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Welcome to the
National Psoriasis Foundation

This Employee Handbook (“Handbook”) has been prepared to acquaint you with the National Psoriasis Foundation (“Psoriasis Foundation”), its philosophies and beliefs. The Handbook will help you understand our culture and how our policies and procedures will affect you as an employee. We hope it will serve as a useful reference document, both now and in the future.

Please keep in mind that this Handbook is a communication vehicle, not a contract or legal document. It is not intended to create any legally enforceable obligation on the part of the Psoriasis Foundation or its employees. Employment with the Psoriasis Foundation is at-will. That means any employee can resign at any time for any reason, and the Psoriasis Foundation may terminate employment at any time, with or without cause, for any reason that is not contrary to law. This Handbook supersedes and replaces all previous written policies, practices and guidelines.

To obtain more information regarding specific employment policies or procedures, whether or not they are referred to in this Handbook, contact your supervisor or Human Resources. Only the CEO of the Psoriasis Foundation has the authority to enter into any agreement that modifies Psoriasis Foundation policy, and any modification must be in writing.

There will be times when the Psoriasis Foundation will make changes. We are committed to communicating these changes in a timely fashion. The Psoriasis Foundation may add, modify, suspend, discontinue or delete provisions of this Handbook or the policies and procedures on which they may be based (with the exception of the employment-at-will provision) at any time, with or without advance notice. All changes apply to existing and future employees.

After you have read the Handbook, you will be asked to sign and return to Human Resources an “Acknowledgment of Receipt” form. This will provide us with a record that you received the Handbook and understand its contents.

The Handbook is the property of the Psoriasis Foundation and is intended for your personal use and reference as an employee of the Psoriasis Foundation. Circulation of this Handbook outside the Psoriasis Foundation requires prior written approval of Human Resources.
Our Mission Statement

To drive efforts to cure psoriatic disease and improve the lives of those affected.

A Message from the President and CEO

Welcome to the National Psoriasis Foundation. I am pleased that you have chosen to join the Foundation’s professional staff. I hope that your employment with the NPF will be an enjoyable and rewarding experience.

Through your work here you will be contributing to our unique and important mission, a mission that we as professional staff embrace with pride and enthusiasm.

The volunteer leadership of the Foundation and I are committed to helping you succeed by providing you the orientation, training, coaching and guidance necessary to excel. The Employee Handbook is one example of that commitment. The handbook describes a summary of employee benefits, personnel policies and procedures and expectations.

As the world’s leading organization dedicated to the elimination of psoriatic diseases, the NPF is an invaluable resource to the 7.5 million Americans living with psoriasis and psoriatic arthritis. Our mission is brought to life in communities throughout our country by dedicated volunteers who work tirelessly in our three enterprises; research, advocacy and education. As staff, we are obliged to constantly maintain the highest professional standards in working with our volunteer partners. They are central to the organization’s success.

Our employees are also one of our most valuable resources. As a member of our staff team, always pursue excellence in everything you do on behalf of the people that we care most about.

Randy Beranek
President and CEO
Shared Values

Our Shared Values

Our shared values are an expression of the Foundation’s core beliefs. They form our corporate culture and climate and provide the framework that guides our actions and judgements.

We all recognize that our reputation—the good name of the National Psoriasis Foundation—is one of our most important assets, and that reputation is ultimately the sum total of the individuals who work here.

- We take pride in being the definitive voice for the psoriatic disease community.
- We embrace and celebrate the contributions of our diverse community.
- We believe personal and mindful communications strengthen our connections.
- We are transparent and accountable.
Employment at Will

All employment with the Psoriasis Foundation is for an unspecified term and is “at-will.” Either you or the Psoriasis Foundation may terminate your employment at any time, for any reason, with or without advance notice and with or without cause. Nothing in this Handbook or in any statement shall limit the right to terminate your employment at-will. The at-will nature of your employment relationship cannot be modified, changed or waived, except in an individual written employment agreement signed by you, Human Resources and the CEO.

Categories of Employment

There are 4 categories of employment. Your eligibility for benefits is determined by your employment category.

- Regular, Full-Time
  Regular full-time employees are defined as employees on the Psoriasis Foundation payroll who regularly work a minimum of 40 hours per week and are hired for an indefinite period of time. Generally, regular full-time employees are eligible for benefits.

- Regular, Part-Time
  Regular part-time employees are defined as employees on the Psoriasis Foundation payroll scheduled to work 20-39 hours per week and are hired for an indefinite period of time. Eligibility for various benefits is dependent upon the number of hours worked; specific eligibility is addressed in the benefits section below.

- Temporary
  Temporary employees are defined as employees either hired on the Psoriasis Foundation’s payroll or through temporary agencies for short-term assignments. Temporary employees may be either full-time or part-time. Temporary employees are not eligible for benefits.

- Contractors
  Contractors are not considered employees. They are defined as individuals or employees of a firm contracted for a specific period to provide a specialized service or skill. Contractors are not eligible for benefits.

Exempt/Nonexempt Status

Depending on an employee’s job duties and responsibilities, each employee is classified as either “exempt” or “nonexempt” for payroll purposes. You will be notified of your status when hired. Only non-exempt employees are entitled to overtime.
Exempt Employees

Employees who are exempt from state and federal overtime provisions and time reporting requirements do not receive overtime pay even though they may work in excess of 40 hours in a week from time to time. Exempt employees are paid on a salaried basis without reductions in compensation for variations in the work performed.

Nonexempt Employees

Nonexempt employees are paid overtime for each hour of overtime actually worked as requested and as approved by the Psoriasis Foundation. The overtime calculations for hours and rates are specified by state and federal laws. At the Psoriasis Foundation, nonexempt employees are always paid on an hourly basis.

New Employee Orientation

You will be given an orientation in order to assist you in becoming acquainted with the Psoriasis Foundation and services offered by the Psoriasis Foundation to its constituents. Other items covered during orientation include, but will not necessarily be limited to, the following:

- applicable Psoriasis Foundation personnel policies and practices;
- applicable operations policies and procedures;
- employee benefits, services and programs;
- employee safety policies and procedures; and
- proper use of Psoriasis Foundation property.

You are encouraged to ask questions of your supervisor, Human Resources or other management personnel whenever necessary to become better informed about your job and the Psoriasis Foundation.

Attendance and Punctuality

The efficient achievement of work schedules requires regular attendance and punctuality on the part of everyone. Therefore, good attendance is an essential element in job performance and is one important factor in considering merit pay increases and promotions. An unsatisfactory attendance record can result in corrective action, up to and including termination.

An absence is the failure of an employee to be at a designated work area or perform assigned work because of a failure to: 1) report to work; 2) begin and end a meal period on time; or 3) complete a work shift as scheduled. Such absences (partial-day or full-day) include lost time due to illness, injury, personal reasons or other reasons for which the Psoriasis Foundation is not responsible.

If you know in advance you will be absent or late, you are required to make arrangements with your supervisor. If prior arrangements have not been made, your absence or inability to be at work...
on time must be reported to your supervisor no later than 30 minutes before your scheduled starting time on each day of your absence, unless your absence qualifies as protected leave or you are notified that daily reporting is not required. If your supervisor is not available, you are to leave a voice-mail message for your supervisor and on the staff mailbox (select option #5 after calling the Psoriasis Foundation number or dial extension 483). Subsequent person-to-person follow-up by you is also required. Leaving a message with anyone other than your supervisor or the supervisor’s designee does not meet reporting requirements. However, to ensure that the business of your department is conducted efficiently, your department may have established other reporting guidelines. Therefore, you will need to consult with your supervisor to determine the applicable reporting guidelines for your department.

In the event you are absent due to an emergency situation such as sudden illness or hospitalization, your supervisor must be notified either by you or by an individual designated as your emergency contact. This notification should be made within 24 hours after the occurrence of the emergency, if at all possible.

If you are absent for three (3) consecutive scheduled workdays without notifying your supervisor of the reasons for, or the anticipated length of your absence, you will be considered to have voluntarily terminated your employment without notice. Any employee who fails to pick up their final paycheck upon termination of employment agrees that the Psoriasis Foundation may mail the check to the employee’s last known address in their personnel file.

At the discretion of the Psoriasis Foundation, a healthcare provider’s statement may be required for any absence due to illness or injury. The Psoriasis Foundation may also require a healthcare provider’s verification that you are capable of resuming your job responsibilities before you are permitted to return to work. Any falsification or other violation of an attendance obligation to the Psoriasis Foundation can result in corrective action, up to and including termination of employment.

Inclement Weather - Portland Office

Employees are generally expected to report to work during severe weather conditions if the Psoriasis Foundation does not declare an emergency closure. During inclement weather, employees are responsible for contacting the Psoriasis Foundation to determine if there is a closure or delayed opening by dialing the staff mailbox (503-244-7404 ext. 483) regarding emergency closure. A message will be recorded by 6:30 a.m.

Hours of Work

Regular business hours at the Psoriasis Foundation are 8:00 a.m. to 5:00 p.m. local time, Monday through Friday.

The hours and days of work for individual employees may vary by department or individual assignment according to the needs of the Psoriasis Foundation.

❖ Rest Periods

All full-time nonexempt employees are eligible for two (2) paid rest periods not to exceed 15 minutes during each eight hours of time worked. These rest periods are to be taken as near as
possible to the middle of each four-hour work segment. You are expected to check with your supervisor to schedule rest periods or to consult your supervisor if you have questions about your rest period schedule. Generally, rest breaks should not be taken at times when it would be disruptive to operations.

- **Meal Periods**

Nonexempt employees who work more than five (5) consecutive hours will usually be scheduled for a meal period of not less than one-half hour. Meal period schedules may vary by department and by the type of work schedule. Meal periods are not paid time. Meal periods must be recorded by nonexempt employees on their time sheet as mandated by state law. Rest periods cannot be added to the meal period under any circumstances.

Rest breaks and meal breaks may not be taken together or at the end of the workday.

**Work Schedules**

We recognize that employees have many demands outside the workplace. To assist you in meeting these demands and balancing other important areas in your life, the Psoriasis Foundation offers flextime. Only certain positions and types of work allow for flexible hours, and some positions will have restricted flexibility.

The Psoriasis Foundation flextime practice accommodates situations in which your needs, or a department’s workload, regularly call for flexibility other than the normal work day/work week schedule. If you and your supervisor decide that flextime is appropriate for you, you must mutually agree upon a suitable work schedule. Once a work schedule is agreed upon, it can be modified through mutual written agreement between you and your supervisor and upon approval by Human Resources. Your supervisor must approve any changes to your agreed-upon schedule in advance.

The hours available for flextime consideration are from 7:00 a.m. to 6:00 p.m. The core hours during which all employees must be present (except for the lunch break) are from 9:00 a.m. to 3:30 p.m. Depending on your position and practical work considerations, you may begin work as early as 7:00 a.m. or as late as 9:00 a.m.

Nonexempt Employees, with supervisor approval, may designate either a 30- or 60-minute lunch break. Once designated, it may be changed through mutual agreement between you and your supervisor. Lunch is always unpaid, and the Psoriasis Foundation does not recognize the practice of working through the lunch hour and leaving early.

**Time Records**

- **Nonexempt Employees**

Nonexempt employees are required to record the time they work by entering and submitting their work hours on an electronic timesheet every two weeks. Nonexempt employees are required to record the time they begin work shift, begin and end a meal period and leave at the end of a work shift for each day worked. They are also required to record all absences that occur during each pay period.
Timesheets are official Psoriasis Foundation property. At the completion of each pay period, you are required to validate your timesheet, verifying that all hours of work that you have recorded are accurate and submit your timesheet electronically through the time and attendance payroll system. Your supervisor will validate the timesheet after double-checking the hours you recorded and is responsible for approving the timesheet and submitting it through the time and attendance payroll system.

Falsifying or altering timesheets or completing the timesheet of another employee may result in corrective action, up to and including termination.

All hours worked, as well as PTO, and any applicable leave of absence or time off without pay must be recorded by nonexempt employees on their timesheets.

- **Exempt Employees**

Exempt employees are required to record the hours they work by entering and submitting their work hours on an electronic timesheet every two weeks. They are also to report the time which is not considered regular work time [such as: PTO, bereavement leave, jury duty, workers’ compensation and time off time off without pay] and must be recorded on your timesheet and submitted through the time and attendance payroll system for the current pay period. Your supervisor will validate the timesheet after review and is responsible for approving the timesheet and submitting it through the time and attendance payroll system.

**Work Week and Paydays**

For payroll purposes, the Psoriasis Foundation’s work week for all employees begins at 12:01 a.m. on Sunday and ends at 12:00 midnight on the following Saturday. Paydays are biweekly, every other Friday. A payday schedule will be made available to all employees at the beginning of each year. If a regularly scheduled payday falls on a Psoriasis Foundation-observed holiday, then payday will be on the last day of work before the holiday.

If you are a direct-deposit participant, then your pay stub voucher will be available electronically. If you are not a direct-deposit participant, your actual paycheck will be given to you by noon on payday. You are expected to report any errors on your paycheck to payroll.

**Overtime Policy**

There will be periods when the workload increases such that employees may be required to work more than 40 hours per week. The Psoriasis Foundation may increase or decrease an employee’s hours and may require overtime work as it deems necessary or appropriate. Failure to work assigned overtime may result in corrective action, up to and including termination of employment. All overtime must be approved in advance by your supervisor.

All overtime worked by nonexempt employees needs to be documented on the employee’s timesheet. The timesheet needs to be approved by the employee's immediate supervisor prior to the issuance of pay with the overtime included. Overtime on timesheets needs to correspond to any approved overtime authorized for that employee.
Overtime Pay

Nonexempt employees will be compensated for overtime hours worked at the rate of 1½ their regular rate of pay for all hours worked in excess of 40 hours in a work week. Employees who qualify as exempt within the meaning of the state and federal wage and hour laws will not receive overtime pay and are not subject to this policy.

Hours paid that are not actually worked, including, but not limited to PTO, holidays, bereavement, jury duty and voting time off, are not considered time worked for purposes of calculating overtime pay.

Payroll Deductions

The Psoriasis Foundation is required by applicable state and/or federal law to withhold a portion of your pay for tax or government-mandated benefit programs and other mandatory deductions from time to time. These legally required deductions are as follows:

- federal income tax;
- state income tax;
- federal Social Security insurance (FICA);
- Medicare deduction (HI); and
- court-ordered deductions (such as garnishments).

Additionally, you may authorize certain deductions to be made from your paycheck each pay period for other reasons (e.g., retirement deductions, dependent health care insurance premiums, Psoriasis Foundation contributions). All deductions, whether legally required or voluntary, are itemized on the payroll stub of your paycheck.

Telecommuting Policy

The Foundation considers telecommuting a program where employees work at a place other than their traditional workplace on specified days and at their primary worksite the remainder of the time. Telecommuting may be appropriate for some employees and some jobs, as determined by the Foundation management.

Telecommuting is not an entitlement; it is not a Foundation-wide benefit; and it does not change the terms and conditions of employment with the Foundation.

The procedure for telecommuting follows:

- Each employee, whose job function can be reasonably performed remotely, may have up to two (2) days of telecommuting per calendar month with prior approval of their supervisor;
- In order to be eligible for telecommuting, the employee must submit their request to their immediate supervisor at least one business day prior;
- Telecommuting can be taken in no less than two hour segments;
• Telecommuting cannot be taken in lieu of PTO;

• Telecommuting is not intended to be a replacement for appropriate child care. The focus of the telecommuting arrangement must remain on job performance and meeting work demands;

• The amount of time the employee is expected to work will not change as a result of telecommuting;

• In order to be eligible for telecommuting, the employee must have been employed by the Foundation for a period of three continuous months, regular employment;

• It is the responsibility of the employee to make certain they have the necessary equipment to perform their job responsibilities from home. The Foundation will not be responsible for costs associated with an employee’s remote workspace;

Both the Foundation and the employee recognize that remote work may not always work successfully and/or serve the Foundation’s best interests. Accordingly, the Foundation has the option to suspend the remote working arrangement at any time. Any exception to this policy must have written approval by the Foundation’s President & CEO, Randy Beranek.

**Employment of Relatives and Personal Relationships**

Relatives, domestic partners and roommates of Psoriasis Foundation employees may be considered for employment based on qualifications and experience. However, a relative, domestic partner or roommate may not be hired into a position within a chain of command that could influence any employment decision, including but not limited to pay, performance, promotion and/or separation from employment with the Psoriasis Foundation.

The intent of this policy is to minimize potential conflicts of interest or problems in supervision, safety, security and employee relations. Therefore, intimate personal relationships between employees who work in the same department are strongly discouraged. Intimate personal relationships between an employee and his/her direct supervisor or report are prohibited. In the event that two employees marry, become relatives through marriage or become roommates or domestic partners, the Psoriasis Foundation will not discriminate against either employee because of their relationship. However, if in management’s opinion, problems arise concerning supervision, safety, security or morale, a transfer to a suitable alternative position, if available, will be offered to one of the employees.

**Outside Employment**

The Psoriasis Foundation does not prohibit employees from holding other employment, except in cases where the employee’s performance is affected or if the secondary employment would be a conflict of interest. Outside employment must not interfere with employee efficiency or safety on the job. All employees will be evaluated by the same performance standards and will be subject to the Psoriasis Foundation’s scheduling demands, regardless of any existing outside work requirements.

The Psoriasis Foundation prohibits the use of Psoriasis Foundation premises or property to conduct personal business, operate a personal business, or serve as an employee or agent of another employer.
Employee Benefits

Communication of Benefit Plans

The Psoriasis Foundation will provide detailed information regarding benefits through your New Employee Orientation. Benefit booklets and more detailed benefit documents will be made available at that time. Detailed benefit information will also be maintained and made available in our Staff Resources Center. If you have any specific questions regarding benefit matters, please direct them to Human Resources. The Psoriasis Foundation reserves the right to change or eliminate any benefit at its sole discretion with or without notice.

Personal Time off (PTO)

Eligibility

The Psoriasis Foundation believes rest and relaxation are important for the employees’ physical and mental health, as well as for promoting productivity while at work. In order to encourage employees to take the time needed to stay healthy and productive, the Psoriasis Foundation provides paid Personal Time Off (PTO) to be used for vacation, personal and sick days, as well as medical and dental appointments. PTO may also be used to observe religious holidays not recognized as paid holidays by the Psoriasis Foundation.

It is the policy of the Psoriasis Foundation to provide paid PTO to eligible employees in accordance with the following established guidelines:

Regular full-time and part-time employees are eligible for PTO on a prorated basis. For example, if a regular full-time employee works 40 hours per week and receives 144 PTO hours per year, then a regular part-time employee working 20 hours per week will receive 72 PTO hours per year. Temporary employees are not eligible for PTO. The established PTO year is the calendar year, January 1 through December 31. PTO hours are earned based upon an employee’s length of service with the Psoriasis Foundation. PTO hours are calculated from the first full pay period after an employee’s date of hire. PTO must be accrued before you may use it.

If you need to take time off before you accrue sufficient PTO, then you may take the time off without pay, provided you obtain authorization and approval from your supervisor.

PTO is based upon years of service and is accrued biweekly at the rates below. Employees must be in paid status to accrue PTO. PTO does not accrue for overtime or for leave without pay.

Accrual

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>PTO Hours (per year)</th>
<th>Accrual Hours (per paycheck)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 2 yrs.</td>
<td>144</td>
<td>5.54</td>
</tr>
<tr>
<td>2 to less than 5 yrs.</td>
<td>176</td>
<td>6.77</td>
</tr>
<tr>
<td>5 to less than 10 yrs.</td>
<td>216</td>
<td>8.31</td>
</tr>
<tr>
<td>10+ yrs.</td>
<td>256</td>
<td>9.85</td>
</tr>
</tbody>
</table>
The numbers above reflect the accrual rate for full-time employees. For part-time employees who work at least halftime, the accrual rate is prorated based on the amount worked.

A maximum of 175 PTO hours can be carried over into the next calendar year. Hours beyond this amount cannot be carried over and will be forfeited.

Once a nonexempt employee has depleted his or her PTO bank, any time off must be taken unpaid. No Employee will be permitted to carry a negative PTO balance. Employees are encouraged to build up enough PTO hours to have a “cushion” for unplanned days off as a way of eliminating the need to take days off without pay. An employee requesting planned PTO should submit a Request Time Off through the payroll system. PTO requests should be submitted for supervisor approval at least two weeks in advance whenever possible.

Upon notice of resignation of employment by an employee, PTO may not be used without the supervisor’s approval. PTO hours accrued through the last day worked will be paid to employees who voluntarily terminate their employment with the Psoriasis Foundation or are involuntarily terminated by the Psoriasis Foundation.

- **Holidays During PTO**

If a Psoriasis Foundation-observed holiday occurs during scheduled PTO and you are otherwise eligible for holiday pay, then you will be paid for the holiday. The time off for the holiday will not be charged against an employee’s PTO account unless the employee has indicated otherwise. Employee will be expected to return to work on the date originally authorized by the employee’s supervisor.

- **PTO Scheduling and Pay**

Although PTO must be approved in accordance with anticipated Psoriasis Foundation business requirements, PTO scheduling requests will generally be accommodated whenever reasonably possible. Employees are expected to make PTO requests and obtain approvals from the employee’s supervisor before any requested PTO date in order to allow scheduling of coverage in the employee’s department.

PTO requests generally will be approved in the order they are submitted, based on the business needs of the department. If a conflict arises where two employees request the same dates for PTO, the earlier request will generally be given preference.

**PTO Time in Increments:**

An entire day taken off shall be recorded as PTO equivalent to the number of hours normally scheduled for the employee that day. In most cases for full-time employees, one day is equivalent to 8 hours.

**Non-exempt Employees:**

Nonexempt employees shall be charged PTO in one-quarter hour increments. If the employee works a portion of a day and takes the rest of the day off, the non-exempt employee shall record the number of hours worked, and the balance of the normally scheduled work day shall be charged as PTO. For example, a non-exempt employee who normally works 8 hours per day, but
who works 5 ½ hours on a given day, shall be charged 10 quarter hours (or 2 ½ hours) as PTO.

**Exempt Employees:**

If an exempt employee takes off 4 or more hours in a given day, the time off shall be recorded as PTO in 1-hour increments. For example an exempt employee who works 3 hours on a given day shall record 5 hours as PTO, based on the premise that the employee normally works 8 hours per day.

- Accrued and Unused PTO

The Psoriasis Foundation reserves the right, if necessary, to designate periods during the calendar year in which employees are expected to schedule their PTO in order to accommodate overall Psoriasis Foundation work schedules and/or to ensure that employees actually use all of their accrued PTO benefits.

**Holidays**

- **Eligibility**

Regular full-time and regular part-time employees are eligible for paid holiday benefits. Temporary employees are not eligible for paid holiday benefits.

- **Holidays Observed**

Eligible employees are provided with the following eleven (11) paid holidays each year:

- New Year's Day January 1
- Martin Luther King Day Third Monday in January
- President's Day Third Monday in February
- Memorial Day Last Monday in May
- Independence Day July 4
- Labor Day First Monday in September
- Thanksgiving Day Fourth Thursday in November
- Day After Thanksgiving Fourth Friday in November
- Christmas Eve December 24
- Christmas Day December 25
- New Year's Eve December 31
If a holiday observed by the Psoriasis Foundation occurs on a Saturday, the holiday will generally be observed on the preceding Friday. If a holiday observed by the Psoriasis Foundation occurs on a Sunday, then it will generally be observed on the following Monday.

- **Holiday Pay**

Employees will be paid for any designated holiday, provided the employee is normally scheduled to work on the day on which the holiday falls. In such cases, the employee will be paid for the number of hours they would have otherwise worked. Paid holidays are not considered hours worked and are, therefore, not included in calculations for overtime pay.

**Medical and Vision Insurance**

- **Eligibility**

Regular full-time employees and regular part-time employees who work 30+ hours per week are eligible for single/family coverage effective the first of the month following date of hire. Currently, the Psoriasis Foundation pays 100% of the premium payments for full-time employees and 50% of eligible dependents that are not insured elsewhere.

Regular part-time employees who work 24 to 29 hours per week are eligible for single/family coverage effective the first of the month following date of hire. Currently, the Psoriasis Foundation pays 50% of the premium payment for these employees and 25% of eligible dependents that are not insured elsewhere. The remaining 50% will be deducted from the employee’s paycheck and 75% for eligible dependents.

Regular part-time employees who work less than 24 hours per week are not eligible for medical insurance benefits. Temporary employees are not eligible for benefits.

**Dental Insurance**

- **Eligibility**

Regular full-time employees and regular part-time employees who work 30+ hours per week are eligible for dental coverage effective the first of the month following date of hire. Currently, the Psoriasis Foundation pays 100% of the premium payments for full-time employees and 50% of eligible dependents that are not insured elsewhere.

Regular part-time employees who work 24 to 29 hours per week are eligible for single/family coverage effective the first of the month following date of hire. Currently, the Psoriasis Foundation pays 50% of the premium payments for these employees and 25% of eligible dependents that are not insured elsewhere. The remaining 50% will be deducted from the employee’s paycheck and 75% for eligible dependents.

Regular part-time employees who work less than 24 hours per week are not eligible for dental insurance benefits. Temporary employees are not eligible for benefits.

- **Benefit Details**

Detailed information about medical, vision and dental coverage can be found in the plan.
documents maintained in the Human Resources Department and the summary plan descriptions (SPDs). SPDs are the official documents regarding employee benefit plans and supersede all references to employee benefits in this manual.

**Life Insurance and AD&D**

The Psoriasis Foundation currently provides coverage to any employee who works a minimum of 30 hours per week with one times your annual earnings, minimum of $40,000 Life Insurance and Accidental Death and Dismemberment (AD&D) insurance. Benefits are effective the first day of the month following your date of hire. It is important that you keep your beneficiary designation current by reviewing and updating your records as appropriate.

**Short-Term Disability**

Regular employees working at least 30 hours per week will be covered by a Short-Term Disability Plan starting the first day of the month following their hire date. This benefit pays 60% of your salary (up to $1,000 per week) for up to 180 days when you become unable to work as a result of a disability caused by an accident, injury, sickness or pregnancy. This benefit is provided at no cost to you by the Psoriasis Foundation and is fully described in the Summary Plan Description (SPD) available through Human Resources.

**Long-Term Disability**

Regular employees working at least 30 hours per week will be covered by a Long-Term Disability Plan starting the first day of the month following their hire date. This benefit pays 60% of your salary (up to $1,000 per week) after 180 days of disability caused by an accident, injury, sickness or pregnancy. This benefit is provided at no cost to you by the Psoriasis Foundation and is fully described in the Summary Plan Description (SPD) available through Human Resources.

**Retirement 401(k) Plan**

The 401(k) Plan, helps you accumulate savings for your future. Investment options are available through The National Psoriasis Foundation 401 (k) Plan with ADP. This plan allows both participants and the employer to make contributions. Employer matching contributions rates are determined on a yearly basis by the Psoriasis Foundation’s Board of Directors. Employees are eligible to participate in the plan on the first day of the month following date of hire. You may obtain more information about this plan by either calling the Psoriasis Foundation’s 401(k) advisor, Pete Scruggs, at 503.267.9059 or e-mailing him at pscruggs@gsretirement.com.

**Cafeteria Plan**

Flexible Spending Accounts (FSA), Dependent Care Accounts and Transit Spending Accounts are a tax-advantaged way for employees to pay for expenses with “Pre-Tax” dollars. Employee may elect a reduction from their paycheck to pay for eligible expenses that are either related to medical care, dependent care and transit expenses. The pre-tax benefit creates a savings between 20-40% based on your tax bracket.

**Staff Incentive Plan**

The Staff Incentive Plan (the SIP) provides a cash bonus to eligible employees if the Psoriasis
Foundation achieves its annual financial goals. To be eligible to participate in the SIP, an employee must: (i) be a regular full-time active employee as of October 1 of the fiscal year-end in which the SIP is implemented; (ii) receive a year-end performance review rating of Met Expectations or higher; (iii) be an employee on the date when the SIP bonus is paid (approx. October 1 annually). The SIP has a minimum and maximum range of bonus which is determined by each individual’s overall performance rating. The Board of Directors will review on an annual basis the SIP’s design and impact to determine future implementation.

**Tuition Reimbursement**

The Psoriasis Foundation offers tuition reimbursement to Regular Full-Time employees after three months of employment. Tuition reimbursement is at the discretion of the Vice President of Training & Organizational Development and will be offered only if the course work is directly related to the employee’s job and/or the purpose/mission of the Psoriasis Foundation. To be eligible to be reimbursed for tuition, advance authorization must be obtained from the employee’s supervisor and the Vice President of Training & Organizational Development. Payment of reimbursed amounts will be made only upon submission of documentation evidencing both the costs of the course and the grade obtained for the course. Reimbursement will be calculated on the following grade scale:

- **A** = 100% reimbursement for undergraduate and graduate level course
- **B** = 75% reimbursement for undergraduate and graduate level course
- **C** = 50% reimbursement for undergraduate level course

Grades lower than a C are not reimbursed.

Any employee who is reimbursed for tuition and resigns employment within twelve months of reimbursement may be required to repay the Psoriasis Foundation for its contribution to tuition costs.

**Workers’ Compensation Insurance**

All employees are covered by Workers’ Compensation insurance, effective the first day of employment. Workers’ Compensation insurance provides employees or their beneficiaries with certain benefits in the event of a job-related injury, illness or accidental death.

The Psoriasis Foundation pays the full cost of this insurance. If you sustain a job-related illness or injury, you must report the illness or injury to your supervisor and Human Resources the same day the illness or injury occurs. Failure to do so could result in a delay of benefits by the insurance carrier.

**Benefits Continuation (COBRA)**

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under Psoriasis Foundation’s health plan when a “qualifying event” would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee, a reduction in an employee’s hours or a leave of absence, an employee’s divorce or legal separation, and a dependent child no longer meeting eligibility requirements.
Under COBRA, the employee or beneficiary pays the full cost of coverage at Psoriasis Foundation’s group rates, plus an administration fee. Psoriasis Foundation provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under Psoriasis Foundation’s health insurance plan. The notice contains important information about the employee’s rights and obligations.
Leaves of Absence

Non-Oregon Family Leave Act Bereavement Leave

The Psoriasis Foundation provides regular full-time and part-time employees who are not eligible to take bereavement leave pursuant to the Oregon Family Leave Act three (3) days of paid bereavement leave in connection with a death in the employee's immediate family. Immediate family is defined as a current spouse, same-gender domestic partner, custodial parent, non-custodial parent, adoptive parent, foster parent, biological parent, parent-in-law, parent of same-gender domestic partner, grandparent or grandchild of the employee, or a person with whom the employee is or was in a relationship of in loco parentis. It also includes the biological, adopted, foster or stepchild of an employee or the child of an employee's same-gender domestic partner. The Psoriasis Foundation also provides time off for bereavement for the death of any other relation (blood or in-law) who, at the time of death, was residing in the employee’s home.

In the event an employee needs to leave the state or country to attend a funeral for an immediate family member, up to five (5) days of bereavement leave may be granted. If additional time off is necessary, employees may use PTO hours, provided PTO is available, or if PTO is not available, may request time off without pay. If there is a death in your immediate family and you need time off for bereavement, you must notify your supervisor immediately of your intended absence. The Psoriasis Foundation reserves the right to require acceptable evidence of death of the family member as a condition of approval for time off for bereavement under this policy.

Jury Duty and Witness Duty Leave

- **Jury Duty**

  The Psoriasis Foundation will pay regular wages to regular full-time and part-time employees at their regular base rate of pay up to a maximum of 40 work hours in any 12-month period, for time off that they spend serving jury duty. Should you need additional time off beyond the maximum, you may use additional PTO hours, provided you have PTO available, or you may take the time off without pay.

- **Witness Duty**

  The Psoriasis Foundation will not pay regular wages to employees for scheduled work hours spent on court appearances that are not work-related. Employees may use PTO for the time off that they take for witness duty, provided they have PTO available.

- **Court-Paid Compensation**

  Employees are entitled to keep any compensation and reimbursements paid by the courts.

- **Required Documentation**

  You must submit to your immediate supervisor a copy of the notice of jury duty or a copy of the subpoena requiring witness duty immediately upon receiving such a notice. The applicable documentation should specify the dates of your jury duty or witness duty. You may also be required to submit a court attendance slip for verification upon your return to work.
Either the Psoriasis Foundation or the employee may request an excuse from jury duty if, in the Psoriasis Foundation’s judgment, the employee’s absence would create serious operational difficulties. If employees do not desire to serve jury duty due to lost wages, the Psoriasis Foundation strongly recommends that you notify the court of your situation.

**Crime Victim/Domestic Violence Leave**

When an employee or a member of their immediate family is the victim of a crime, meaning that he or she has suffered financial, social, psychological or physical harm as a result of a personal felony, or when an employee or an employee’s minor child or dependent is the victim of domestic violence, sexual assault, criminal harassment, or stalking, they may be eligible to take unpaid leave from work to attend criminal proceedings or to seek legal assistance, seek medical treatment, obtain (or help their child obtain) counseling or victim services and, relocate or secure an existing home to ensure the health or safety of the employee or their child. For purposes of this type of leave, “immediate family” includes: spouse, domestic partner, father, mother, sibling, child, stepchild or grandparent. More information about eligibility and available leave for crime victims and domestic violence can be obtained from Human Resources.

**Leave Under the Oregon Family and Medical Leave Act**

The Psoriasis Foundation believes that employees need support in balancing their work with personal and family responsibilities. Accordingly, although employees working for the Psoriasis Foundation outside of Oregon are not legally entitled to the benefits provided by the Oregon Family Leave Act (“OFLA”), the Psoriasis Foundation has decided to provide all employees, regardless of where they are located, with the benefits provided by OFLA, provided that the employee meets the criteria for leave under OFLA.¹

Employees who have been with the Psoriasis Foundation for more than 180 days, working an average of 25 hours per week (except for parental leave where no weekly average is required) immediately preceding, are entitled to take 12 weeks unpaid OFLA medical leave within a 12-month period, calculated from the first day of leave for:

- birth of a child;
- adoption of a child or the placement of a foster child;
- care of a spouse, child or parent with a serious health condition;
- the employee's own serious health condition; or
- to care for a sick child for other than a serious medical condition.

An additional 12 weeks leave is available for an illness, injury or condition related to pregnancy or childbirth that disables the employee. Further, employees who use the full 12 weeks of parental leave are entitled to an additional 12 weeks to care for a sick child.

For the purposes of this policy a "serious health condition" is defined as an illness, injury,

¹ Employees in California may be entitled to additional leave benefits. More information may be obtained from the Director of Human Resources.
impairment or physical or mental condition that requires:

- inpatient care in a hospital, hospice or residential medical care facility;

- continuing treatment by a healthcare provider involving a period of incapacity, for example, an absence from work, school or regular day activities of more than three days combined with continuing treatment or incapacitation due to pregnancy or prenatal care, including severe morning sickness (which does not require more than three days of treatment); or

- incapacitation or treatment due to a chronic or long-term serious health condition.

An employee requesting a foreseeable OFLA leave must submit a written request at least 30 days prior to the anticipated leave date. If a leave must begin in less than 30 days, the employee must provide written notice as soon as is practicable. Where leave is unforeseeable, an employee (or someone speaking on their behalf) must provide verbal notice within 24 hours after leave begins and bring written notice within three days after returning to work.

If an OFLA leave is requested for the purpose of caring for a seriously ill family member or for the employee's own serious health condition, the employee should make a reasonable effort to schedule treatment to minimize disruption to the Psoriasis Foundation's business operation, subject to the approval of the treating physician. When leave is used to care for a seriously ill family member or for the employee's serious illness, the time can be taken in intermittent periods. “Family member” means the spouse, same-gender domestic partner, custodial parent, non-custodial parent, adoptive parent, foster parent, biological parent, parent-in-law, parent of same-gender domestic partner, grandparent or grandchild of the employee, or a person with whom the employee is or was in a relationship of in loco parentis. It also includes the biological, adopted, foster or stepchild of an employee or the child of an employee's same-gender domestic partner.

If the leave is taken for the birth of a child, adoption or placement of a foster child, it must be taken in one block of time.

Failure to provide the required notice may result in the Psoriasis Foundation delaying the leave for up to 30 days after notice is ultimately given.

Concurrent with applying for a medical leave, the employee must provide medical documentation to support the request in a timely manner, or, in an emergency, within 15 days. If the leave is for your own serious health condition, you must also provide a fitness for duty medical release from your healthcare provider before returning to work. If the leave is for home care of a sick child with a non-serious medical condition, after three occasions in one year, medical certification may be required, at the employer's expense, if not covered by insurance.

In the event of an extended leave, the employee may need to elect COBRA and remit the appropriate premium to continue coverage under group medical and group dental insurance. Further details are referenced in the COBRA section of this Handbook.

Employees are required to use whatever accrued PTO hours they have earned before taking OFLA leave without pay.

Following an OFLA leave, an employee will be returned to his/her former position or, if eliminated, to an available equivalent job with substantially equivalent pay, benefits and other terms and
conditions of employment. Reinstatement may not be available if the employee's former position is eliminated under circumstances where the law does not require reinstatement. No employment benefits earned prior to the employee's leave will be lost during an OFLA leave. Other benefits will not continue to accrue during the leave.

Questions about this policy should be directed to Human Resources or the employee's supervisor.

**Bereavement Leave Under the Oregon Family Leave Act**

Employees who are eligible for leave under OFLA may take up to two weeks of bereavement leave to make arrangements necessitated by the death of a family member (as defined under Non-Oregon Family Leave Act Bereavement Leave); to attend the funeral or memorial service of a family member, or; to grieve the death of a family member (“OFLA Bereavement Leave”).

The two weeks of OFLA Bereavement Leave will count toward an employee’s total of 12 weeks of medical leave in each 12 month period. The Psoriasis Foundation will pay for three (3) days of OFLA Bereavement Leave; thereafter, leave is unpaid. However, in an event an employee needs to leave the state or country to attend a funeral for a family member, up to five (5) days of bereavement leave may be granted. The Psoriasis Foundation require employees to use any accrued PTO during the otherwise unpaid portion of OFLA Bereavement Leave. At the time leave is approved, the Psoriasis Foundation will provide information about how PTO will be applied to OFLA Bereavement Leave.

Employees must take bereavement leave within 60 days of receiving notification of the death of a family member and must give the Psoriasis Foundation verbal notice of leave within 24 hours of beginning leave.

**Oregon Military Family Leave**

Employees, on average, who work for 20 or more hours per week, are entitled to unpaid military family leave in connection with the deployment of a spouse. Employees may take up to a total of 14 days of unpaid leave when their spouse is notified of an impending call or order to active duty and when the military spouse is on leave from deployment. Military family leave is available only during periods of military conflict and, the 14 days of unpaid leave will be counted as part of the twelve (12) weeks of leave available pursuant to OFLA, detailed above.

Employees must notify the Company of their intention to take military family leave within five business days following receipt of the notice giving rise to the leave. An employee taking military family leave will be restored to the same position that he or she held upon beginning the leave, or to an equivalent position. Employees may use PTO for all or any part of their military family leave.

**Military Leave**

The Psoriasis Foundation will abide by all the provisions of the Uniformed Services Employment and Re-Employment Act (USERA) and will grant military leave to all eligible full-time and part-time employees. Employees must provide advance notice to Employer of their intent to take military leave and must provide appropriate documentation.

Military leave is unpaid. Benefit coverage will continue for 31 days as long as employees pay their
normal portion of the cost of benefits. For leaves lasting longer than 31 days, employees will be eligible to continue health benefits under COBRA and will be required to pay 102% of the total cost of their health benefits if they wish to continue benefits.

Upon return from military leave, employees will be reinstated with the same seniority, pay, status, and benefit rights that they would have had if they had worked continuously. Employees must apply for employment within ninety (90) days of discharge from the military. Employees who fail to report for work within the prescribed time after completion of military service will be considered to have voluntarily terminated their employment.

If employees were participants in available retirement benefits programs at the time they left for military duty, they will also be permitted to make additional contributions to the plan. Employees may initiate these additional payments as of their re-employment date and continue them for the period of time permitted by law.

If employees are reservists in any branch of the Armed Forces or members of the National Guard, they will be granted time off for military training. Such time off will not be considered paid time off. However, employees may elect to have their reserve duty period be considered as paid time off to the extent they have such time available.

**Personal Leaves of Absence**

At the sole discretion of the CEO, an unpaid leave of absence may be granted to an employee for personal or medical reasons. A leave of absence may be granted for up to 12 weeks. A longer leave of absence will be granted for exceptional circumstances. Whenever possible, employees are required to give as much notice as possible of a pending need for a personal leave of absence. The Psoriasis Foundation may require documentation of the need for leave.

The Psoriasis Foundation will make reasonable efforts to hold the position open or return the employee to a similar position for which they may be qualified, if one is available. However, Psoriasis Foundation cannot guarantee reinstatement.

**Workers’ Compensation Leave**

Workers’ compensation leaves are granted for situations in which there is a healthcare provider’s written statement that a leave is required because of a work-related injury or illness. The healthcare provider’s statement must provide details acceptable to the Psoriasis Foundation regarding the nature of the disability and the anticipated length of absence from work. Leaves involving work-related disabilities are regulated by prevailing state and federal laws and may receive special attention from the Psoriasis Foundation and the workers’ compensation insurance carrier.

Three days prior to returning to work, an employee must provide his/her supervisor with a healthcare provider’s written release. The release must include specific restrictions, if any, that affect the employee’s ability to return to work and the anticipated duration of those restrictions. Failure to provide a healthcare provider’s statement releasing the employee to return to work may result in termination.

**Breaks to Express Breast Milk**

The Psoriasis Foundation will permit female employees to take a thirty (30) minute rest break.
during each four (4) hour work period to express milk for their child, provided the child is eighteen (18) months of age or younger. Employees are encouraged to take their breaks to express milk to coincide with at least part of the employee’s fifteen (15) minute paid rest breaks or unpaid meal periods, and only the 15 minutes that coincides with the paid rest break will be paid. The remaining 15 minutes, or the entire break if taken at a time other than the employee’s fifteen (15) minute paid rest breaks, will be unpaid. The Psoriasis Foundation will work with employees to permit them to make up unpaid time by starting earlier or working later, if possible. The Psoriasis Foundation will make a reasonable effort provide a private location for employees to use to express milk. Employees needing such breaks must notify the Psoriasis Foundation in advance.
Workplace Conduct / Employee Performance

Conduct Guidelines

The Psoriasis Foundation expects employees to observe certain behavior while at work. The Psoriasis Foundation, like all businesses, considers certain conduct inappropriate and unacceptable. It is not possible or practical to list all the types of conduct that are inappropriate and unacceptable. However, to provide you with guidelines concerning the Psoriasis Foundation’s expectations of your behavior, listed below are examples of conduct that should not take place in the work environment and that will normally result in corrective action, up to and including termination of employment. This list should not be considered all-inclusive.

- intimidation, violence or acts of or threats of violence;
- rude, abusive or threatening language toward, harassment of or interference with employees, constituents, management, vendors or others;
- violating the confidentiality of constituent information, employee information or other information considered personal and confidential;
- theft or unauthorized removal of Psoriasis Foundation property;
- dishonesty of any kind, including but not limited to, falsification of timesheets, reports of injuries or illnesses and Psoriasis Foundation records;
- insubordination;
- violation of the Psoriasis Foundation’s drug and alcohol policy;
- damage, destruction or unauthorized use of the Psoriasis Foundation’s property or the property of others;
- engaging in any action on or off the Psoriasis Foundation’s premises which reflects unfavorably on the Psoriasis Foundation;
- harassment of any kind, whether verbal, physical or visual, that is based upon a person’s status such as race, color, religion, sex, sexual orientation, marital status, age, national origin, ancestry, disability, medical condition, pregnancy or veteran status;
- unsatisfactory attendance;
- “moonlighting” that results in a conflict of interest or that otherwise interferes with the employee’s employment at the Psoriasis Foundation;
- horseplay, carelessness and/or working in a manner which may create, or which has created, a hazard to safety;
- failure to use safety devices, failure to observe known or established safety rules and/or failure to report an on-the-job injury or illness immediately to the employee’s supervisor;
• negligence or substandard job performance;
• possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace; and
• other violations of the rules and policies of the Psoriasis Foundation.

Dress Guidelines

At the Psoriasis Foundation, professional image is important and is maintained, in part, by the image that employees present to constituents, visitors and vendors. You are expected to consistently utilize good judgment in determining your dress and appearance on a daily basis. While the Psoriasis Foundation office environment is casual, we are performing service work. We want to be mindful that our appearance must reflect respect for our constituents and our mission. In general, we request that employees dress in “casual” attire that is comfortable and practical for work but does not attract attention, distract from our work or is offensive to others. Jeans are considered an option for casual attire.

If your job involves visible contact with constituents, vendors or the public, then you will need to dress in a manner that is consistent with the Psoriasis Foundation image and appropriate to the business environment. Clothes should be appropriate for whatever you are doing that day. However, not all types of clothing are appropriate for the office. Clothing that is generally worn for working in the yard, riding a bike, or playing sports is not acceptable in a business environment. Your jeans/shirts should be suitable for work and be in good repair. Clothing such as shorts, sleeveless shirts, tank tops, sundresses and flip flops are considered not acceptable work attire.

Solicitation, Distribution and Collections

In order to avoid disruption of Psoriasis Foundation operations, the following rules apply to solicitations, distribution of literature or information and collections of monies on Psoriasis Foundation property in person or by means of the Psoriasis Foundation’s systems, supplies, services or equipment, including but not limited to the telephone, voice mail, e-mail, computer system, facsimile, interoffice mail and bulletin boards.

❖ Outsiders

Persons who are not employed by the Psoriasis Foundation may not solicit or distribute literature on Psoriasis Foundation property at any time for any purpose.

❖ Employees of the Psoriasis Foundation

Employees may not directly solicit or distribute literature to fellow employees at any time for any purpose. Employees who do have items for sale or information to share may do so by taking the following steps:

• Get approval from Human Resources that the desired items for sale or information to share is appropriate for the workplace and cannot be considered offensive by other employees (e.g., items that convey political or religious beliefs). Items not approved through Human Resources will be removed.
• Communicate with employees through e-mail that the items for sale or information to share
are available in the employee lunchroom. “Door-to-door” solicitation is not allowed as it disrupts work time and puts employees in an awkward position.

Personal Possessions

You are encouraged to avoid bringing into the workplace expensive items or personal possessions that have sentimental value to you. If you do bring such items to work, you do so at your own risk and should use every precaution to safeguard them, especially wallets and purses. The Psoriasis Foundation accepts no responsibility for any items or possessions that are stolen, lost or damaged in any way.

Communications

❖ Suggestions and Questions

Your work-related suggestions or questions are important to us. The Psoriasis Foundation offers several options for its employees to submit their comments, suggestions and questions. These opportunities include suggestion boxes available in the Portland office (located in each copy center room) and speaking directly with any member of the Psoriasis Foundation’s Staff Engagement Task Force. You may also submit suggestions and questions to Human Resources.

❖ Employee Meetings

Attendance at scheduled employee meetings is considered part of an employee’s responsibilities. Scheduled meetings are held for an employee’s benefit, as well as the benefit of the entire organization, and employees are expected to attend on time and participate. If you are unable to attend, you are expected to notify your supervisor.

❖ Bulletin Boards

Bulletin boards are used to display required State / Federal posters and to enable the Psoriasis Foundation to provide employees with information about changes in the organization and information of general interest.

Posting of any notice or document on bulletin boards or anywhere else on the premises must receive prior authorization from Human Resources.

Employee Performance Reviews

Performance reviews are conducted on an annual basis for all eligible employees. The appraisal process is used to assess and measure individual employee performance, identify opportunities for improvement and advancement, evaluate employee’s preset goals and objectives, develop professional skills through open and constructive feedback, and to set new goals and objectives for the next fiscal year.

The employee performance appraisal process includes three reviews of individual performance, including the employee’s self-appraisal, the supervisor’s appraisal, and 360° reviews.

❖ Introductory Reviews

Normally, an informal review will be conducted at the completion of a regular employee’s first
three (3) months of continuous employment.

- Annual Performance Reviews and Merit Increases

Annual reviews are completed for all eligible employees at the end of each fiscal year.

- The results of your performance review will normally determine whether or not a merit increase will be received. A performance review, however does not guarantee that a merit increase will be granted.

- Merit increases become effective at the beginning of the pay period closest to October 1.

- Wage and Salary Reviews

Pay Increases: Pay increases granted to employees are based on many factors, including but not limited to the following:

- degree of improved performance;
- potential for promotion;
- increased duties and responsibilities within the same position;
- economic conditions of the organization and labor market adjustments; and
- length of service with the organization.

Pay increases are recommended by supervisors and must be approved by the CEO.

- Promotions

Whenever possible and appropriate, it is the Psoriasis Foundation’s policy to give qualified employees preference over outside applicants when filling vacancies within the Psoriasis Foundation. However, due to the levels of experience and other qualifications required for many positions, promotions from within are not always feasible. An employee’s past performance, qualifications, potential and job experience are some of the important factors that are considered in the selection of employees for promotion.

You should discuss promotional possibilities with your supervisor, Vice President of Training and Organizational Development and Human Resources. Your supervisor and Human Resources will advise you whether or not you may be eligible. Employees are not usually eligible for promotion until they have worked in their present position for at least 12 consecutive months.
EMPLOYMENT POLICIES

❖ Equal Employment Opportunity and Practices

It is the policy of the Psoriasis Foundation to conduct its relations with employees and applicants without regard to race, color, age, sex, sexual orientation, gender identity, national origin, ancestry, religion, marital status, medical condition, disability, pregnancy, veteran status or any other protected classifications, except as permitted by law.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with disabilities, the Psoriasis Foundation will make reasonable accommodation for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee, unless undue hardship to the Psoriasis Foundation would result.

Any employee or any applicant for employment who requires or will require an accommodation in order to perform the essential functions of the job should contact Human Resources and request such an accommodation. The individual with the disability should specify the kind of accommodation needed to perform the job. The Psoriasis Foundation will then conduct an investigation to identify the barriers that make it difficult for the applicant or employee to have an equal opportunity to perform the job. The Psoriasis Foundation will identify possible accommodations, if any, that will help eliminate the limitation. If the accommodation is reasonable and will not impose an undue hardship on the Psoriasis Foundation and the applicant or employee is otherwise qualified to perform the essential functions of the job, the Psoriasis Foundation will make the accommodation.

❖ Prohibition on Harassment

It is the policy of the Psoriasis Foundation that all employees should enjoy a working environment free from all forms of harassment, including sexual harassment. No employee, either male or female, should be subjected to unsolicited and unwanted sexual overtures or offensive conduct of a verbal, written or physical nature by any supervisor, co-worker, member, constituent or vendor.

Harassment of any kind, whether verbal, physical or visual, that is based upon a person’s status, such as race, color, religion, sex, sexual orientation, gender identity, marital status, age, national origin, ancestry, disability, medical condition, pregnancy or veteran status, is strictly prohibited. Examples of prohibited harassment include derogatory remarks, slurs, written materials, jokes, cartoons, pictures and certain gestures that demean, ridicule or torment an individual based on his/her status. The Psoriasis Foundation will not tolerate harassing conduct that interferes with an individual’s job performance or that creates an intimidating, hostile or offensive working environment for employees, visitors or anyone conducting business with the Psoriasis Foundation.

Sexual harassment is one specific prohibited type of harassment. Unwelcome sexual advances, requests for sexual favors and other physical, verbal or visual conduct based on sex constitutes sexual harassment when 1) submission to the conduct is an explicit or implicit term or condition of employment, 2) submission to or rejection of the conduct is used as the basis for an employment decision, or 3) the conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive working environment. Sexual harassment may include explicit sexual propositions, sexual innuendoes,
suggestive comments, sexually-oriented kidding or teasing, practical jokes, jokes about gender-specific traits, offensive or obscene language or gestures, displays of offensive or obscene printed visual material and physical contact of a sexual nature.

All employees are responsible for helping to ensure a workplace free from harassment. If you believe you have experienced or witnessed harassment, you are strongly urged to notify your supervisor or Human Resources. The Psoriasis Foundation forbids retaliation against anyone who has reported harassment or participated in a harassment investigation.

It is the Psoriasis Foundation’s policy to investigate all such complaints as thoroughly, promptly, and confidentially as possible. If an investigation confirms that harassment has occurred, the Psoriasis Foundation will take appropriate corrective action, up to and including termination.

Counseling and Corrective Action

To ensure the well-being of all employees, violations of the Psoriasis Foundation's policies or standards may result in corrective action appropriate to the misconduct. The severity of the corrective action in response to the violation will be determined by such considerations that include, but are not limited to, the impact of the misconduct on Psoriasis Foundation operations, the potential for or extent of damage caused and the circumstances pertaining to the misconduct.

Nothing in this Employee Handbook or in the Psoriasis Foundation’s discretionary use of corrective action in any circumstance creates any expressed or implied contract for other than at-will employment. Furthermore, no one has the authority to change this at-will relationship by any actions, practices, course of conduct, length of service, promotions, promises or statements. The at-will relationship cannot be modified, changed or waived except in an individual written employment agreement signed by both the employee and the CEO of the Psoriasis Foundation.

Problem-Solving Procedure

To resolve employees’ concerns or problems, the Psoriasis Foundation has a problem-solving procedure that is designed to allow employees to discuss their concerns and receive a timely response. Employees using this procedure may do so without any fear of retaliation for pursuing problems with or beyond their supervisor. The procedure is as follows:

- If you have a problem or question related to policy or your work situation, you are urged to discuss the question or problem with your supervisor.

- If you feel uncomfortable discussing the problem with your supervisor or if you do not receive a response within a week or so, you are encouraged to refer all of your concerns to the next level of management.

- If your supervisor or the next level of management is unable to resolve the problem, you are encouraged to refer any and all remaining issues to Human Resources, which will then make the Psoriasis Foundation’s final response to the problem or complaint in conjunction with Senior Management (which may include a mediation process).

By following the above procedure, the Psoriasis Foundation gives supervisors and employees an opportunity to work together to remedy employees’ problems. Supervisors are expected to create a relationship with employees who will encourage discussion of any issues in an open and direct manner.
Policy on Reporting of Financial, Auditing or Governance Improprieties

The National Psoriasis Foundation is committed to facilitating open and honest communications relevant to its governance, finances, and compliance with all applicable laws and regulations. It is important that the National Psoriasis Foundation be apprised about unlawful or improper behavior including, but not limited to, any of the following conduct:

- theft;
- financial reporting that is intentionally misleading;
- improper or undocumented financial transactions;
- improper destruction of records;
- improper use of assets;
- violations of the National Psoriasis Foundation’s conflict-of-interest policy; and
- any other improper occurrence regarding cash, financial procedures, or reporting.

We request the assistance of every employee who has a reasonable belief or suspicion about any improper transaction. The National Psoriasis Foundation values this input, and each employee should feel free to raise issues of concern, in good faith, without fear of retaliation. Employees will not be disciplined, demoted, lose their jobs, or be retaliated against for asking questions or voicing concerns about conduct of this sort. At the same time, the NPF expects all employees to take this policy seriously, to use it in good faith, and to use it when necessary and in a judicious manner. Reports that are not made in good faith, or otherwise are intended to harass or annoy an employee, may result in disciplinary action, including termination.

Making a Report

We encourage any employee who has a concern regarding an action concerning the National Psoriasis Foundation's governance, finances, or compliance with all applicable laws and regulations to raise the concern with the Director of Human Resources, a supervisor, the President and CEO, or the Vice President of Finance & Operations.

The recipient of any complaint shall promptly report the complaint to the Finance Committee in a manner that maintains confidentiality of the complaint in as practical a manner as possible.

If, for any reason, the employee does not believe these channels of communication are adequate, the concern should be reported immediately to either the Chair of the Board or the Chair of the Audit Committee. Anonymous reports will be accepted, and all reports will be handled on as confidential a basis as is practical. The contact information for the board chair and the chair of the Audit Committee appears below.

Mark the envelope: “TO BE OPENED BY ADDRESSEE ONLY. PERSONAL AND CONFIDENTIAL.”

The board chair or the chair of the Audit Committee will coordinate the investigation and the National Psoriasis Foundation will take appropriate action as it deems justifiable by the circumstances.
Contact Information:

Chair of the Board:

Colby Evans, M.D.
9701 Brodie Lane
Suite A-106
Austin, Texas  78748
Tel:  512.280.3939
drevans@evans-dermatology.com

Audit Committee Chair:

Krista Kellogg
Akerman Senterfitt
One Southeast Third Ave.
Suite 2500
Miami, FL 33131-1714
Tel:  305.349.4935
krista.kellogg@akerman.com
Employee Information

Personnel Records

The Psoriasis Foundation maintains files of current and former employees consistent with its own needs and in order to comply with other requirements.

If you wish to review your personnel files, you may request an appointment to do so with Human Resources. The appointment should be made during normal working hours. You may review your files under the supervision of Human Resources in the office area where the files are kept. The records available for your review will generally include the following:

- employment application;
- resume
- change of status forms;
- performance reviews;
- corrective action documentation; and
- other data which is directly related to or used to determine your qualifications for, and the terms and conditions of, employment, promotion, additional compensation, termination or corrective action.

You may take notes related to documents in your personnel file; however, no alteration of these records is permitted, nor can a document be added to or removed from the file at the time of the review. You may request and receive a copy of any document in your personnel file.

Change of Personal Information

It is important that all personal information about each employee be current at all times. You must, therefore, immediately notify Human Resources in writing any time your address, telephone number, name, number of dependents or other personal information changes.

Employment Verification Requests

All employment verification requests, either verbal or written, must be forwarded to Human Resources. All responses by Human Resources to such requests will be restricted to dates of employment and the last or current job title held, unless the employee in question has signed a reference release form.
Employee Health and Safety

Health and Safety

The Psoriasis Foundation strongly believes that a clean, safe and healthy environment should be provided for all employees. Reasonable precautions are taken to provide all employees with a safe place to work. Injury prevention, however, is largely an individual responsibility, and you are expected to consistently do your part to work safely.

You have the responsibility to report immediately to your supervisor, the Safety Committee, or Human Resources the existence of any hazardous condition or practice. This is a responsibility that cannot be delegated; it belongs to every employee.

Security

The Psoriasis Foundation is firmly committed to providing a workplace that is free from acts or threats of violence. Although some kinds of violence result from societal problems that are beyond the Psoriasis Foundation’s control, the Psoriasis Foundation believes that measures can be adopted to increase protection for employees and provide a secure workplace. Accordingly, the Psoriasis Foundation strictly prohibits any employee from threatening or committing any act of violence in the workplace or elsewhere while he/she is on Psoriasis Foundation-related business. Compliance with the Psoriasis Foundation’s "zero tolerance" policy regarding workplace violence is every employee’s responsibility.

You are expected to cooperate in helping to keep the Psoriasis Foundation and all employees free from problems that are associated with activities that appear to be illegal, unauthorized or potentially violent which may take place at any time on Psoriasis Foundation property. Accordingly, you must immediately report to your supervisor the existence of any such activities that you may become aware of during the course of your employment. The Psoriasis Foundation forbids retaliation against anyone who has reported concerns about or participated in the investigation of workplace security.

OSHA and EPA Compliance

The Psoriasis Foundation will comply with all Occupational Safety and Health Administration (OSHA) and Environmental Protection Agency (EPA) requirements. The Psoriasis Foundation will also cooperate with all reasonable OSHA and EPA inspections and compliance reviews.

Smoke-Free Office

It is the policy of the Psoriasis Foundation to respect the rights of all employees, both smoking and non-smoking, and to provide a healthy, clean and comfortable work environment for all. To that end, the Psoriasis Foundation is designated as a non-smoking organization. Smoking and the use of all tobacco products, including the use of e-cigarettes, are prohibited inside of the Psoriasis Foundation’s office premises. The only areas designated as smoking areas are premises outside of the building. Oregon's Smokefree Workplace Law prohibits smoking within 10 feet of building entrances.
Fragrance-Free Office

The Psoriasis Foundation is also designated as a fragrance-free office. Due to the increase in employee allergies and closed office ventilation, employees are asked to refrain from wearing spray fragrances in the office. Other fragrances, including lotions, hair products and cleaning solutions, should be used in moderation.

Drugs and Alcohol

The purpose of this policy is to try to eliminate or at least minimize health and safety risks to all employees, constituents, volunteers and visitors that may be caused by employee drug and/or alcohol use and to ensure the general safety of all Psoriasis Foundation operations. This is a matter of great importance to every one of us; for this reason, full compliance and cooperation is requested and expected of all employees.

Clearly, the possession, distribution, sale or offer to sell, purchase or offer to purchase and/or use of drugs (including but not limited to marijuana), alcohol and controlled substances in the workplace is contrary to the Psoriasis Foundation’s concern for the health, safety and well-being of all employees. Therefore, the Psoriasis Foundation strictly prohibits the possession, distribution, sale, purchase and/or use of drugs, alcoholic beverages and controlled substances by employees at any time on Psoriasis Foundation property. (The restriction on the consumption of alcoholic beverages does not apply to the consumption of alcoholic beverages on Psoriasis Foundation property when attending Psoriasis Foundation-sponsored events, as long as such consumption is in moderation.)

The legal use of prescribed drugs, consistent with the prescribing doctor’s instructions, is not prohibited. The use of over-the-counter drugs is also not prohibited. While these drugs may be legally obtained and used, many of them may cause a sleep-inducing or narcotic effect. If you take or anticipate taking any legal drugs that may affect your ability to perform your job or that may create a hazard to safety, you must notify your supervisor of the situation.

If the Psoriasis Foundation has reason to suspect that any employee may be using drugs, alcohol or controlled substances or that the employee may be under the influence of or impaired by drugs, alcohol or controlled substances while at work or when reporting to work, the Psoriasis Foundation may ask that employee to submit to a urinalysis or a blood test, which will be conducted at a Psoriasis Foundation-designated testing facility. When the Psoriasis Foundation has reason to suspect that an employee’s impairment from drugs, alcohol or controlled substances may have been a factor in his/her involvement in an injury or accident at work, the Psoriasis Foundation may ask that employee to take a blood test, urinalysis or other drug/alcohol screening. Such examination and/or tests, when requested by the Psoriasis Foundation, will be on Psoriasis Foundation time, will be considered a condition of the employee’s continued employment and will be at the expense of the Psoriasis Foundation. Should an employee refuse to submit to the requested examination and/or tests or tamper with the testing process, the employee will be subject to termination for insubordination.

The Psoriasis Foundation retains the right to search and inspect all Psoriasis Foundation-owned property and premises, including common areas used by employees, in order to detect the presence of drugs, alcohol, or controlled substances. Psoriasis Foundation-owned property includes, but is not limited to, buildings, equipment and furniture. Such inspections may occur at any time, with or without notice. As a term and condition of continued employment, every employee is expected and required to cooperate fully with any search of Psoriasis Foundation property.
If the Psoriasis Foundation determines that any employee possessed, distributed, sold or offered to sell, purchased or offered to purchase, or used drugs, alcohol or controlled substances, or if the Psoriasis Foundation determines that any employee is or has been under the influence of drugs, alcohol or controlled substances in violation of the terms of this policy, that employee will be subject to termination of employment. Additionally, the Psoriasis Foundation may refer such activities to appropriate law enforcement authorities for further action.

- If You Think You Have a Problem

Statistics show that substance abuse in the workplace results in accidents and injuries, lower productivity, increased absenteeism and tardiness, legal problems, and many other problems. For these reasons, among others, the Psoriasis Foundation is committed to maintaining a work environment that is drug-free and alcohol-free.

If you suspect that you may have a drug problem or an alcohol problem, you are encouraged to seek treatment before your job performance or conduct is affected. Successful treatment requires a high degree of motivation and dedication. If you are having a difficult time dealing with a drug problem or an alcohol problem, you can obtain help from the Psoriasis Foundation to find appropriate professional assistance. You may also be eligible for an unpaid leave of absence to enroll in an accredited rehabilitation program that provides physician-supervised treatment. You are encouraged to discuss any problem in this area with Human Resources or with any other member of management with whom you feel comfortable. Employee confidentiality will be maintained, and you will be notified if there are others with a need to know before the information is shared with them.

**Reporting On-the-Job Accidents, Injuries and Illnesses**

If you sustain an injury or illness on the job, or if you are involved in an accident on the job (whether or not you are injured), you are required to report immediately to your supervisor all such situations, no matter how minor they may seem.

In the event of an accident, the first concern should be for the health and safety of the person involved. A supervisor should be notified immediately in all cases. If a supervisor is not available, anyone present should notify any management person or seek appropriate medical care for the injured or ill person as soon as possible.

It is the responsibility of each supervisor to inform Human Resources of any possible work-related injury or illness.

**Psoriasis Foundation-Sponsored Social Events and Activities**

The behavior of all employees and their guests attending Psoriasis Foundation-sponsored events and/or activities is expected to be professional and conform to the provisions in the Conduct Guidelines section in this Handbook.

When participating in any “off-duty” recreational, athletic or social activity with your co-workers that is voluntary and is not part of any work-related duty, it is important to remember that any injuries or illnesses that may result from participation in off-duty activities are the responsibility of the employee.
Violence in the Workplace

The safety and security of all employees is of primary importance to the Psoriasis Foundation. Threats, threatening and abusive behavior, or acts of violence against employees, visitors, constituents, or other individuals by anyone on Psoriasis Foundation property will not be tolerated. Violations of this policy will lead to corrective action up to, and including, termination and/or referral to appropriate law enforcement agencies for arrest and prosecution. The Psoriasis Foundation reserves the right to take any necessary legal action to protect its employees.

Any person who makes threats, exhibits threatening behavior, or engages in violent acts on Psoriasis Foundation premises shall be removed from the premises as quickly as safety permits and shall remain off premises pending the outcome of an investigation. Following investigation, the Psoriasis Foundation will initiate an immediate and appropriate response. This response may include, but is not limited to, suspension and/or termination of any business relationship, reassignment of job duties, suspension or termination of employment and/or criminal prosecution of the person or persons involved.

All employees are responsible for notifying management of any threats that they witness or receive, or that they are told another person witnessed or received. Even without a specific threat, all employees should report any behavior they have witnessed that they regard potentially threatening or violent, or which could endanger the health or safety of an employee when the behavior has been carried out on a Psoriasis Foundation controlled site or is connected to the Foundation’s employment or business. Employees are responsible for making this report regardless of the relationship between the individual who initiated the threatening behavior and the person or persons being threatened. The Psoriasis Foundation understands the sensitivity of the information and will make reasonable efforts to handle investigation and resolution of workplace violence or threats thereof confidentially.
Operations/Property, Equipment and Systems

Personal Phone Calls and Personal Mail

❖ Personal Phone Calls

The use of the Psoriasis Foundation’s telephones during working hours to make or receive personal calls should be limited to breaks and lunch hours.

The Psoriasis Foundation’s toll-free number is for business calls only. This number should not be given out for personal calls for any reason.

❖ Personal Mail

Personal mail should not be directed to the Psoriasis Foundation on a regular basis. Occasional packages are allowed, but employees must be aware that all mail, unless clearly marked “Personal,” will be opened by mail staff. Unstamped personal mail may not be sent through the Psoriasis Foundation’s mail system.

Use of the National Psoriasis Foundation’s Systems, Services and Equipment

❖ Purpose

To ensure uniform and appropriate use of National Psoriasis Foundation computer and telecommunication resources (the “Technology Resources,” defined below), the National Psoriasis Foundation has developed this Technology Resources Policy. The rules, obligations, and standards described in this Policy apply to all National Psoriasis Foundation employees, temporary workers, independent contractors, agents, and other computer or telecommunication users (collectively, the “Users,” as defined below), wherever they may be located.

It is every User’s duty to utilize the National Psoriasis Foundation’s Technology Resources responsibly and in a professional, ethical, and lawful manner. In addition, every User is responsible for ensuring the security of the National Psoriasis Foundation’s Technology Resources.

Violations of this Policy may result in disciplinary action, including possible termination, and potential civil and criminal liability. Use of Technology Resources is a privilege that may be limited or revoked at any time, with or without cause and without notice, in the sole discretion of the National Psoriasis Foundation.

❖ General Technology Resources Definitions

“Computer Information” means all information and communications created, received, stored on or passed through the Technology Resources. Computer Information includes all User files and e-mail.

“E-mail” means messages sent from one person to one or more individuals or groups (or addresses on a distribution list) via electronic media, either through an internal network or over an

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external network (e.g., the Internet). Messages may consist of text and/or file attachments.

“Firewall” means a hardware and/or software system placed between the Technology Resources and the Internet. The primary function of a firewall is to limit unauthorized access and use of the Technology Resources.

“Internet” means a global collection of interconnected computers and networks that use TCP/IP (Transmission Control Protocol/Internet Protocol) to communicate with each other. The Internet provides a means for file transfer, remote login, e-mail, newsgroups, and other services, including access to the World Wide Web.

“Intranet” means a computer network designed to be used within a business or company. An intranet is so named because it uses much of the same technology as the Internet, including TCP/IP. Web browsers, e-mail, newsgroups, HTML documents, and Web sites are all found on intranets.

“Listserv” means an automatic distribution method for e-mail on the Internet. Users can subscribe to a listserv, typically a discussion list, and receive copies of e-mail sent to the list by other subscribers.

“Server” means a computer running administrative software that controls access to a network and its resources, such as printers and disk drives, and provides resources to computers functioning as workstations connected to the network.

“Technology Resources” means the Psoriasis Foundation’s entire computer and telecommunications network, including, but not limited to, the following: fax machines, host computers, file servers, application servers, communication servers, mail servers, fax servers, Web servers, workstations, stand-alone computers, laptops, tablet computers, smartphones, software, applications, data files, and all internal and external computer and communications networks (e.g., Internet, commercial online services, value added networks, e-mail systems) that may be accessed directly or indirectly from the National Psoriasis Foundation’s computer network.

“Users” means all employees, independent contractors, consultants, contract employees, temporary workers, and other persons or entities who use the Technology Resources, wherever they are located.

“Virus” means a program that infects computer files and systems, often with destructive results (e.g., loss of data, unreliable operation of infected software and systems).

“World Wide Web (WWW or Web)” means a hypertext-based, graphical user interface for locating and accessing information on the Internet.

“Workstation” means the individual computers assigned to one or more Users.

Ownership/Privacy

The Technology Resources are the property of the National Psoriasis Foundation and may only be used for approved purposes. Users are permitted access to the Technology Resources to assist them in the performance of their jobs. Occasional, limited, appropriate personal use of the Technology Resources is permitted when the use does not: (1) interfere with the User’s work
Users expressly waive any right of privacy or similar right related to their use of the Technology Resources or any Computer Information. Users understand and agree that the National Psoriasis Foundation retains the right, with or without cause or notice to the User, to access or monitor the Computer Information, including User e-mail and Internet usage and that management reserves the right to review, retain or release company-related data to government agencies or third parties during an investigation or litigation.

All of the Computer Information and the Technology Resources are the sole and exclusive property of the National Psoriasis Foundation. Any User files or e-mail stored on the Technology Resources shall become the property of the National Psoriasis Foundation.

**Prohibited Activities**

Material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, or otherwise unlawful or inappropriate, including any comments that would offend someone on the basis of race, age, sex, sexual orientation, religion, political beliefs, national origin, or disability (or other legally protected characteristic), shall not be sent by e-mail or other form of electronic communication (e.g., bulletin board systems, newsgroups, chat groups), viewed on or downloaded from the Internet or other online service, or displayed on or stored in the Technology Resources. Users encountering or receiving such material should immediately report the incident to their supervisor or Human Resources.

Users may not use the Technology Resources for personal financial gain or to solicit others for activities unrelated to National Psoriasis Foundation business.

Users may not upload or transmit via e-mail any software licensed to the National Psoriasis Foundation or data owned or licensed by National Psoriasis Foundation without the express written permission of the Information Technology Manager.

Users must comply with all software licenses, copyrights, and all other state, federal, and international laws.

Users may not deliberately perform acts that waste Technology Resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, sending non-business related mass e-mailings or chain e-mail, subscribing to a non-business related listserv, spending excessive time on the Internet, playing games, engaging in non-business related online “chat groups,” or otherwise creating unnecessary network traffic.

To the extent possible, Users should schedule communications-intensive activities such as large file transfers, mass e-mailings, and streaming audio or video for off-peak times (i.e., before 9:00 a.m. and after 4:00 p.m., Monday through Friday). Because audio, video, and picture files require significant storage space, these types of files may not be downloaded unless they are business related. All files that are downloaded must be scanned for viruses and other destructive programs.

Without prior written authorization from the Information Technology Manager, Users may not do any of the following:
• Copy Psoriasis Foundation software for use on their home computers;

• Provide copies of Psoriasis Foundation software to any independent contractors or consultants of Psoriasis Foundation or to any third person;

• Install software (including screen savers and games) on any of the Psoriasis Foundation’s workstations or servers;

• Download any software from the Internet or other online service to any of the Psoriasis Foundation’s workstations or servers;

• Modify, revise, transform, recast, or adapt any software; or

• Reverse engineer, disassemble, or decompile any software.

Users who become aware of any misuse of software or violation of copyright law should immediately report the incident to their supervisor or Human Resources.

Users may not alter copyrighted works in such a way as to change, obscure, or remove information relating to the copyright owner, copyright notice information, the author of the work, the terms and conditions of use of the work, or identifying numbers or symbols referring to the foregoing information or links to such information.

Without prior written authorization from Human Resources, Users may not accept or agree to be bound by any terms and conditions of use (other than standard terms and conditions of use for access to Web sites), license agreements, or other types of online agreements.

Use of E-mail

Users should endeavor to make each of their electronic communications truthful and accurate. Users should use the same care in drafting e-mail and other electronic documents as they would for any other written communication. The quality of your writing will reflect on the Psoriasis Foundation. Always strive to use good grammar and correct punctuation. Please keep in mind that anything created or stored on NPF’s Technology Resources may be reviewed by management and that even deleted files may be recovered.

Users may not alter the “From” line or other attribution of origin information in e-mail or other online postings. Anonymous or pseudonymous electronic communications are forbidden.

Users should use their good judgment when forwarding e-mail to any other person or entity. When in doubt, request the sender’s permission to forward the message. E-mail containing confidential information may never be forwarded without the permission of the sender. All messages written by others should be forwarded “as-is” and with no changes, except to the extent that you clearly indicate where you have edited the original message (e.g., by using brackets [ ] or other characters to indicate changes to the text).

Except where directed by management, Users are responsible for deleting their e-mail after 360 days. This includes e-mail stored in a User’s inbox, incoming mail, sent mail, and personal folders. If e-mail must be saved beyond the one year time limit, a hardcopy of the message should be printed out and stored in paper files or on the fileserver. Users may not store e-mail on the
individual hard disks of their workstations or make backup copies of the e-mail independent from those created and maintained by the Psoriasis Foundation.

The Psoriasis Foundation has a 60 day retention policy for items kept in the Deleted Items folder. The server will automatically purge any deleted item over 60 days old.

**Internet Access and Use**

Users are encouraged to use the Internet and intranets to assist them in the performance of their jobs. Authorized uses include, but are not limited to, the following:

- Marketing and sales;
- Client and patient services, human resources, education, and research;
- Electronic communication; and
- Professional purposes and procurement of information from external sources.

The Psoriasis Foundation has software and systems in place that can monitor and record all Internet usage. For each User, these security measures are capable of recording each Web site visited, each chat, newsgroup, or e-mail message, and each file transfer into and out of the Psoriasis Foundation’s networks. The Psoriasis Foundation reserves the right to review this information at any time. Users should not have an expectation of privacy as to their Internet usage. The Psoriasis Foundation may review Internet activity and analyze usage patterns and may choose to publicize this data to assure that the Technology Resources are used in accordance with the provisions of this Policy.

Internet chat groups, newsgroups and other social media sites are public forums where it is inappropriate to discuss or reveal confidential information, patient information, trade secrets, and any other material identified by the Psoriasis Foundation as confidential. Users shall identify themselves honestly, accurately, and completely when participating in chat groups, newsgroups, and when setting up accounts on outside computer systems. Only those Users who have been duly authorized by the Psoriasis Foundation may speak/write in the name of the company when making postings to these sites. Other Users may participate in chat groups, newsgroups and other social media sites, provided (1) participation will assist them in the performance of their jobs, and (2) the following footer is included on all postings or comments: "This posting reflects the individual views and opinions of the author and does not necessarily represent the views and opinions of the National Psoriasis Foundation." Users should understand that each of their postings will leave an “audit trail” indicating at least the identity of the Psoriasis Foundation’s Internet servers, and, most likely, a direct trail to the User. Inappropriate postings may damage the Psoriasis Foundation’s reputation and could result in corporate or individual liabilities. Accordingly, Users must make every effort to be professional in making comments online.

To ensure security and avoid the spread of viruses, Users accessing the Internet through a computer attached to the Psoriasis Foundation’s network must do so through an approved Internet firewall. Accessing the Internet directly from a workstation is strictly prohibited unless the computer is not connected to the network.

The Psoriasis Foundation is not responsible for material viewed or downloaded by users from the Internet. The Internet is a worldwide network of computers that contains millions of pages of
information. Users are cautioned that many of these pages include offensive, sexually explicit and inappropriate material. In general, it is difficult to avoid at least some contact with this material while using the Internet. Even innocuous search requests may lead to sites with highly offensive content. In addition, having an e-mail address on the Internet may lead to the receipt of unsolicited e-mail containing offensive content. Users accessing the Internet do so at their own risk.

**Passwords**

Users are responsible for safeguarding their passwords for access to the Technology Resources. Individual passwords should not be printed, stored on-line, or given to others. Users are responsible for all transactions made using their passwords. No User may access the computer system using another User's password or account. Passwords must be changed every 90 days. Passwords must contain 1 capital letter, 1 number and a minimum of 8 characters.

Use of passwords to gain access to the Technology Resources or to encode particular files or messages does not imply that Users have an expectation of privacy in the material they create or receive on the computer system. The Psoriasis Foundation has global passwords that permit it access to all material stored on its computer system, regardless of whether that material may have been encoded with a particular User’s password.

**Security**

Users may not alter or copy a file belonging to another User without first obtaining permission from the owner of that file. The ability to read, alter, or copy a file belonging to another User does not imply permission to read, alter, or copy that file. Users may not use the computer system to “snoop” or pry into the affairs of others by unnecessarily reviewing their files and e-mail.

A User’s ability to connect to other computer systems using the Technology Resources does not imply a right to connect to those systems or to make use of those systems unless specifically authorized by the operators of those systems.

Each User is responsible for ensuring that his or her use of outside computers and networks, like the Internet, will not compromise the security of the Technology Resources. This duty includes taking reasonable precautions to prevent intruders from accessing the company’s network without authorization and to prevent the introduction and spread of viruses.

**Viruses**

Viruses can cause substantial damage to computer systems. Each User is responsible for taking reasonable precautions to ensure he or she does not introduce viruses into the Technology Resources and for timely reporting discovered viruses to the Information Technology Manager. To that end, all material received on disk or other magnetic or optical media (such as data stored on a flash drive) and all material downloaded from the Internet or from computers or networks that do not belong to the Psoriasis Foundation must be scanned for viruses and other destructive programs before being placed onto the Technology Resources. Users should understand that their home computers and/or laptops may contain viruses. All disks transferred from these computers to the Technology Resources, must be scanned for viruses.

To prevent the spread of viruses, every User shall do the following:
- Obtain prior approval of the Information Technology Manager before installing or loading any software or data, including demos, shareware, or freeware, on any of the Psoriasis Foundation’s workstations or servers;

- Obtain prior approval from the Information Technology Manager before downloading, transmitting, or otherwise electronically exchanging computer files with sources outside of the Psoriasis Foundation system; and

- Avoid using disks and other removable storage media on more than one computer system.

**Encryption Software**

Users shall not install or use encryption software on any of the Psoriasis Foundation’s computers without first obtaining written permission from the Information Technology Manager. Users shall not use passwords or encryption keys that are unknown to their supervisors.

The federal government has imposed restrictions on the export of programs or files containing encryption technology (e.g., e-mail programs that permit encryption of messages and electronic commerce software that encodes transactions). Software containing encryption technology shall not be placed on the Internet or transmitted in any way outside the United States without prior written authorization from the Information Technology Manager.

**Use of Personal Devices at Work**

The National Psoriasis Foundation grants Users the privilege of purchasing and using smartphones and tablets of their choosing at work for their convenience. The Psoriasis Foundation reserves the right to revoke this privilege if Users do not abide by the policies and procedures outlined below.

This policy is intended to protect the security and integrity of the Psoriasis Foundation’s data and technology infrastructure. Limited exceptions to the policy may occur due to variations in devices and platforms.

All Users must agree to the terms and conditions set forth in this policy in order to be able to connect their personal devices to the Psoriasis Foundation’s network.

1. **Acceptable Use**

Users may have the opportunity to use their personal devices for work purposes when authorized in writing, in advance, by the User and management. Personal electronic devices include but are not limited to personally owned cell phones, tablets, laptops and computers.

The use of personal devices is limited to certain Users and may be limited based on technology or position. Contact Human Resources for more details.

To ensure the security of Psoriasis Foundation information, authorized Users are required to have anti-virus and mobile device management (MDM) software installed on their personal mobile devices. This MDM software will store all company-related information, including calendars, e-mails and other company-related applications in one area that is password-protected and secure. The Information Technology Manager must install this software prior to using the personal device for work purposes.
Users may store company-related information only in this area. Users may not use cloud-based apps or backups that allow Psoriasis Foundation data to be transferred to unsecure parties. Due to security issues, personal devices may not be synchronized to other devices in Users’ homes. Making any modifications to the device hardware or software beyond authorized and routine installation updates is prohibited unless approved by the Information Technology Manager. Users may not access unsecure Internet sites with their personal devices if such devices have access to Psoriasis Foundation data.

Users whose personal devices have camera, video or recording capability are restricted from using those functions on Psoriasis Foundation property at any time unless authorized in advance by management.

While at work, Users are expected to exercise the same discretion in using their personal devices as is expected for the use of Psoriasis Foundation devices. Psoriasis Foundation policies pertaining to harassment, discrimination, retaliation, trade secrets, confidential information and ethics apply to the use of personal devices for work-related activities.

Excessive personal calls, e-mails or text messaging during the work day, regardless of the device used, can interfere with User productivity and be distracting to others. Users must handle personal matters outside of work hours and ensure that friends and family members are aware of the policy. Exceptions may be made for emergency situations and as approved in advance by management.

Personal devices shall be turned off or set to silent or vibrate mode during meetings, conferences and in other locations where incoming calls may disrupt normal workflow.

Non-exempt employees may not use their personal devices for work purposes outside of their normal work schedule without authorization in advance from their supervisor. This includes but is not limited to reviewing, sending and responding to e-mails or text messages, responding to calls or making calls.

Family and friends should not use personal devices that are used for work purposes.

No User should expect any privacy except that which is governed by law. The Psoriasis Foundation has the right, at any time, to monitor and preserve any communications that utilize the Psoriasis Foundation’s networks in any way, including data, voicemail, telephone logs, Internet use, network traffic, etc., to determine proper utilization. Management reserves the right to review, retain or release personal and company-related data on personal devices to government agencies or third parties during an investigation or litigation. Management may review the activity and analyze usage patterns and may choose to publicize these data to assure that Psoriasis Foundation resources in these areas are being utilized according to this policy. Furthermore, no User shall knowingly disable any network software or system identified as a monitoring tool.

2. Devices and Support

Smartphones, including Apple, Android, Blackberry and Windows, are allowed. Personal laptops not directly working on Psoriasis Foundation business are strictly prohibited.

Connectivity issues are supported by the Information Technology Manager. Users should contact the device manufacturer or their carrier for operating system or hardware-related issues.

Devices must be presented to the Information Technology Manager for proper provisioning and
configuration of standard applications, such as browsers, office productivity software and security tools, before they can access the network.

3. Security of Personal Devices

In order to prevent unauthorized access, devices must be password protected using the features of the device and a strong password that meets the Psoriasis Foundation’s password requirements. Passwords must contain 1 capital letter, 1 number and a minimum of 8 characters. Passwords must be changed every ninety 90 days. The device must lock itself with a password or PIN if it remains idle for five minutes. After five failed login attempts, the device will lock. Contact the Information Technology Manager to regain access.

Rooted (Android) or jailbroken (iOS) devices are strictly forbidden from accessing the network. Smartphones and tablets that are not on the Psoriasis Foundation’s list of supported devices are not allowed to connect to the network.

Smartphones, tablets, and laptops belonging to Users that are for personal use only are not allowed to connect to the network, unless specifically approved by management.

User access to company data is limited based on user profiles defined by Psoriasis Foundation technology policies and automatically enforced.

The User’s device may be remotely wiped if 1) the device is lost, 2) the User terminates his or her employment or independent contractor agreement, or 3) the Information Technology Manager detects a data or policy breach, a virus or similar threat to the security of the Psoriasis Foundation’s Technology Resources.

4. Risks, Liabilities and Disclaimers

While every precaution will be taken to prevent a User’s personal data from being lost, in the event that a personal device must be remotely wiped, it is the User’s responsibility to take additional precautions, such as backing up email, contacts, etc. The Psoriasis Foundation reserves the right to disconnect devices or disable services without notification.

Lost or stolen devices must be reported to the company within 24 hours. Users are responsible for notifying their mobile carrier immediately upon loss of a device.

The User is expected to operate his or her devices in an ethical manner at all times and adhere to the Psoriasis Foundation’s acceptable use policy as outlined above. The User is personally liable for all costs associated with his or her device. The User assumes full liability for risks including, but not limited to, the partial or complete loss of Psoriasis Foundation and personal data due to an operating system crash, errors, bugs, viruses, malware, and/or other software or hardware failures, or programming errors that render the device unusable.
Social Media Policy

The National Psoriasis Foundation recognizes the importance of online social media networks as a communication tool and that employees increasingly obtain information from the Internet rather than from traditional print media.

This policy addresses employees' use of such networks including: personal websites, web logs (blogs), wikis, social networks (such as Facebook, Instagram and Twitter), online forums, virtual worlds, and any other kind of social media. The National Psoriasis Foundation respects the right of employees to use these mediums during their personal time. However, employees should minimize their use of National Psoriasis Foundation time and National Psoriasis Foundation equipment to participate in these mediums.

The National Psoriasis Foundation takes no position on employees' decision to participate in the use of social media networks. In general, employees are free to publish personal information without censorship by the National Psoriasis Foundation. If an employee chooses to identify him or herself as an employee of the National Psoriasis Foundation on any social media network, he or she must follow the guidelines set out below:

1. Employees who post content on social media networks that includes the National Psoriasis Foundation in the subject of the created content (excluding posting or other work-related use of social media in an official capacity), must state in clear terms that the views expressed are the employee's alone and they do not necessarily reflect the views of the Foundation (e.g. “The postings on this site are my own and do not necessarily reflect the views of the National Psoriasis Foundation and its management.”)

2. Employees are prohibited from disclosing information on any social media network that is confidential or proprietary to the National Psoriasis Foundation or to a third party that has disclosed information to the National Psoriasis Foundation. For example, information about, or identifying the National Psoriasis Foundation’s clients, vendors, volunteers, donors or information that may be valuable to a competitor.

3. Employees may not make statements about the National Psoriasis Foundation, management, co-workers, customers, competitors, volunteers, donors or any other person or entity that could be considered as harassing or threatening in any way.

4. Employees cannot act as a spokesperson for the National Psoriasis Foundation. Unless expressly authorized by the National Psoriasis Foundation, employees may not provide job references for any person, or endorse any product, on behalf of the National Psoriasis Foundation. For example, employees may not provide job reference for any former employee of the National Psoriasis Foundation on any social media website unless they comply with guideline number one (1) above. Similarly, any reference must state expressly that it is a personal reference.

5. Employees may not use social media to harass, discriminate or create a hostile work environment for their co-workers.

6. Employees may not use social media to break the law.

Employees who participate in social media may include information about their work at the
National Psoriasis Foundation such as the National Psoriasis Foundation name, their title and job duties, information about promotions, and information regarding participation in National Psoriasis Foundation sponsored events, including volunteer or charitable activities.

An employee who is responsible for a social media posting or communication that fails to comply with the guidelines set forth in this policy, that violates any of the National Psoriasis Foundation’s other employment policies, may be subject to discipline, up to and including termination.

Employees will be held responsible for the disclosure, whether purposeful or inadvertent, of confidential or proprietary National Psoriasis Foundation information, information that violates the privacy rights or other rights of a third party, or the content of anything posted on any social media.

Driver’s License/Driving Record

If you use your own personal vehicle on Psoriasis Foundation business, then you must possess the type or class of valid driver’s license required for the type of vehicle you may be required to drive and have a driving record which is acceptable to the Psoriasis Foundation’s insurance carrier.

When you are hired or placed into a position that requires you to drive in order to perform the functions of your job, the Psoriasis Foundation’s insurance carrier may check your Department of Motor Vehicles (DMV) records at that time and periodically thereafter. You are expected to report to your supervisor any changes in your automobile insurance policy (such as suspension or revocation). Employees in these positions who are uninsurable or who become uninsurable (based on the standards of the insurance carrier) due to an unsatisfactory DMV record or whose driver’s licenses are suspended or revoked or whose automobile insurance policy has been terminated for any reason will not be permitted to continue using their own vehicle in the course of performing job-related duties. Ordinarily, such employees will be terminated from employment with the Psoriasis Foundation.

Use of Cellular Telephones

The Psoriasis Foundation requires the safe use of cellular telephones by employees while conducting business. Employees should not use cellular telephones or other personal data assistants to talk or text while driving because of safety concerns. Employees should instead pull to the side of the road to make or receive telephone calls or send/review text messages. If an employee is unable to pull over or stop before receiving a cellular telephone call, they should keep the business conversation brief, and immediately locate a safe area to park their vehicle to continue the call, if necessary. Where required by law, employees must use hand-free devices.
Travel & Reimbursement

Travel and Reimbursement Policy

Our policy is to reimburse employees for approved, reasonable, proper and necessary travel expenses incurred in conjunction with an approved Psoriasis Foundation initiative. It is Foundation policy that all travel be conducted in the least expensive manner. Those who travel on behalf of the Foundation are expected to demonstrate integrity and to expect that all travel expenses will be scrutinized.

Travel departure for Psoriasis Foundation business trips should not occur more than one day prior to the scheduled meeting/event. Similarly, return travel after a business trip should be scheduled no more than one day after the meeting/event, unless an employee is using PTO to extend the duration of their stay either before or after the business trip. If an employee elects to stay additional nights beyond what the business trip requires, the employee must pay for the cost of the hotel attributable to personal use. The Psoriasis Foundation will reimburse only the cost of the business portion of the trip.

All travel must have supervisor approval prior to making travel arrangements

- Automobile and Ground Transportation

  Personal Vehicle

  - Mileage reimbursement: Use of personal vehicles is reimbursed on an actual mileage basis for the business portion of the trip. Reasonable mileage must be calculated for the most direct route plus the required business travel while at the business site. The mileage rate is set in accordance with that established by the federal government. Mileage allowances cover all operating costs, including repairs, insurance, fuel, depreciation, towing, and other auto-related expenses.

  - Driving vs. flying: When flying is the economical choice but one chooses to drive, the reimbursement may not exceed the cost of the lowest available air transport for the same points of origin and destination. The traveler must provide appropriate price quotes to document the appropriate airfare for comparison.

  - Parking and tolls: Foundation will reimburse for parking and tolls associated with a local or long distance trip. Parking and tolls totaling over $10 per day must have a receipt.

  - Insurance: When an employee's personal vehicle is driven on Foundation business and the vehicle is involved in an accident, the vehicle owner's insurance policy will be primary, and the Foundation's auto liability coverage will be secondary, if the accident is serious enough to exhaust the primary coverage. Employees driving personal vehicles on Foundation business are responsible for reporting all accidents to their insurer, since there are serious coverage consequences for failure to report an accident. Employees are not allowed to use their personal vehicles for Foundation business unless they maintain liability insurance on their vehicle. It is the obligation of employees to carry adequate insurance for his or her protection and the protection of any passengers.
Automobile Rental

Automobiles should be rented only when the cost advantages are clearly justified (i.e. the cost of the rental car would be less than using taxis, etc.). Travelers are expected to use one of the lower cost car rental firms. The size of the rental car should be the least expensive model consistent with the number of travelers and the business purpose of the trip. Rental cars should be refilled with gas prior to return to avoid high refueling charges. All rental car receipts received by the traveler must be submitted with the expense report.

- Insurance: When renting a vehicle do not accept the physical damage and liability car or long distance insurance, these coverage's are included in a separate business auto policy.

Ground Transportation

Taxicabs or hotel airport shuttles are usually the lowest cost and preferred method of ground transportation. Use airport shuttles when they are available.

- Receipts are required for all transportation expenses of $10 or greater.

Air Transportation

- Airfare: Airfare is to be purchased at the lowest available commercial economy fare that meets the business purpose of the trip. Where multiple coach fares exist, the lowest available commercial economy fare must be selected. First class, and spouse/partner/guest travel is not reimbursable. Staff must accept connecting flights when it is most economical and does not extend the overall trip by more than two hours.

- Cost: Airline tickets in excess of $500 must be approved by your supervisor prior to purchase.

- Baggage Fees: If your trip is for three days or less, please use carry-on luggage to avoid baggage fees.

- Airport Parking: When parking at the airport, use the economy parking or secured parking suppliers, such as Thrifty or Park & Fly. Employees will not be reimbursed for short-term parking.

- Mileage Plans: It is the Foundation’s policy that employees may retain rewards for frequent flyer plans. In no case may a traveler choose a reservation at a higher cost to accumulate additional plan credits. The Foundation will not purchase frequent flyer miles from travelers or reimburse them for tickets purchased with miles.

- Fees/penalties: In cases where cancellation fees/penalties are incurred as a result of a change of plans, the fees will be reimbursed if there is a valid business reason for the change of plans. Acceptable business reasons include the Foundation canceling or altering the trip or delay in flight connections. This explanation should be attached as documentation with the travel expense report. In instances where these fees/penalties are incurred without adequate explanation, the cost of the fees/penalties will not be reimbursed. This includes fees for change in seat assignments.
Lodging Cost

- Accommodations: Accommodations that meet business and personal needs, and offer good value should be selected whenever possible. Travelers should use standard single room accommodations at medium range hotels. The additional cost of room upgrades (e.g., suite, executive floor, room with a view, etc.) is not reimbursable. Receipts for all lodging must be attached to the expense report and itemized by expense category (meals, telephone, parking, etc.). Travelers will be reimbursed for actual lodging costs.

- Cancellations: The Foundation will not reimburse expenses due to a traveler’s failure to cancel guaranteed room reservations.

- Hotel phone surcharges: Travelers should avoid using the hotel’s long distance phone service. Hotel surcharges can be a much as 100% of the actual cost of the call. If you do not have a cell phone to use, you may request in advance of your travel a long distance calling card.

Meals

Meal reimbursement includes breakfast, lunch and dinner. Excluded are alcoholic beverages (unless approved by the President & CEO), entertainment expenses and other types of personal expenses not relating to these specific meals. Meal tips in excess of 20% will not be reimbursed. Total meal expenses (including tips) for the day should not exceed $60. Employees will be reimbursed for actual meal expenses. For reimbursement and / or expense reporting, your meal costs are to be substantiated by submitting both the original restaurant’s itemized receipt along with the final bill receipt. Tips are to be written in on the submitted receipt.

Payment Methods

- American Express Corporate Card: Employees who travel frequently may request an American Express Corporate Card. The card may be used for travel expenses including transportation, meals, and lodging if the cardholder has signed the AMEX agreement for travel. Charges to the AMEX card are billed directly to the Foundation. The AMEX agreement for travel is necessary in the event some of a traveler's expenses may not be eligible for reimbursement.

- Personal funds: The employee may choose to incur all or part of his or her travel expenses on a personal credit card and then request reimbursement for the allowable expenses upon completion of the trip.

- Travel Advances: In certain instances, a travel cash advance can be requested for food, taxis and incidental expenses. A travel advance may be requested by submitting an approved check request to the accounting department, no later than the due date for the weekly check run. If you are given a travel cash advance, you must retain all receipts and include them with the travel and expense report. If you spend less than the amount received for the travel advance, you will need to submit a personal check for difference with your expense report.
American Express Travel Insurance

Employees who travel on Foundation related business and on tickets charged to the Foundation’s corporate American Express card are covered by the following travel insurance program in excess of any existing personal insurance coverage.

- **Baggage Protection:** Checked baggage is covered for an amount up to the original cost of the loss, to a maximum of $500. Carry-on baggage is covered up to $1,250. Coverage on certain items (such as cameras and jewelry) is limited to a combined maximum of $250 per trip.

- **Car Rental and Damage Insurance:** Rental car charges paid with your corporate American Express card will receive coverage in excess of any existing car insurance (such as personal auto insurance or other sources of insurance, if applicable). Car Rental Loss and Damage Insurance covers the theft of or damage to a rental car. Certain vehicles are not covered and coverage is subject to the terms, limitations and exclusions of the policy.

- **Travel Accident Insurance:** Any Foundation employee traveling on Foundation related business using tickets that have been charged to the Psoriasis Foundation corporate American Express card automatically receive coverage up to $100,000 against accidental death and dismemberment. Coverage is subject to the terms, limitations and exclusions of the policy.

Business Meals

- Employees are expected to use discretion when purchasing business meals for others (donors, volunteers, etc.).

- The following information must be documented for reimbursement of a business meal:
  - The business purpose of the meal and the names, titles and business relationships (the company or affiliation) of the persons entertained.

Non-Reimbursable Expenses

Non-reimbursable expenses are identified throughout this policy. The following items are examples of non-reimbursable expenses:

- First class or spouse/partner/guest travel
- Upgrades to air travel, car rentals, or hotel rooms
- Purchase of clothing, luggage, toiletries and other miscellaneous personal items
- Supplemental travel or car rental insurance
- Fines, penalties, legal fees, airline change fees without appropriate explanation
- Personal entertainment or recreational expenses
- Alcoholic beverages (unless approved by the President & CEO)
- Personal transportation expenses such as between home and the workplace, or related to breaks and meals, during or outside of regular work hours
- Personal travel included with business travel will not be reimbursed
- House sitting fees and pet boarding
• Housekeeping tips
• Any unnecessary expenses

❖ Expense Reporting

• Receipt Requirements: All expenses incurred in excess of $10 must be substantiated by original receipts. All receipts should be stapled to a sheet of paper and attached to the back of the expense report. In the event that it is impractical to obtain a required receipt or if such receipt has been inadvertently destroyed, the traveler should furnish a written statement to that effect, as well as an explanation of the expenditure involved.

• Timely Submission of Report: The suggested timeframe for expense report submission is within two weeks of travel. Travel & Expense Reports filed more than 60 days after expenses are incurred will not be reimbursed without the approval of the President/CEO. All AMEX travel and expense reports must be submitted to accounting by the 15th of each month.

• Requirements for all reports submitted for reimbursement or payment are listed below (either AMEX or personal reimbursements):
  • Written explanations are required for an exception made to the policy
  • A Lost Receipt Form needs to be submitted for a missing receipt
  • Ensure the traveler name and purpose of the trip are clearly identified
  • All receipts should be stapled on sheets of paper and attached to the Expense Report, along with entire itinerary
  • Expense report should follow a logical order and itinerary and travel must match
  • All receipts much be originals and itemized meal receipts must have the reprinted/stamped name and address of the establishment
  • Parking and Tolls totaling over $10 per day must have a receipt
  • Hotel bills need to be itemized by meals, telephone, parking, etc.
  • Make copies of all Expense Reports with receipts for your records

Distribution of Office Keys

❖ Office Keys

Keys to the Psoriasis Foundation offices are numbered and assigned to employees as follows:

Exempt staff members are issued an office key, which is verified and recorded by the employee's signature. The employee is responsible for maintaining the key in their sole possession, and returning the key to the Human Resources if they discontinue employment at the Psoriasis Foundation.

Nonexempt employees are issued an office key if their work schedule begins at 7:00 a.m. and/or when the first shift of the day begins. Exception: Nonexempt employees may request an office key from the Foundation if their supervisor requires them to work other than normal Psoriasis Foundation working hours (Monday through Friday, 7:00 a.m. to 6:00 p.m.). The nonexempt employee is responsible for maintaining the key in their sole possession and returning the key to the Vice President of Finance & Operations promptly the next workday.
Building Access Cards

Access Cards to the 6600 Building are assigned to employees as follows:

Exempt staff members are issued a building access card. The employee is responsible for maintaining the card in their sole possession and returning the card to the Psoriasis Foundation Human Resources if they discontinue employment at the Psoriasis Foundation.

Nonexempt employees may request a building access card from the Foundation’s Vice President of Finance & Operations, if their supervisor requires them to work other than normal Psoriasis Foundation working hours (Monday through Friday, 7:00 a.m. to 6:00 p.m.). The nonexempt employee is responsible for maintaining the card in their sole possession and returning the card to the Vice President of Finance & Operations promptly the next workday.
Termination of Employment

Voluntary Termination

If you resign for personal or other reasons, then the separation is considered voluntary. If you voluntarily resign, it is requested that you give your supervisor advance written notice of your resignation (or your intent to resign), as well as the reason(s) for your resignation. Although the Psoriasis Foundation is an at-will organization, meaning both you and the Psoriasis Foundation have the right to terminate your employment at any time, with or without advance notice, the Psoriasis Foundation requests that management employees give at least four weeks notice, and that all other employees give at least two weeks notice.

If you have been absent for three consecutive scheduled workdays without notification to your supervisor, then you will be considered to have voluntarily terminated your employment without notice by way of job abandonment. The last day worked will be the date of your separation.

If you fail to return from an approved leave of absence or Personal Time Off (PTO) within the time limits established, then you will also be considered to have voluntarily terminated your employment without notice. The date of the expiration of your leave or PTO will be your separation date.

Involuntary Termination

Either you or the Psoriasis Foundation can terminate the employment relationship at-will at any time, for any reason, with or without cause, and with or without prior notice. However, an involuntary termination is one that is initiated by the Psoriasis Foundation.

Final Pay

All wages or salary and accrued, unused PTO due to employees involved in an involuntary termination will be paid according to state regulations. If you are involved in an involuntary termination, and advances of wages due to overpayments or salary advances were made on your behalf, they will be deducted from your final pay.

- Payment of PTO at Termination

If you are an eligible employee, you will be paid in a lump sum for all accrued, unused PTO benefits through the date of your termination.

Psoriasis Foundation-Issued Property

It is your responsibility at the time of termination to return all Psoriasis Foundation property issued to you at any time during your term of employment. All such property must be returned to your supervisor or Human Resources on or before your last day of work.
Closing Management Statement

The Handbook is an overview of some of the policies and employee benefits at the Psoriasis Foundation. It should not be interpreted as creating an express or an implied contract for other than at-will employment. If you have questions or if you desire additional information regarding the policies and employee benefits outlined in this Handbook, contact your supervisor or Human Resources for assistance.

Circumstances may require that the policies, practices and benefits described in this Handbook change from time to time. Consequently, the Psoriasis Foundation reserves the right to interpret, change, amend, modify, add, cancel or withdraw any or all sections or provisions of this Handbook and any or all of the Psoriasis Foundation's practices at any time for any reason. Modifications, cancellations and withdrawals will be made in writing by an authorized Psoriasis Foundation representative. New or revised written policies may be issued whenever the Psoriasis Foundation considers it appropriate to do so. All such new or revised policies issued by the Psoriasis Foundation supersede all prior policies, practices, arrangements, conversations, understandings and expectations pertaining to such new or revised policies.