
Employee and Volunteer Handbook



Revised July 2018

A Message of Welcome

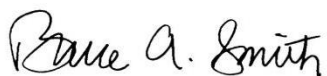
Welcome to Wycliffe Associates! I say that to you personally and on behalf of your wonderful colleagues who are helping us to expedite the process of Bible translation work around the world.

This handbook should help you become better acquainted with our organization and its policies.

We are blessed and filled with joy by the effect Wycliffe Associates has on the world of Bible translation and in the lives of the people we touch. I know you will feel this same joy as you share challenges and opportunities for personal growth at Wycliffe Associates.

I know you will also be happy with the way people work together here—intent on doing the best job possible as we abound in the work of the Lord. Besides sharing a common goal that we are working toward, you will also find that we communicate with ease and freedom. We hope this handbook will serve as a good first step in this communication process by providing information on how we work, what you can expect and what we expect of you.

Working together in Christ,



Bruce Smith
President



Involving people in the advancement of Bible translation

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SECTION 1

All Employees and Volunteers

Introduction

Welcome to Wycliffe Associates!

As an employee or volunteer, you will find your Wycliffe Associates (WA) experience to be both rewarding and challenging. It is our desire and purpose to make your time with us a positive experience.

WA is a Christian ministry that is incorporated as a religious nonprofit corporation in the state of California. Our mission is involving people in the advancement of Bible translation. As each member of the body of Christ uses their God-given skills and experience, the global team is strengthened and equipped for greater effectiveness. Together we are urgently working to assure that no one is beyond the reach of God's Word in their heart language.

WA maintains a staff of professionals to assist you in all matters related to employment. In addition, the WA Human Resources Department is available to you to administer the guidelines and policies for specific situations. The Human Resources Department strives to maintain objectivity in serving employees and in providing advice and counsel on all WA policy-related issues.

Statement of Faith

- We believe in the divine inspiration and consequent authority of the whole canonical Scriptures
- We believe in the doctrine of the Trinity
- We believe in the fall of man, his consequent moral depravity and his need of regeneration
- We believe in the atonement through the substitutionary death of Christ
- We believe in the doctrine of justification by faith
- We believe in the resurrection of the body, in the case of the just and the unjust
- We believe in the eternal life of the saved and the eternal punishment of the lost

As a religious, non-profit entity, WA maintains high standards for spirituality and the Christian faith. Employees and volunteers are required to be in agreement with WA's Statement of Faith. Any person who is not in agreement with the statement will not be considered for service as an employee or volunteer with WA.

WA's commitment to you is to provide a nurturing Christ-centered environment in which you can grow spiritually and enjoy fellowship with one another while supporting the work of Bible translation.

Vision 2025

Linking with partners worldwide, we aim by the year 2025 there will be a Bible in every language.

Handbook Purpose & Right to Revise

This handbook contains information about WA's employment and volunteer policies and procedures and an overview of WA's benefits. For specific information about employee benefits, you should refer to the plan documents, which are controlling. The policies and procedures in this Handbook are guidelines only. WA reserves the right to interpret and administer the provisions of this Handbook as needed.

These policies and practices are in effect at the time of publication. All previously issued handbooks, inconsistent policy statements or memoranda are superseded. With the exception of the at-will employment policy, WA reserves the right to revise, modify, delete or add to any and all policies, procedures, work rules or benefits stated in this handbook or in any other document. Except for the policy of at-will employment, which can only be changed in writing by WA, WA has the maximum discretion permitted by law to change, modify or delete any provision in this Handbook at any time with or without notice.

However, any written changes to this handbook will be distributed to all employees and volunteers. No oral statements or representations can in any way supplement, change or modify the provisions of this handbook.

Each employee should read and become familiar with the information contained in this Handbook. Failure to comply with WA's policies or procedures may result in discipline, up to and including termination.

The provisions in this Handbook are not intended to in any way create any contractual obligations with respect to your employment. Nothing in this handbook or in any other personnel document, including benefit plan descriptions, creates or is intended to create a promise or representation of continued employment.

Statement of At-Will Employment Status

Nothing in this Handbook nor any other communication by a WA Representative or any other employee, whether oral or written, is intended to in any way create a contract of employment. Unless I have a written employment agreement signed by an authorized WA Representative, I am employed at will and nothing in this Handbook can be construed to contradict, limit or otherwise affect my right or WA's right to terminate the employment relationship at any time with or without notice or cause. If I have a written employment agreement signed by an authorized WA Representative and a provision of this Handbook conflicts with the terms of my employment agreement, I understand that the terms of my employment agreement will prevail.

Equal Employment and Volunteer Opportunity

It is the desire of WA to recognize all those called by the Lord. While WA maintains high standards for spirituality, health and personal qualifications, each individual will be considered on his/her own merits, without regard to race, color, sex, national origin, age, disability, veteran status, genetic information or any other characteristic protected by federal, state, or municipal law. This policy applies to all terms, conditions, and privileges of employment, including hiring, training, promotion, compensation, and benefits. WA complies with the provisions of the American with Disabilities Act (ADA) and will not discriminate against any qualified employee/volunteer or job applicant with respect to any terms, privileges, or conditions of employment because of a person's physical or mental disability.

As a religious organization, Wycliffe Associates is exempt from certain discrimination laws related to religious and creed rights.

Personnel

Employment Classifications

All employees and volunteers are classified in accordance with the Fair Labor Standards Act (FLSA). This classification is determined on the basis of the employee's duties, responsibilities and level of independence in the performance of the position. Using this standard, all are classified in one of the following groups:

1. **Exempt**—Exempt employees are expected to work the hours required to accomplish their work and are paid on a salaried basis. Exempt employees are not eligible for or entitled to overtime pay.
2. **Non-Exempt**—Non-exempt employees are paid hourly for time worked and are eligible for overtime pay in accordance with state and federal law.
3. **Full-time**—Full-time employees work 32 or more hours per week.
4. **Part-time**—Part-time employees work less than 32 hours per week.
5. **Supported**—Supported employees are full-time employees who raise their compensation as missionaries with WA. Part-time supported staff will be approved for U.S. locations.
6. **Seasonal & Temporary**—Employees who fill short-term assignments of three months or less. Their assignments may be extended, and they are not eligible for employee benefits, except where mandated by applicable law.
7. **Volunteer** – Volunteers are individuals that have been approved through the Wycliffe Associates volunteer processes. Volunteers do not receive compensation or any financial support from Wycliffe Associates.

If an employee's or volunteer's classification changes, eligibility for benefits will be determined on the effective date of the change.

Employment Expectations

Personal Appearance

While it is WA's intent that all employees/volunteers have the freedom to dress for their personal comfort during work hours, the image of our organization must be maintained by the image that our employees present to our visiting colleagues, ministry partners, vendors and other visitors. This image requires high standards of personal cleanliness, modesty, hygiene, grooming and proper attire.

Employees/volunteers working in the office should dress in a conservative, business-appropriate manner, which may include business-casual attire. Provocative clothing worn on WA property at any time is strictly prohibited.

Supervisors of departments overseeing employees and volunteers whose duties are primarily manual in nature may develop and enforce a policy of dress standards specifically for those positions. Clothing must not constitute a safety hazard.

WA supervisors are authorized to determine appropriate dress at all times and in all circumstances and may send employees or volunteers home to change clothes should they determine that the employee's or volunteer's dress is not appropriate or safe.

Wednesday of each week has been designated WA day; employee/volunteers are asked to wear clothing affixed with the WA logo. Friday of each week has been designated as casual day.

Any employee that requires a reasonable accommodation for reasons based on disability or other grounds protected by federal, state, or local laws should contact their supervisor/department head/Human Resources representative]. Reasonable accommodation will be granted unless it will cause an undue hardship on WA. WA prohibits any form of discipline, reprisal, intimidation or retaliation for requesting a reasonable accommodation for grounds protected by federal, state or local law.

Punctuality & Attendance

Punctuality and reliability in attendance are essential to the effectiveness of WA.

If you are unable to report for work on any particular day, you should attempt to call your supervisor before the time you are scheduled to begin work for that day. Employees and volunteers must also inform their supervisor of the expected duration of any absence. Excessive absenteeism or tardiness will not be tolerated.

Consistent with state and federal law, if you fail to report for work without any notification to your supervisor and your absence continues for a period of three days, WA will consider you to have abandoned and voluntarily terminated your employment.

Devotions

The purpose of employee and volunteer devotions is to help us grow together as a team. We want every person in the office to have an opportunity to share two things:

- 1) Bible study and prayer;
- 2) Conversation regarding the vision, mission and future of WA.

Attendance is not mandatory.

Conducting Personal Business

Employees and volunteers are encouraged to conduct personal business at scheduled break or lunch times. Employees/volunteers may not conduct business for another employer during their scheduled work hours.

Solicitation & Distribution of Literature

WA has established rules to govern employee solicitation and distribution of written materials other than those directly related to WA's business. WA has established rules to:

- Maintain and promote safe and efficient operations, employee discipline and an attractive clutter-free work place.
- Minimize non-work-related activities that could interfere with customer satisfaction, product quality and teamwork.

Conduct Not Prohibited by this Policy

This policy is not intended to restrict communications or actions protected or required by state or federal law, including the National Labor Relations Act.

Rules

Employees may not:

- Solicit other employees during working time.
- Distribute literature during working time.
- Distribute literature at any time in working areas.

The sole exceptions to this policy are for solicitations and distributions related to charitable activities approved by WA.

Definitions

Solicitation includes, but is not limited to, approaching someone in person or through employer-owned property such as computers, smartphones, e-mail systems and intranets for any of the following purposes:

- Offering anything for sale.
- Asking for donations.
- Collecting funds or pledges.
- Seeking to promote, encourage or discourage participation in or support for any organization, activity or event, or membership in any organization.
- Distributing or delivering membership cards or applications for any organization.

Distribution includes, but is not limited to, disseminating or delivering in person or through employer-owned property such as bulletin boards, computers, smartphones, e-mails and intranets any literature or other materials including circulars, notices, papers, leaflets or other printed, written or electronic matter (except that distributing or delivering membership cards or applications for any organization is considered solicitation and not distribution).

Working time includes any time in which either the person doing the solicitation (or distribution) or the person being solicited (or to whom non-business literature is being distributed) is engaged in or required to be performing work tasks. Working time excludes times when employees are properly not engaged in performing work tasks, including break periods and meal times.

Working areas include areas controlled by WA where employees are performing work, excluding cafeterias, break rooms and parking lots.

Employment Policies

Computer Network & Internet Access

WA's computers, networks, communications systems and other IT resources are intended for business purposes only (except for limited personal use as described below) during working time. To protect WA and its employees/volunteers, it is WA's policy to restrict the use of all IT resources and communications systems as described below. Each user is responsible for using these resources and systems in a productive, ethical and lawful manner.

WA's policies prohibiting harassment apply to the use of WA's IT resources and communications systems. No one may use any communications or computer system in a manner that may be construed by others as harassing or offensive based on race, national origin, sex, sexual orientation, age, disability, religious beliefs or any other characteristic protected by federal, state or local law.

The use of WA's IT resources and communications systems by an employee/volunteer shall signify his or her understanding of agreement to the terms and conditions of this policy, as a condition of employment.

This policy is not intended to prevent employees from engaging in communication that is protected by state, federal, or local law, including employee's rights under the NLRA to use their employers email system in statutorily protected communications during nonworking hours, which may include discussions about working conditions, wages, or union activity.

Security, Access and Passwords

Security of WA's IT resources and communications systems is the responsibility of the Information Technology (IT) Department, including approval and control of employees'/volunteers' and others' access to systems and suspension or termination of access in cases of misuse and when a user is no longer an employee/volunteer or otherwise ineligible to use the systems.

It is the responsibility of each employee/volunteer to adhere to IT security guidelines including but not limited to the creation, format and scheduled changes of passwords. All user names, pass codes, passwords, and information used or stored on WA's computers, networks and systems are the property of WA. No employee/volunteer may use a user name, pass code, password or method of encryption that has not been issued to that employee/volunteer or authorized in advance by WA.

No user shall share user names, pass codes or passwords with any other person except for the administrative assistant assigned to that user. An employee/volunteer

shall immediately inform the IT Department if he knows or suspects that any user name, pass code or password has been improperly shared or used, or that IT security has been violated in any way.

Resources and Systems Covered By This Policy. This policy governs all IT resources and communications systems owned by or available at WA, and all use of such resources and systems when accessed using an employee/volunteer's own resources, including but not limited to:

- Wycliffe Associates Data.
- E-mail systems and accounts.
- Internet and intranet access.
- Telephones and voicemail systems, including wired and mobile phones, smartphones and pagers.
- Printers, photocopiers and scanners.
- Fax machines, e-fax systems and modems.
- All other associated computer, network and communications systems, hardware, peripherals and software, including network key fobs and other devices.
- Closed-circuit television (CCTV) and all other physical security systems and devices, including access key cards and fobs.

No Expectation of Privacy. All contents of the WA's IT resources and communications systems are the property of WA. Therefore, employee/volunteers should have no expectation of privacy whatsoever in any message, files, data, document, facsimile, telephone conversation, social media post, conversation or message, or any other kind or form of information or communication transmitted to, received or printed from, or stored or recorded on WA's electronic information and communications systems.

You are expressly advised that in order to prevent against misuse, **WA reserves the right to monitor, intercept and review, without further notice, every employee/volunteer's activities using WA's IT resources and communications systems, including but not limited to e-mail (both outgoing and incoming), telephone conversations and voice mail recordings, instant messages and internet and social media postings and activities, and you consent to such monitoring by your acknowledgement of this policy and your use of such resources and systems.** This might include, without limitation, the monitoring, interception, accessing, recording, disclosing, inspecting, reviewing, retrieving and printing of transactions, messages, communications, postings, log-ins, recordings and

other uses of the systems as well as keystroke capturing and other network monitoring technologies.

WA may also store copies of such data and communications for a period of time after they are created, and may delete such copies from time to time without notice.

Do not use WA's IT resources and communications systems for any matter that you desire to be kept private or confidential from WA.

Network Systems. WA maintains integrated computer and data communications networks to facilitate all aspects of its business. You may never sign on to any network equipment using the password or user name of another employee/volunteer. No employee/volunteers should access, attempt to access, alter, or delete any network document except in furtherance of authorized WA business.

Downloading and Installing Software/Website Agreements. E-mail and downloading from the internet are prime sources of viruses and other malicious software. Therefore, no one may download or install any software or shareware to their hard drive that is not expressly authorized or approved by the IT Department. In addition, employee/volunteers may not accept the terms or conditions of website agreements without first obtaining approval from the IT Department.

Confidentiality and Proprietary Rights

WA's confidential information, data and intellectual property (including trade secrets) are extremely valuable to WA. Treat them accordingly and do not jeopardize them through your business or personal use of electronic communications systems, including e-mail, text messaging, internet access, social media and telephone conversations and voice mail. Disclosure of WA's confidential information to anyone outside WA and use of WA's intellectual property is subject to WA's Confidentiality Statement. Ask your manager if you are unsure whether to disclose confidential information to particular individuals or how to safeguard WA's proprietary rights.

Do not use WA's name, brand names, logos, taglines, slogans or other trademarks without written permission from the WA Legal Advisors.

This policy also prohibits use of WA's IT resources and communications systems in any manner that would infringe or violate the proprietary rights of third parties. Electronic communications systems provide easy access to vast amounts of information, including material that is protected by copyright, trademark, patent, and/or trade secret law. You should not knowingly use or distribute any such material downloaded from the internet or received by e-mail without the prior written permission of the WA Legal Advisors.

Access of Data by Non-Wycliffe Associates Devices

Wycliffe Associates wishes to enable all employee and volunteers to be as effective and efficient as possible. To that end, it is permissible to access Wycliffe Associates email systems from personally owned devices such as smart phones tablets or laptops.

Most other business applications, however, should only be accessed by Wycliffe Associates issued devices. These applications include, but not limited, to finance and donor management systems and reporting systems.

Access E-mail and Text Messaging

WA provides certain employee/volunteers with access to e-mail and/or text messaging systems for use in connection with the performance of their job duties. WA seeks to provide stable and secure e-mail and text messaging systems (including SMS and internet-based instant messaging) with rapid, consistent delivery times that promote communication for business purposes without incurring unnecessary costs or generating messages that are unproductive for the recipient. Many of the policies described below governing use of WA's e-mail and text messaging systems are aimed at reducing the overall volume of messages flowing through and stored on the network, reducing the size of individual messages, and making the system more efficient and secure.

Spam. Unfortunately, users of e-mail will occasionally receive unsolicited commercial or bulk e-mail (spam), which, aside from being a nuisance and a drain on IT resources, might be a means to spread computer viruses and other malicious software. Avoid opening unsolicited messages and report any suspicious e-mail to the administrator. Delete all spam immediately. Do not reply to the message in any way, even if it states that you can request to be removed from its distribution list. If delivery persists, contact the e-mail administrator who will block any incoming e-mail from that address.

Users should be aware that spammers have the ability to access e-mail addresses that are listed as senders or recipients on e-mail messages, on websites, user discussion groups, and other internet areas. Therefore, you should be cautious about using and disclosing your company e-mail address. If you use e-mail for information gathering purposes, we strongly recommend that you not use your company e-mail address, but rather establish a separate e-mail account for that purpose with a free e-mail service, such as yahoo.com, hotmail.com or google.com.

Employees/Volunteers Required to Drive

Employees/volunteers who are required to drive a WA vehicle or their own vehicle on WA business will be required to show proof of current, valid licenses and current, effective insurance coverage prior to the first day of employment.

WA retains the right to transfer to an alternative position, suspend or terminate an employee/volunteer whose license is revoked, who fails to maintain personal automobile insurance coverage or who is uninsurable under the WA policy.

Employees/volunteers who drive their own vehicles on WA business will be reimbursed at the highest non-taxable rate permitted by the IRS.

Cell Phones

WA expects all employees and volunteers to maintain the highest degree of safety while performing WA business. Therefore, the use of cell phones, computers, pagers or any such distracting task is strictly prohibited while driving a motor vehicle or while working in an area where such practices are considered to be unsafe. WA will not be responsible for the results of any violation of this policy.

Firearms and Weapons

WA complies with all state and federal laws regarding the possession, carrying and use of firearms. Except to the extent prohibited by state, federal, and local laws, firearms and weapons, including but not limited to guns, starting pistols, flare pistols, knives or any instrument or material intended for use as a weapon, are strictly prohibited within WA buildings.

Commitment to Safety

Safety is everyone's responsibility! No job is so important that it cannot be accomplished safely.

A safe workplace is everyone's responsibility. All employees/volunteers are required to observe safety work rules, policies and procedures, attend training sessions when offered, immediately report all hazardous conditions, injuries and accidents to your reporting supervisor, use good judgment in all situations, and take all steps to protect our environment. Some WA locations require identification tags. Employees/volunteers assigned to these locations will wear, or carry, their identification tags while engaged in the business of the organization and on the organization's premises. Please refer to the safety manual for a full description of the safety procedures.

WA prohibits any form of discipline, reprisal, intimidation or retaliation for reporting a health and safety concern or a violation of this policy or cooperating in related investigations.

Kidnap & Ransom

In the event of an employee's/volunteer's kidnapping or the kidnapping of a family member, no payment will be made or action will be taken that would likely perpetuate extortion, ransom or blackmail. The employee/volunteer further acknowledges that s/he has considered the potential danger of kidnapping, including the possible loss of life, and the possible loss of personal property. Notwithstanding such risks, the employee/volunteer freely chooses to participate in the work of WA, assume such risks and hold WA harmless from and against any and all injuries to persons or property that the employee or members of the employee's/volunteer's family may suffer as a result of kidnapping. Details regarding these arrangements will be discussed and arranged with an employee once s/he has expressed interest in serving overseas.

Burial Overseas

An employee/volunteer must understand that s/he must make certain arrangements prior to departure from the U.S. in the event that s/he dies while overseas. Although this event is unlikely, WA must have the individual's authorization to make necessary decisions regarding burial in the event of his/her death while abroad and in a place where it would not be possible, in view of local burial laws, to make arrangements to return the employee's remains to his/her home country. Details regarding these arrangements will be discussed and arranged with an employee/volunteers once s/he has expressed interest in serving overseas.

Media Contact

Employees/volunteers may be approached for interviews or comments by the news media. Only contact people designated by the President may comment on WA policy or on events that have an impact on WA.

Confidentiality Statement

During the course of employment/service, employees/volunteers may have access to Confidential Information. Any Confidential Information, whether oral, written, or electronic, should be maintained in a manner that ensures its confidentiality. Employees/volunteers agree not to use or disclose (directly or indirectly) WA's confidential information. This includes without limitation, all volunteer, employee, or vendor lists or information, marketing information, personnel files, administrative or personnel information.

Personnel Records

WA complies with all state and federal laws regarding employee/volunteer access to and inspection of personnel records and documents.

References

All reference requests must be directed to the Director of Human Resources. No other WA employee is authorized to release references for current or former employees or volunteers. The Director of Human Resources will only disclose the dates of employment and the title of the last WA position held unless disclosure was authorized in writing by the employee. In that case, amount of salary or last earned wage could also be disclosed. WA will cooperate with requests from authorized law enforcement or local, state or federal agencies conducting official investigations and as otherwise legally required.

Performance Evaluations

Employees/volunteers will receive periodic performance reviews. Your supervisor will conduct the review. Your first performance review will take place after completion of your trial period. After that review, performance reviews will be conducted a minimum of once a year on a date to be set by your supervisor. The frequency of performance evaluations may vary depending upon length of service, job position, past performance, changes in job duties or recurring performance problems.

Conflicts of Interest

As a member of the Evangelical Council for Financial Accountability (“ECFA”), WA adopts, as part of its conflict of interest policy, ECFA Standard #6 as follows:

“Every member organization shall avoid conflicts of interest. Transactions with related parties may be undertaken only if all of the following are observed: 1) a material transaction is fully disclosed in the audited financial statements of the ministry; 2) the related party is excluded from the discussion and approval of such transaction; 3) a competitive bid or comparable valuation exists; and 4) the WA board has acted upon and demonstrated that the transaction is in the best interest of the member ministry.”

WA will avoid whenever possible related party transactions that could lead to conflicts of interest. In an effort to do that, the following will be the WA Conflict of Interest Policy.

Disclosure: Upon employment with WA or election as a WA board member, the employee, volunteer, or board member will provide disclosure of any interests, memberships or other relationships that could possibly lead to a conflict of interest.

Updates: Employees, volunteers, and board members will be presented with this policy on an annual basis and given an opportunity to review the above-mentioned disclosure in order to provide any necessary updates. Prior to entering into a related party transaction, the matter will be reported to the board for their consideration.

Harassment/Sexual Harassment

Harassment - Harassment includes verbal, physical, and/or visual conduct that creates an intimidating, offensive, or hostile working environment or that unreasonably interferes with one's work performance. Some examples include, but are not limited to: slurs, jokes, offensive statements, posters, e-mails, cartoons, or other similar conduct based on any of the characteristics identified above. Harassment can be based on an individual's sex, race, color, national origin, age, disability, veteran status, genetic information, or other characteristic protected by state or federal law. Sexual harassment includes, but is not limited to, solicitation of sexual favors, sexual innuendos, unwelcome sexual advances, jokes about gender-specific traits, or other verbal, visual or physical conduct of a sexual nature.

Complaint Procedure - An employee/volunteer who believes he or she has been discriminated against or harassed based on his or her sex, race, color, national origin, age, disability, veteran status, or genetic information should report the matter to the Director of Human Resources or the President. Supervisors or managers who believe an employee/volunteer has been subjected to discrimination and/or harassment based on his or her sex, race, color, national origin, age, disability, veteran status, or genetic information or who receive a complaint from an employee/volunteer alleging such discrimination or harassment, must immediately report the matter to the Director of Human Resources or the President, even when the employee complaining asks the supervisor or manager to keep the allegation confidential and take no action.

Every complaint of discrimination or harassment will be investigated promptly, thoroughly, and in an impartial manner. The individual who conducts the investigation will objectively gather and consider the relevant facts.

WA will protect the confidentiality of complaints to the extent possible. WA cannot guarantee complete confidentiality because it cannot conduct an effective investigation without revealing certain information to the alleged wrongdoer and potential witnesses. However, information about the allegation will be shared only with those who need to know about it. Records relating to such complaints shall be kept confidential on the same basis.

If discrimination or harassment is established, WA will take immediate and appropriate remedial measures designed to stop the discrimination or harassment, correct its effects on the employee/volunteer, and ensure that the discrimination or harassment does not

recur. Remedial measures will include disciplining the offender, if the offender is an employee/volunteer. Such disciplinary action can range from verbal or written warnings to immediate termination, depending upon the circumstances. When necessary, WA will take immediate measures before completion of the investigation to ensure that further discrimination or harassment does not occur while the investigation is being conducted.

If you believe that the above procedure has not resolved your complaints or you do not wish to utilize the above procedure, and you are working in California, you may contact your local office of the California Department of Fair Employment and Housing ("DFEH") to file a claim of harassment. You may also contact your local office of the United States Equal Employment Opportunity Commission ("EEOC") to file a claim of harassment. The DFEH and/or EEOC serve as neutral fact-finders and will attempt to assist the parties to voluntarily resolve their disputes.

If you believe you have been the subject of and/or have witnessed criminal conduct the Organization encourages you to immediately report that conduct to WA management, the Director of Human Resources, the President, and local law enforcement personnel.

Retaliation – WA will not tolerate retaliation, coercion, intimidation, interference, discrimination, or harassment of or against any employee/volunteer for making a good-faith complaint of discrimination or harassment or for providing information related to such a complaint. An employee/volunteer who believes he or she has been retaliated against as the result of making a complaint or for providing information related to such a complaint should report this matter immediately to the Director of Human Resources or the President. Any individual who engages in retaliatory actions will be subject to discipline, up to and including immediate termination.

Grievance Procedure

If an employee or volunteer has a problem or complaint, please communicate directly with us:

- 1) Talk to your immediate supervisor;
- 2) If your supervisor cannot help resolve the matter, then speak to the Human Resources Director, who will give your problem or complaint prompt consideration;
- 3) If the Human Resources Director feels that the situation warrants further review, then she/he will seek assistance from the VP of Recruiting and/or the President.

Our goal is to maintain a comfortable working environment for everybody by maintaining direct communication with all employees and ensuring that each and every one of them may speak directly and openly with the management team.

Drug and Alcohol Abuse

The use of alcohol, illegal drugs or controlled substances, whether on or off the job, can adversely affect an individual's work performance, efficiency, safety and health, seriously impairing the employee's/volunteer's value to WA. In addition, the use or possession of these substances on the job constitutes a potential danger to the welfare and safety of other personnel and exposes WA to the risks of property loss or damage or injury to other persons.

The following circumstances and standards of conduct apply to all employees/volunteers either on WA property or during the workday (including lunch and rest periods). These circumstances are strictly prohibited by WA:

1. Possession or use of alcohol or being under the influence of alcohol during normal business hours.
2. Driving a WA vehicle while under the influence of alcohol.
3. Distribution, manufacture, sale or purchase of an illegal or controlled substance while on the job.
4. Possession or use of an illegal or controlled substance or being under the influence of an illegal or controlled substance while on the job.

This policy does not dictate whether a person can have an alcoholic drink on personal time but deals specifically with alcohol/drug abuse. Factors dealing with the use of alcohol include cultural sensitivity.

WA will encourage employees/volunteers with chemical dependencies (alcohol or drug) to seek treatment and/or rehabilitation and will reasonably accommodate them consistent with the requirements of the Americans with Disabilities Act as well as applicable state and local laws. WA is not obligated, however, to continue to employ any person whose performance of essential job duties is impaired because of drug or alcohol use. WA is in support of rehabilitation as an option for an employee/volunteer who acknowledges a chemical dependency and voluntarily seeks treatment to end that dependency.

WA shall conduct drug tests in the following circumstances:

1. Application for employment. Job applicants may be required to submit to a drug/alcohol test after a conditional job offer has been

made. Refusal to submit a positive confirmed drug test may be used as a basis for refusal to hire the applicant.

2. **Reasonable Suspicion.** Employees/volunteers may be required to submit to drug/alcohol screening whenever WA supervision has a reasonable suspicion that you have violated any of the rules set forth in this policy. Reasonable suspicion may arise from, among other factors, supervisory observation, co-worker reports or complaints, performance decline, attendance or behavioral changes, or involvement in a workplace or vehicular accident indicating a possible error in judgment or negligence.

Violation of this policy or any of its provisions may result in discipline up to and including discharge.

In order to enforce this policy and procedures, WA reserves the right to investigate potential violations and requires personnel to undergo substance screening, including urinalysis, block test or other appropriate tests and, where appropriate, searches of all areas of WA and WA grounds, including but not limited to work areas, personal articles, lockers, vehicles, etc. Employees/volunteers will be subject to discipline up to and including discharge for refusing to cooperate with searches or investigations, to submit to screening or for failing to execute consent forms when required by supervisor.

Code of Conduct

The following is prohibited and may include termination by WA. This list is illustrative only; other types of conduct injurious to security, personal safety, employee welfare and WA's operations also may be prohibited.

1. Falsification of employment records, employment information or other WA records.
2. Theft, deliberate or careless damage or destruction of any WA property or the property of any employee.
3. Insubordination, including but not limited to failure or refusal to obey the orders or instructions of a supervisor or member of management, or the use of abusive or threatening language toward a supervisor or member of management.

Employees and volunteers are expected to conduct their personal affairs in a manner that does not adversely affect their own or WA's integrity, reputation and credibility. This statement of prohibited conduct does not alter WA's policy of at-will

employment. The employee/volunteer or WA remains free to terminate employment at any time, with or without reason or advance notice.

Progressive Discipline

Violation of WA policies and rules may warrant disciplinary action. WA will utilize a system of progressive discipline that includes verbal warnings, written warnings and suspension. As a ministry, we will make every attempt to handle situations in a biblical manner (Eph. 4:32; 1 Peter 3:9). However, WA may, in its sole discretion, utilize whatever form of discipline is deemed appropriate under the circumstances, up to and including termination of employment. The WA policy of progressive discipline in no way limits or alters the at-will employment relationship.

SECTION 2

For All Volunteers

Introduction

The information contained in this portion of the Employee and Volunteer handbook is exclusively for the use by volunteers and management of Wycliffe Associates Inc. (WA) and its affiliates. To the extent that any policy in this section conflicts with federal, state or local laws, WA will abide by the federal, state or local laws.

Wycliffe Associates reserves the rights to revise, modify, add or delete any and all policies stated in this section.

Statement of Volunteer Release

WA volunteers have no legal claims for paid wages or salary or any other type of compensation, overtime premiums, medical insurance, worker's compensation, unemployment compensation, or other provisions of law for "employees". It is the volunteer's deliberate intention to be such a volunteer.

It is the volunteer's desire to gratuitously help WA and associated ministries accomplish its God-given purpose. The volunteer realizes that if they are injured while working as a volunteer for any of these organizations, they are responsible to report the injury to their supervisor immediately.

Normally, the volunteer assumes full responsibility for paying all of their expenses such as room and board, transportation, and other incidentals. Volunteers also understand that they may receive gratuities in the form of reimbursements, transportation, room and/or board at the sole discretion of associated ministries. Volunteers claim no right to receive these gifts and do not consider them as payments in exchange for their work.

Volunteers who have not reached the age of 18 must submit written consent from their parent or guardian prior to volunteering.

Volunteers will be required to submit their application and include personal and professional references prior to acceptance as a volunteer with WA. Individuals who refuse to comply with this request will not be accepted as a WA volunteer.

All WA volunteers must release all claims arising from their activity as a volunteer, known or unknown, which they may now or hereafter have against WA or associated ministries including those claims contemplated by the relevant State Codes and further declare that all the contents in this statement shall be binding upon their heirs, successors, personal representatives, and assigns.

Volunteer Policy Statement

The following elements are crucial to the effectiveness, quality, and safety of my service. Any questions volunteers may have regarding policies or their interpretations should be directed to the manager of volunteers or the immediate supervisor.

As a WA volunteer I agree to:

1. Take full responsibility for paying all my own travel and living expenses.
2. Go on this volunteer assignment with an attitude of gratitude and service to the Lord and the missionaries (*just as the Son of Man did not come to be served, but to serve, and to give his life as a ransom for many* - Matthew 20:28).
3. Remember that I have come to learn, not to teach. I may run across procedures that I feel are inefficient, or attitudes that I find closed-minded. I will resist the temptation to inform my host about "how we do things". I will be open to learning other people's method and ideas.
4. Show support to the WA and all other partner organization leadership on the field and respect their authority. I realize that I am here for just a short while, but that they are here for the long-term. I will respect their knowledge, insights, and instructions.
5. Abstain from the consumption of alcoholic beverages or the use of tobacco or illegal drugs while serving at any WA or associated ministry facility or grounds in the U.S.A. or at any internationally assigned location.
6. If serving overseas I will also agree to:
 - Refrain from negative political or hostile discussions concerning my host country's politics.
 - Fulfill all logistical requirements. I will comply with all requirements regarding passports, finances, shots, etc.
 - Refrain from anything that will cause offense to the culture of the country in which I serve. I realize certain activities that seem harmless in my own culture may seem inappropriate in others.
 - Ask approval from WA staff or office staff to go anywhere outside the Ministry facilities or compounds.

FOR EMPLOYEES AND VOLUNTEERS

Handbook Receipt and Volunteer Agreements

I understand that this Handbook is the property of Wycliffe Associates (WA) and that I have been given a copy of the Handbook to use during my employment/service with WA, and I must return the Handbook upon my separation from WA. I acknowledge that I read the Handbook, understood it and agree to comply with it. I understand that WA has the maximum discretion permitted by law to interpret, administer, change, modify or delete the rules, regulations, procedures and benefits contained in the Handbook at any time with or without notice. No statement or representation by a supervisor or manager or any other employee, whether oral or written, can supplement or modify the Handbook. I also understand that any delay or failure caused by WA to enforce any rule, regulation, or procedure contained in the Handbook will not constitute a waiver of WA's right to do so in the future.

I acknowledge, agree and understand that service with WA is at all times “at-will”, meaning that either I or WA may discontinue the employment/service relationship for any reason at any time, that this Handbook is not a contract of employment/service, and that WA disclaims any implied contractual obligation of continuing my employment/service.

I further acknowledge and understand that WA's Human Resources Department is available to answer questions I may have regarding any of its policies of employment.

Video/Photo Publication Permission:

By entering my full name on this form, I also give Wycliffe Associates the full right to use my photograph(s), including any photos of myself, and/or videotaped image(s) and sound byte(s) in its recruitment, public relations, web site, and promotional efforts. I understand that they could be used in various publications and/or broadcasts in the United States and/or throughout the world in the promotion of Bible translation.

Understood, accepted and agreed to, this _____ day of _____, 20____

Employee's/Volunteer's Printed Name

Employee's/Volunteer's Signature