally be observed on the preceding Friday. Holidays that fall on Sunday will generally be observed on Monday.

A paid holiday does not count as a regularly scheduled workday when calculating overtime for the week. If a holiday occurs while you are on vacation or sick leave, you will not be charged for a vacation or sick day for that holiday. If a holiday falls on an employee's regular day off, the employee is provided with another day off with approval by the Head of Staff.

VACATION

Full-time Employees

Full-time employees who have been an employee for six (6) continuous months are granted 10 days' paid vacation per year. After four years of continuous employment, 15 days per year are granted. After ten years of continuous employment, 20 days per year are granted. Vacation must be taken in a minimum of one-day increments. All increases in the number of vacation days shall be effective on January 1 of the year in which the employee will achieve the relevant employment anniversary. For employees in their first year of employment, any vacation days awarded on the six-month anniversary of hire shall be pro-rated for the remaining portion of the calendar year, and no employee shall exceed 10 vacation days before the one-year anniversary of the employees' hire.

Full-time Ministers

Full-time Ministers are granted four weeks of paid vacation per year, except that in any year in which sabbatical leave is taken, the minister's vacation days for that year will be reduced in proportion to the portion of the year that the minister is absent due to sabbatical. For example, if the Minister takes three months sabbatical leave, the minister's vacation days for that year would be reduced by one-fourth.

Part-time Employees

Part-time employees shall receive paid vacation time only if provided in their Terms of Employment.

Vacation must be used in the year in which it is earned. If the available vacation leave is not used by the end of the calendar year, unused leave will not carry over to the next year.

Employees must request vacation leave in writing at least 30 days in advance of the desired start date. While Crestwood will attempt to accommodate your requests, business requirements will dictate approval. Requests for time not yet earned will not be granted.

Compensation for vacation is at a straight time rate of pay. Hours for which a non-exempt employee is paid vacation are not considered hours worked for the purpose of computing overtime.

If your employment terminates for any reason, you will be paid for any unused and earned vacation.

MINISTERS ABSENT ON CHURCH BUSINESS

Crestwood encourages its ministers to serve on outside boards related to the church's mission. When Ministers are invited to serve on outside boards or business related to the ministry of the larger church, such time shall be scheduled with the Head of Staff. Time required for such involvement shall not exceed three weeks on an annual basis, unless approved by the Head of Staff and the Personnel Committee.

Participation in Regional and General Assemblies of Crestwood is part of the ministry of the whole church. Time devoted to such is an extension of the local church ministry.

Attendance at any such meetings described above should be coordinated with the Head of Staff. Compensation for the Ministers' expenses for these activities, if not covered by the outside organization, is to come from the Ministers' professional expenses fund.

PAID SICK LEAVE

Full-time and part-time employees begin accruing paid sick leave after 30 days of employment. Paid sick leave can be used once it is earned.

Paid sick leave will be paid at the employee's base rate at the time the leave is taken. Compensation for paid sick leave is at a straight time rate of pay. Hours for which an employee is paid sick leave, are not considered hours worked for the purpose of computing overtime or other premium pay. If a holiday falls during an employee's paid sick leave, the day will be charged to holiday pay, as applicable rather than sick leave pay.

	Accrual Rate	Maximum Days Earned (Cap)
Full-time Employees	1 day per completed month of consecutive service	30 days
Part-time Employees	½ day per completed month of consecutive service	30 days

Once an employee reaches the maximum of 30 days, the accrual will stop. Unused paid sick leave hours will carry over to the following calendar year and accrual will continue until the maximum of 30 days is reached. Paid sick time may only be used in the case of sickness and may not be accumulated and used for extra vacation time off. Once the maximum paid sick leave days have been used, employees may request to use available vacation hours. Absences which extend beyond the employee's available paid sick leave days will be unpaid. Requests for time not yet earned will not be granted.

Employees requesting paid sick leave should provide as much advanced notice to the Head of Staff as practicable. In some instances, it may not be possible for an employee to schedule paid sick leave. When you have unscheduled paid sick leave or absence from a scheduled workday, you must notify your manager within a minimum of 2 hours before your shift by calling him/her at their work number. If you must leave a voice mail, you need to call back in 30 minutes to make sure the message was received. The notification method by a text message is acceptable however you must have received a recordable reply from your manager, or it is considered a failed call in. If you fail to call in, disciplinary action may be taken, up to and including termination.

If your employment terminates, you will not be paid for any unused paid sick leave.

TIME OFF TO VOTE

Employees will be granted time off with pay to vote in general and primary elections if the employee is a registered voter and there is not sufficient time for the employee to vote outside their regular working hours. The employee is requested to take the time off at the beginning or end of their shifts or immediately before or after lunch. Paid time off to vote is not compensated for non-exempt employees. Time off to vote must be scheduled with the Head of Staff prior to Election Day.

JURY DUTY LEAVE

Crestwood recognizes jury duty as a civic responsibility of everyone. When summoned for jury duty, employees are granted leave to perform their duty as a juror. If you are summoned for jury duty, notify the Head of Staff as soon as possible by providing them with a copy of your notification. If you are excused from jury duty during your regular work hours, you are expected to report to work promptly. Employees are paid for the time required for jury or witness duty if you were scheduled to work and you submit a juror service certificate to the Head of Staff.

You are expected to maintain daily contact with the Head of Staff while on jury duty for adjusting work schedules to compensate for your absence.

MILITARY LEAVE

Crestwood's guidelines for military leave and re-employment will be administered in accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) and applicable state or local laws dictate approval.

PARENTAL/MATERNITY LEAVE

Full-time employees receive paid leave and benefits on account of the birth or adoption of a child for up to eight (8) weeks for the mother and eight (8) weeks for the father. An additional four (4) weeks of leave can be taken and can either be unpaid or paid using available vacation days. Crestwood will not discriminate against any employee who requests an excused absence for medical disabilities associated with pregnancy, childbirth, or adoption.

Employees are required to give formal written notice to the Head of Staff at least 30 days' notice from the requested leave start date (or as much notice as practicable if the leave is not anticipated). When organizational needs permit, Crestwood may support a modified and flexible schedule.

Benefits will continue for the duration of the leave.

CONTINUING EDUCATION LEAVE FOR MINISTERS

In addition to vacation and church business leave, it is commendable at all times for Ministers to seek improvement in ministerial skills. Time for periodic continuing education seminars, workshops, etc. will be considered annually on an individual basis. Compensation for incurred expenses will come from the Ministers' professional expenses fund. Such leave must be approved by the Head of Staff or the Personnel Committee.

SABBATICAL LEAVE FOR MINISTERS

The profession of ministry demands continued creativity, renewal and energy. Members of the Ministerial staff are encouraged to pursue continuing education as described in this Personnel Policies and Procedures Document. Occasions for longer-term opportunities (sabbaticals) may be granted under the conditions detailed below. Sabbaticals benefit both the minister and the congregation by providing opportunities for renewal of spirit, extended study and reflection, planning and creative growth that normal routines do not allow.

a) A Minister shall become eligible to apply for a sabbatical leave of up to three months to be taken after six years of continuous service. After a sabbatical has been completed, the minister shall be eligible to apply again for a sabbatical to be taken after six more years of service. For purposes of sabbaticals, only years of service with Crestwood shall be counted towards the service requirements. Only full-time ministerial staff are eligible for sabbatical leave unless otherwise determined by the Personnel Committee.

b) Sabbatical leaves are intended for the mutual benefit and growth of both the minister and the congregation. The length of the leave and timing for the leave are concerns and must be compatible with the congregation's present needs, climate, and programming. Completion of six years of service shall not, in and of itself, be the determining factor as to whether a sabbatical proposal shall be approved by the Personnel Committee.

c) The minister shall develop a formal written proposal that includes the expectations, focus of the sabbatical, any courses of study to be pursued and anticipated benefits to the Minister. A clear vision of how the sabbatical will impact the Minister's work should be presented. A detailed listing of the work that is being left behind and its current state of completion should be included. It should also detail the proposed handling of the ministry (work) being left behind. A clear connection of the sabbatical to how the sabbatical studies will be used in congregational life or how the congregation will benefit from the sabbatical should be a part of the proposal.

The Minister should submit the Sabbatical Proposal to the Personnel Committee at least a year before the intended sabbatical beginning date. A series of discussions between the Personnel Committee and the Minister shall be held to be certain all parties agree on the use of time and items to be completed. This process of negotiation shall be completed at least six months before the sabbatical is scheduled to begin. The contents of the proposal shall be considered negotiable and shall be approved by the Personnel Committee and recommended to the Administrative Board for approval.

d) During the sabbatical year, no other continuing education time will be provided.

e) A Minister will be expected to serve Crestwood at least one year after the completion of a sabbatical.

f) All expenses for the sabbatical will be borne by the Minister, unless reimbursed in accordance with the Professional Expense Policy. All normal compensation and benefits (salary, housing, etc.) will continue during the sabbatical.

g) Only one Minister may take a sabbatical in any calendar year. If two ministers apply for a sabbatical during the same calendar year, the matter shall be referred to the Personnel Committee.

h) Sabbaticals shall not be considered a use of the Minister's vacation time. Earned vacation time would not be ordinarily used to extend the period of absence of a sabbatical.

i) Evaluations of the sabbatical and its impact on the Minister and the congregation are helpful means for planning such future opportunities. An evaluative report will be submitted to the Personnel Committee by the Minister within thirty days after the sabbatical is completed. The report will include the value of the leave, the benefits and disappointments of the sabbatical for the Minister and specific plans for the implementation of knowledge gained in new or improved programs for the congregation. The reports will then be presented to the Administrative Board and shared with the congregation.

j) Ministerial staff who choose to not take sabbatical leave will not be eligible for a financial reimbursement or additional vacation time.

UNPAID LEAVE OF ABSENCE

In the sole discretion of Crestwood, an employee may be permitted to take an unpaid leave of absence in instances where unusual or unavoidable circumstances require a prolonged absence for a maximum of 3 weeks. A leave of absence is generally used for reasons not covered by other policies in this Handbook. An employee must submit a

written request for a leave of absence to the Head of Staff with as much advance notice as possible. Requests should state the expected duration and the need for leave. The request must be approved in advance and in writing by the Head of Staff (in consultation with the chair of the Personnel Committee).

Employees are required to use any available paid leave (vacation and paid sick leave) prior to being granted an unpaid leave of absence. If such leave is granted, there is no guarantee the employee will be reinstated to employment after taking a leave of absence, except as required by law.

An employee on an unpaid leave of absence may not engage in other employment. If it is discovered by Crestwood that the employee is engaged in other employment while on leave of absence, the employee may be terminated.

DISABILITY LEAVE

Full-time employees (to include Ministers) who has completed (6 months) of continuous employment and is unable to work due to illness or injury is eligible for Disability Leave as follows:

- **Short Term:** Is defined as a disability which exists for between 30 and 90 continuous days. Full salary and benefits shall be continued for the duration of the short-term disability (30 to 90 continuous days).
- **Long Term:** Is defined as a disability which exists for 91 continuous days or more. Full pay and benefits shall be continued for the first ninety days of the long-term disability as set forth above. Thereafter, pay shall be one half for the next ninety days, and benefits shall continue in full force and effect. All pay and benefits will stop at the end of six months of disability, unless otherwise agreed between the employee and Head of Staff or Personnel Committee.
- Days of disability do not include any days on which the employee received disability benefits from an insurance provider.

The employee must provide medical certification of the disability that includes the start and expected end date of the disability. This certification must be submitted to the Head of Staff, who will review the certification and make a determination on benefit qualification. An employee receiving workers' compensation or disability pay under any state or federal plan is ineligible for this benefit. To be eligible for this benefit, the employee must not engage in outside employment and is expected to avoid activities that may delay recovery and return to work. Employees are encouraged to obtain their own disability insurance coverage.

Return to Work

The employee must return to work as soon as permitted by his or her health care provider. The employee must submit a fitness-for-duty clearance to the Head of Staff.

Employees with questions regarding this policy should contact the director of human resources.

WORKPLACE CONDUCT EXPECTATIONS

STANDARDS OF CONDUCT

Employees are expected to always conduct themselves in a professional and respectful manner. This policy extends beyond the guidelines outlined in the Non-Discrimination/Anti-Harassment policy. Any form of unprofessional, disrespectful, or violent behavior will not be tolerated. While it is impossible to list every potential violation, the following behaviors are illustrative examples of prohibited conduct, however this is not an exhaustive list. The following conduct is prohibited while on Crestwood property, when conducting Crestwood business off-site, or at any Crestwood function.

- Poor work performance in the areas of quality, quantity, or accuracy.
- Unexcused or excessive absences or tardiness.
- Use of obscene, profane, offensive, or disrespectful verbal or written communication language.
- Using abusive or threatening language, coercing, embarrassing, or otherwise harassing another person.
- Yelling, use of profanity, and crude remarks.
- Spreading gossip or initiating rumors.
- Hindering another employee's ability to perform their job.
- Willful or careless violations of safety, health, and security rules.
- Misuse of keys or accessing restricted areas.
- Disrespectful or unfriendly behavior towards members or co-workers.
- Falsifying time records or other church documents.
- Insubordination, refusal to follow instructions, or uncooperative attitude.
- Engaging in acts of violence, fighting, or disorderly conduct or threatening bodily harm.
- Possession of unauthorized weapons or causing deliberate damage to church property.
- Dishonesty, failure to report dishonest acts, or falsification of church records.
- Immoral, indecent, or soliciting conduct.
- Disclosing confidential information without permission.
- Misappropriation or unauthorized use of church property or funds.
- Gambling on church premises.
- Use, possession, sale, or being under the influence of alcohol, illegal drugs, or other intoxicants.
- Unlawful or un-business-like conduct which may adversely impact Crestwood.
- Violation or disregard of church practices, policies, or procedures.
- Possession of firearms, explosives, weapons, or other hazardous, illegal, or dangerous items.

This list is intended to be representative of the types of activities or conduct which may result in disciplinary action. It is not intended to be comprehensive, and it does not alter the at-will employment relationship between the employee and Crestwood. Crestwood reserves the right to immediately terminate any employee for reasons it believes, at its sole discretion, to be appropriate, with or without notice.

Violations of Crestwood standards may result in discipline, up to and including termination. Discipline may include one or more of the following forms of corrective action: termination, suspension, oral warning, or written warning. These actions are not necessarily sequential and any one or all may be skipped at the management's sole discretion. In arriving at a decision for proper action, all facts and circumstances will be considered, including, without limitation, the following: the seriousness of the infraction; the past record of the employee; and the circumstances surrounding the matter.

Employees with complaints of sexual or other unlawful harassment or discrimination should use the EEO and Nondiscrimination / Anti-Harassment Policy and Complaint Procedure outlined in this Handbook.

CORRECTIVE ACTION AND DISCIPLINARY PROCEDURES

There may be circumstances where job performance or behavior does not meet Crestwood standards. Should this circumstance arise, Crestwood is committed to taking corrective and disciplinary action. This action can range from a verbal or written warning up to and including termination. An employee may be terminated for a first offense depending on the circumstances.

Crestwood reserves the right to impose counseling or disciplinary action which, in its judgment, most effectively addresses the issues. You will be advised of its action when this occurs. Each situation is fact-specific and evaluated on a case-by-case basis. Counseling or action taken by Crestwood should not be assumed to set precedent for future circumstances where action is required. Circumstances in which the employee's behavior is considered by the Head of Staff and/or Personnel Committee to be illegal, unethical, immoral, or contrary to the best interests of Crestwood and/or its mission may result in immediate suspension or termination by the Head of Staff, who shall report any such action to the Personnel Committee as soon as is practical.

To the extent possible, discipline shall proceed in accordance with the following steps, except when the nature of any circumstances demands other action. Because employment by Crestwood is at-will, Crestwood is not required to follow these steps prior to discipline or discharge if the Head of Staff or Personnel Committee believe any other action is appropriate.

Verbal Disciplinary Action

This is a verbal statement to an Employee, usually pointing out an unsatisfactory element of job performance or behavior. This is intended to be corrective or cautionary. A verbal reprimand identifies the needed area of improvement, sets goals for achieving the appropriate level of improvement, and informs the Employee of the consequences of failure to improve. Verbal reprimands will be recorded in the employee's personnel file and the Personnel Committee will be notified.

Written Disciplinary Action

A written reprimand to the employee is issued and a copy is signed by the employee, Personnel Committee representative and Head of Staff, and is placed in the employee's personnel file. The employee may request a meeting with the Personnel Committee to express a complaint with the reprimand.

If both the Verbal and Written Reprimands are not heeded, the next step may be termination of employment. Employees should be aware that their employment relationship with Crestwood is based on the conditions of employment at will.

Complaint Process

Any employee who feels that a disciplinary action was handled unfairly shall have the opportunity to resolve the issue through administrative remedies. The employee must first discuss the issue with the Head of Staff, unless the complaint is with the Head of Staff, in which case the employee shall first discuss the issue with any member of the Personnel Committee. If the complaint is not resolved as a result of this action, the employee may discuss the matter with the Personnel Committee. The complaint to the Personnel Committee shall be made in writing and delivered to the Chair of the committee.

If a Senior Minister feels that a disciplinary action was handled unfairly, a complaint may be taken to the Personnel Committee directly by advising the committee Chair in writing. The Chair shall meet with the employee(s) involved to attempt to resolve the complaint. If the matter is not satisfactorily resolved, the full Personnel Committee shall meet with the employee(s) who will have the opportunity to present any relevant facts. Upon hearing the relevant facts, the committee shall vote to either uphold or deny the complaint. If the complaint is upheld the Personnel Committee shall take appropriate action to remedy the situation. The decision of the Personnel Committee shall be final. The obligation to exhaust the internal remedies set forth above shall be mandatory before the employee has the right to seek any other relief allowed by law.

SEPARATION OF EMPLOYMENT

Retirement

Ministerial or commissioned staff planning to retire are required to give a minimum of 60 days' notice to the Personnel Committee and the Head of Staff. In the event of the retirement or resignation of the Senior Minister, it is not the policy of Crestwood that the other ministerial staff must, at the same time, leave employment of Crestwood.

Voluntary Separation

Full-time ministerial or commissioned staff are required to give 60 days' notice of intent to resign to the Personnel Committee and the Head of Staff. All other staff are requested to give two weeks' notice of intent to resign to the Personnel Committee and the Head of Staff. Providing this courtesy notice in advance assists Crestwood in taking the necessary steps to account for the impact of the separation on Crestwood operations.

Any employee who fails to report to work without notification to management for a period of three (3) days or more will be considered to have voluntarily terminated their employment with Crestwood.

Involuntary Separation

In the event it has been determined that termination is the appropriate course of action, the following steps will be followed:

- Termination of Employment for Senior Minister – The Personnel Committee will recommend a course of action to the Administrative Board.
- Termination of Employment for Other Ministerial Staff – The Head of Staff in consultation with the Personnel Committee may immediately suspend the Minister with written notice and recommend a course of action to the Administrative Board.
- Termination of Employment for all other employees – The Head of Staff, in consultation with the Personnel Committee, may immediately suspend or terminate the Employee.

Crestwood reserves the right to immediately terminate any employee for reasons it considers, at its sole discretion, to be inappropriate, with or without advance notice for any reason. Nothing herein changes the "at-will" nature of employment. An employee may be terminated at any time for any reason.

CONFIDENTIAL INFORMATION

Ministers and other employees of Crestwood will from time to time learn confidential information about members of the congregation or the public, incident to the employees' employment with Crestwood. All employees shall keep such information confidential and refrain from disseminating confidential information to any other person consistent with the ethical obligations of the employee's profession, or whenever the circumstances indicate that confidentiality is expected. Employees shall not disclose confidential information to any other person except where expressly permitted by the person who is the subject of such information, as required by law, or in order to protect any person from a clear danger of death or physical or psychological harm. This provision shall not prohibit ministers or employees of Crestwood from sharing confidential information among employees and officers of Crestwood when necessary to further the mission and objectives of Crestwood and the employee's employment duties.

CONFLICT OF INTEREST

Employees are expected to devote their best efforts and conduct to the interests of Crestwood. We recognize the right of employees to engage in activities outside of their employment, which are of a private nature and unrelated to our business. However, employees must be conscientious that their relationships with clients, partners, community members, and other activities do not subject them or Crestwood to questions or undue criticism. Employees must refrain from engaging in any activity that could conflict with their status as a Crestwood employee. This includes using an employee's position with Crestwood for personal profit, advantage, or entering transactions or relationships where it may appear that an employee has a conflict of interest, is improperly benefiting from an affiliation with Crestwood, or

violates laws governing fiduciary relationships. Good judgment should supplement these provisions to avoid even the appearance of impropriety.

A practice of full disclosure must be followed to assess and prevent potential conflicts of interest from arising. Contact your manager if you have questions regarding a possible conflict of interest.

OUTSIDE EMPLOYMENT

Employees may engage in outside employment as long as it does not create a conflict of interest, appearance of a conflict of interest, or interfere with their work performance. All employees, whether they have outside work requirements or not, will be evaluated by the same attendance and performance standards.

Crestwood may take into consideration the following items when evaluating outside employment. These items include, but are not limited to:

- Reduction of the employee's ability to work efficiently or satisfactorily
- Performing services for vendors or members
- A risk where confidential church information may be disclosed

If Crestwood determines that an employee's outside work interferes with their job performance or their ability to meet the requirements of Crestwood, as they are modified from time to time, the employee may be asked to terminate the outside employment if they wish to remain employed with Crestwood. Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from individuals or organizations for materials produced or services rendered while performing their jobs with Crestwood. Employees that have outside employment may not use paid sick leave to work at the outside job.

DRESS AND PERSONAL APPEARANCE/GROOMING

To promote a professional image at Crestwood, employees are required to maintain a neat and clean appearance appropriate for the workplace setting and the work being performed. Crestwood leadership may determine and enforce guidelines for workplace-appropriate attire, grooming, and hygiene. Employees may wear a Crestwood logo'd polo shirt, however it is not required.

Any questions about Crestwood dress and personal appearance guidelines should be discussed with the Head of Staff. Any employee who does not meet the dress and personal appearance set by Crestwood may be subject to corrective action and may be asked to leave the premises to change clothing or take other corrective action. Non-exempt employees will not be compensated for any work time missed because of failure to comply with designated workplace attire and grooming standards.

Crestwood recognizes the importance of individually held religious beliefs to people within its workforce. Crestwood will reasonably accommodate an employee's religious beliefs in terms of workplace attire unless the accommodation creates an undue hardship. Accommodation of religious beliefs in terms of attire may be difficult in light of safety issues for staff members. Those requesting a workplace attire accommodation based on religious beliefs should be referred to the Head of Staff.

ATTENDANCE, ABSENCES, AND PUNCTUALITY

Having good attendance and arriving to work on time is vital to Crestwood, its operations, and your fellow employees. Excessive tardiness or absenteeism will not be tolerated. If you must leave work early, it is your responsibility to notify your manager or a manager on duty prior to departure.

Providing false reasons for absences or absences that show a pattern may result in disciplinary action being taken, up to and including termination. Absences that take place immediately before or following holidays and weekends may be considered suspect absences.

When you have an unscheduled absence from work or you will be late to work, you must notify the Head of Staff prior to your starting time by calling their work number. If you must leave a voice mail, you need to call back in 30 minutes to make sure the message was received. The notification should include the best possible information concerning the date of expected return to service. If you fail to call in, disciplinary action may be taken, up to and including termination.

If an employee fails to report to work or call in to inform the supervisor of the absence for three consecutive days or more, the employee will be considered to have voluntarily resigned from employment.

CELL PHONES AND TEXTING

Using cell phones during your shift to take or make personal phone calls, check voicemail, receive and send text messages, or access the internet, is permitted only so long as such use is kept to a minimum and does not interfere with your job duties. Use of cell phones is prohibited during meetings, during training, or when interacting with members.

USE OF CHURCH VEHICLES

Crestwood provides vehicles for employees to use while performing church-designated business according to the guidelines below. The church retains the right to amend or terminate this policy at any time.

Employees may not drive any Crestwood vehicles without prior approval of the Head of Staff. Prior to approving a driver and periodically thereafter, the Head of Staff must check the employee's driving record. Employees approved to drive on church business are required to inform the Head of Staff of any changes that may affect either their legal or physical ability to drive or their continued insurability.

Employees holding jobs requiring regular driving for business as an essential job function must, as a condition of employment, be able to meet the driver approval standards of this policy at all times.

Employees who need transportation in the course of their normal work may be assigned a Crestwood vehicle for their use. When no Crestwood vehicles are available, employees may use their own vehicles for business purposes with prior approval of the Head of Staff.

- Employees who drive a vehicle on church business must, in addition to meeting the approval requirements above, exercise due diligence to drive safely and to maintain the security of the vehicle and its contents.
- The use of cell phones (including texting) while behind the wheel of a moving vehicle being used on church business is strictly prohibited.
- Employees are responsible for any driving infractions or fines as a result of their driving.
- Non-employees and nonbusiness passengers (i.e., family and friends) are prohibited from riding in Crestwood vehicles.
- Employees must report any accident, theft or malicious damage involving a Crestwood vehicle to the Head of Staff, regardless of the extent of damage or lack of injuries. Such reports must be made as soon as possible but no later than 48 hours after the incident. Employees are expected to cooperate fully with authorities in the event of an accident. However, employees should make no voluntary statement other than in reply to questions of investigating officers.

Employees are not permitted, under any circumstances, to operate a Crestwood vehicle or a personal vehicle for church business when any physical or mental impairment causes the employee to be unable to drive safely.

Additionally, employees shall not operate any Crestwood vehicle at any time or operate any personal vehicle while on church business while using or consuming alcohol, illegal drugs or prescription medications that may affect their ability to drive.

COMPUTERS, COMMUNICATION SYSTEMS, AND EQUIPMENT

Crestwood recognizes that use of church computers, internet, e-mail, phones, and other communication systems and equipment is necessary in the workplace, and employees are encouraged to use these systems responsibly. Systems should be reserved for business-related matters during working hours. Unacceptable use can place Crestwood and others at risk. This policy outlines the guidelines for acceptable use of Crestwood's technology systems.

All use of church-provided communications systems and equipment, including e-mail and Internet use, should be used in a professional and respectful manner, and conform to our church guidelines and policies governing appropriate workplace conduct and behavior, including but not limited to, Equal Opportunity, Anti-Harassment, Confidential Information, and Conflicts of Interest.

Employees should not have any expectation of privacy in their use of church computers, phone, portable electronic devices, or other communication tools. All communications made using church-provided equipment or services, including e-mail and Internet activity, are subject to inspection by Crestwood. Employees should keep in mind that even if they delete an e-mail, a voicemail, or another communication, a copy may be archived on Crestwood's systems.

Employee use of church-provided communication systems, including personal e-mail and Internet use, that is not job-related has the potential to drain, rather than enhance, productivity and system performance. You should also be aware that information transmitted through e-mail and the Internet is not completely secure or may contain viruses or malware, and information you transmit and receive could damage Crestwood's systems, as well as the reputation and/or competitiveness of Crestwood. To protect against possible problems, delete any e-mail messages before opening that are received from unknown senders and advertisers. It also is against church policy to turn off antivirus protection software or make unauthorized changes to system configurations installed on church computers. Violations of this policy may result in termination for a first offense.

Crestwood encourages employees to use e-mail only to communicate with fellow employees, vendors, members, regarding church business. Internal and external e-mails are considered business records and may be subject to federal and state recordkeeping requirements, as well as to discovery in the event of litigation. Be aware of this possibility when sending e-mails within and outside Crestwood.

All use of church-provided communications systems, including e-mail and Internet use, should conform to our guidelines/policies, including but not limited to the Equal Opportunity, Harassment, Confidential Information, and Conflicts of Interest. So, for example, employees should not engage in harassing or discriminatory behavior that targets other employees or individuals because of their protected class status or make defamatory comments. Similarly, employees should not divulge confidential information such as trade secrets, client lists, or information restricted from disclosure by law on social media sites.

Because e-mail, telephone and voicemail, and Internet communication equipment are provided for church business purposes and are critical to Crestwood's success, your communications may be accessed without further notice by church management to ensure compliance with this guideline.

The electronic communication systems are not secure and may allow inadvertent disclosure, accidental transmission to third parties, etc. Sensitive information should not be sent via unsecured electronic means.

Employees should pay particular care to the use and security of portable electronic devices when used for business-related purposes, such as laptops, tablets, smartphones, and other data storage media, whether provided by the employer or the employee. Lost or stolen portable electronic devices containing church information may cause breaches of security that result in the loss of church confidential commercial data, the loss of vital research data, the unauthorized disclosure of sensitive employee data, lawsuits against the individual, and lawsuits against Crestwood. Employees should use appropriate password protections for such devices and physically secure them as recommended by management.

Office telephones are for business purposes. While Crestwood recognizes that some personal calls are necessary, these should be kept as brief as possible and to a minimum. Personal use of Crestwood's cell phones, long-distance account, or toll-free numbers is strictly prohibited. Abuse of these privileges is subject to corrective action up to and including termination.

Nothing in this policy is meant to, nor should it be interpreted to, in any way limit employees' rights under any applicable federal, state, or local laws, including rights under the NLRA to engage in protected concerted activities with other employees to improve or discuss terms and conditions of employment, such as wages, working conditions, and benefits. Employees have the right to engage in or refrain from such activities.

SOCIAL MEDIA ACCEPTABLE USE

Crestwood encourages employees to share information with coworkers and with those outside Crestwood for the purposes of gathering information, generating new ideas, and learning from the work of others. Social media provides inexpensive, informal, and timely ways to participate in an exchange of ideas and information. However, information posted on a website is available to the public, and therefore, Crestwood has established the following guidelines for employee participation in social media.

Note: As used in this policy, "social media" refers to blogs, forums, and social networking sites, such as Twitter, Facebook, LinkedIn, YouTube, Instagram, and Snapchat, among others.

Off-duty use of social media. Employees may maintain personal websites or weblogs on their own time using their own facilities. Employees must ensure that social media activity does not interfere with their work. In general, Crestwood considers social media activities to be personal endeavors, and employees may use them to express their thoughts or promote their ideas. In addition, employees may not post on a personal blog or webpage or participate on a social networking platform for personal purposes during work time or at any time with Crestwood equipment or property.

On-duty use of social media. Employees may engage in social media activity during work time provided it is directly related to their work and approved by their manager and does not identify or reference church members, or vendors without express permission. Crestwood monitors employee use of church computers and the Internet, including employee blogging and social networking activity.

Respect. Demonstrate respect for the dignity of Crestwood, its members, its vendors, and its employees. A social media site is a public place, and employees should avoid inappropriate comments. For example, employees should not divulge Crestwood confidential information such as trade secrets, client lists, or information restricted from disclosure by law on social media sites. Similarly, employees should not engage in harassing or discriminatory behavior that targets other employees or individuals because of their protected class status or make defamatory comments or engage in other behavior that violates Crestwood's policies.

Post disclaimers. Employees who identify themselves as church employees or discuss matters related to Crestwood on a social media site must include a disclaimer on the front page stating that it does not express the views of Crestwood and that the employees are expressing only personal views—for example: "The views expressed on this website/blog are mine alone and do not necessarily reflect the views of my employer." Place the disclaimer in a prominent position and repeat it for each posting expressing an opinion related to Crestwood or Crestwood's business. Employees must keep in mind that if they post information on a social media site that is in violation of church policy and/or federal, state, or local law, the disclaimer will not shield them from disciplinary action.

Competition. Employees should not use social media to criticize Crestwood's competition and should not use it to compete with Crestwood.

Confidentiality. Employees should not identify or reference church members or vendors without express permission. Employees may write about their jobs in general but may not disclose any confidential or proprietary information. For

examples of confidential information, employees should refer to the confidentiality policy. When in doubt, ask before publishing.

New ideas. Employees should remember that new ideas related to work or Crestwood's business belong to Crestwood. Do not post them on a social media site without Crestwood's permission.

Trademarks and copyrights. Employees should not use Crestwood's or others' trademarks on a social media site or reproduce Crestwood's or others' material without first obtaining permission.

Legal. Employees are expected to comply with all applicable laws, including, but not limited to copyright, trademark, and harassment laws.

Discipline. Violations of this policy may result in discipline up to and including immediate termination of employment.

Nothing in this policy is meant to, nor should it be interpreted to, in any way limit employees' rights under any applicable federal, state, or local laws, including rights under the NLRA to engage in protected concerted activities with other employees to improve or discuss terms and conditions of employment, such as wages, working conditions, and benefits. Employees have the right to engage in or refrain from such activities.

WORKPLACE SAFETY AND HEALTH

SAFETY AND HEALTH POLICY

It is the policy of Crestwood to achieve the greatest practical degree of freedom from accidents and to ensure that every employee is provided safe and healthy working conditions free from recognized hazards. The safety and health of our employees and others that may be in our work areas is paramount. Employees are expected to obey safety rules, follow established safe work practices, and exercise caution in all their work activities. Employees should immediately report unsafe practices, conditions, or accidents to their manager.

REPORTING A WORK-RELATED INJURY OR ILLNESS

If you are injured on the job no matter how minor, you must report the injury. Such report shall be made immediately or at the earliest practicable time, but no later than three (3) working days following the accident. Timely reporting allows for prompt medical treatment. Untimely reporting may affect workers' compensation benefits.

Crestwood carries worker's compensation insurance as governed by the applicable policy documents and state law. Information regarding workers' compensation is posted.

DRUG-FREE AND ALCOHOL-FREE WORKPLACE

Crestwood provides employees with a workplace that is free of drugs and alcohol. Substance abuse is incompatible with the health, safety, efficiency, and success of Crestwood. Employees who have any detectable amounts of drugs or alcohol while on the church premises may compromise Crestwood's interests and endanger the employee's own health and safety and the health and safety of others. This can cause several other work-related concerns, including behavior that disrupts other employees, delays in the completion of jobs, inferior quality in our products, and disruption of client interaction.

The unlawful use, possession, purchase, sale, or distribution of or being under the influence of any illegal drug or controlled substance (including medical marijuana) while on church premises or while performing services for Crestwood is strictly prohibited. Crestwood also prohibits reporting to work or performing services under the influence of alcohol or consuming alcohol while on duty or during work hours. In addition, Crestwood prohibits off-premises abuse of alcohol and controlled substances (including medical marijuana), as well as the possession, use, or sale of illegal drugs, when these activities adversely affect job performance, job safety, or Crestwood's reputation in the community.

Any employee taking medication should consult a medical professional to determine whether the drug may affect their personal safety or ability to perform the job's essential functions and should advise management of any requested reasonable accommodations. Upon notification, Crestwood will make reasonable efforts to accommodate.

SMOKING AND VAPING

It is the policy of Crestwood to prohibit smoking and vaping on church premises and in church vehicles to provide a safe and healthy work environment for all employees and members. Smoking and vaping is permitted only in the designated outdoor area(s). Employees may not take extra or prolonged rest breaks to smoke; smoking is limited to normally allotted break times. All smoking must be outside the building and may not take place within twenty-five (25) feet of any building.

Smoking is defined as the "act of lighting, smoking or carrying a lighted or smoldering cigar, cigarette or pipe of any kind." Vaping refers to the use of electronic nicotine delivery systems or electronic smoking devices such as e-cigarettes, e-pipes, e-hookahs, and e-cigars.

Employees who violate this policy will be subject to disciplinary action up to and including immediate discharge.

SECURITY AND ANTI-VIOLENCE

Crestwood is committed to providing a workplace that is free of threats or acts of violence and to protecting its employees from such conduct. Crestwood has established a strict policy that prohibits any employee from engaging in behavior that is violent, threatening, or intimidating while on duty, while on church business, or while engaging in off-duty conduct that in any way relates to employment at Crestwood. Employees are prohibited from engaging in any such behavior, including but not limited to intimidating/threatening/hostile behaviors, physical/verbal abuse, vandalism, intentional damage, use of weapons or carrying weapons of any kind onto church property, or any act Crestwood deems inappropriate.

This policy applies to all employees. In addition, Crestwood is equally committed to preventing violent or threatening behavior on its premises by individuals other than employees, such as visitors, guests, or family members of employees. Employees who feel they have been subjected to acts of violence by other employees, or third parties, should call 911 immediately, if necessary. Employees should also report the incident to their manager immediately. Complaints will be investigated and based on the investigation, disciplinary action up to and including termination may be taken as appropriate.

Violation of this policy will not be tolerated and may result in disciplinary action.

CRESTWOOD CHRISTIAN CHURCH EMPLOYEE HANDBOOK ACKNOWLEDGEMENT OF RECEIPT

I acknowledge that I have received the Crestwood Christian Church (“Crestwood”), Employee Handbook dated March 2024.

By signing below, I acknowledge that it is my responsibility to become familiar with the contents contained in this Employee Handbook. Additionally, I understand the following:

The information presented in this Employee Handbook is merely a guideline and a statement of Crestwood’s present practices, guidelines, and benefits. This Handbook is intended only as a general reference and is not intended to cover every situation that may arise during my employment.

The language used and any verbal statements made by management are not intended to create, or to be construed to constitute a contract, nor are they a guarantee of continued employment between you and Crestwood. Your employment is at-will. Your employment with Crestwood may be terminated at any time, with or without cause or advanced notice by you or Crestwood. All employees of Crestwood are hired at-will. This practice cannot be changed except by a written agreement signed by you and a member of the chair of the Personnel Committee.

This edition of the Employee Handbook replaces all previously issued editions. Except for the at-will nature of employment, the practices, guidelines, and benefits may be interpreted, amended, modified, improved, changed, or discontinued by Crestwood at any time without prior notice.

Crestwood prohibits all forms of harassment, including unwelcome sexual advances, requests for sexual favors, and other verbal, written, or physical conduct of a sexual nature. Crestwood has procedures for the prompt reporting of all forms of harassment.

Employee Print Name _____

Employee Signature _____ **Date** _____