

TIBETAN ASSOCIATION OF NORTHERN CALIFORNIA (TANC)
EMPLOYMENT POLICY

Equal Employment Opportunity

TANC provides equal employment opportunity for all applicants and employees. This means that TANC will not discriminate or tolerate discrimination against employees based upon race, color, religion, gender, national origin, sexual orientation, age, military duty, disability, veteran's status or any other basis protected by federal, state or local law.

Employment Status

Employees of TANC are assigned an employment status based on their work schedule, as follows:

Regular full-time employees are those employees who are regularly scheduled to work in a position at least 40 hours per week.

Regular part-time employees are those employees who are regularly scheduled to work less than 30 hours per week.

Per Diem ("PRN") and *Contract Worker* are those employees who are not regularly scheduled to work and who work as needed or on an occasional basis.

Interns will not receive any compensation or benefits.

TANC may change the employment status of its employees because of financial necessity or if there is a change in your work schedule.

Wage

TANC will pay wages/salary/compensation commensurate with experience and qualifications. TANC will comply with California's current minimum wage policy.

Overtime

Employees will be paid overtime, at the rate of: one and a half (1½) times the employee's regular rate of pay for all hours worked in excess of forty (40) hours in a workweek or eight (8) hours up to and including 12 hours in any workday, and for the first eight (8) hours worked on the 7th consecutive day of work in a workweek; and two (2) times the employee's regular rate or pay for all hours worked in excess of twelve (12) hours in any workday and for all hours worked in excess of eight on the 7th consecutive day of work in a workweek.

Meals Breaks

Employees will be provided with a meal period of no less than a 30-minute when they work more than five (5) consecutive hours. Meal breaks are not considered time worked.

Employee Conduct

Standards of Conduct

TANC's employees are expected to act in a professional, responsible, and courteous manner at all times. Such behavior fosters a positive and productive working environment. Conversely, inappropriate or unprofessional behavior is disruptive and unproductive. Moreover, inappropriate conduct is cause for discipline, up to and including immediate termination of employment.

This list is intended to be representative of the types of activities that may result in disciplinary action, up to and including termination. It is not intended to be comprehensive and, therefore, TANC may impose discipline up to and including termination for violations or inappropriate conduct not listed below:

- Willful violation of a policy, rule, or regulation
- Excessive absenteeism or any absence without appropriate notice or habitual tardiness
- Unauthorized use of telephones, mail system, or social media
- Unauthorized disclosure of confidential information
- Engaging in acts of dishonesty, fraud, theft, or sabotage.
- Unauthorized possession of property belonging to TANC.
- Carelessness or neglect of job duties that results in the loss, damage or destruction of the TANC property
- Stealing and/or other misappropriation of cash or cash equivalents.
- Fighting, horseplay, practical jokes or other risky, unprofessional acts.
- Drinking alcohol and/or the use of controlled substances on the job or reporting to work under the influence.
- Refusing a job assignment, and/or refusal to comply with instructions, refusal to comply with TANC policies and refusal to work overtime.
- Violating criminal laws on TANC premises or while performing TANC business.
- Being convicted of a felony or crime that reflects negatively on your trustworthiness or dedication to personal safety or reasonably may be expected to damage TANC's reputation.
- Threatening, intimidating, coercing, harming or interfering with the performance of the Board of Directors, its employees or the general public.
- Instigating, encouraging or participating in any illegal or unprotected work stoppages, slowdowns or picketing.
- Unauthorized, willful or careless waste, damage, removal or destruction of TANC materials, property, equipment or supplies.
- Wasting time, loitering or leaving your place of work without permission during working time.

- Conduct that reflects adversely on TANC.
- Performance that does not meet TANC requirements or expectations.
- Failure to immediately report any accident, incident, work-related injury, fire or other emergency to the Board of Directors, and to the proper authorities.

Resignation

Notice of Resignation

Employees are encouraged to provide four weeks advance written resignation notice to the President.

Refer to Appendix I. TANC COMPLAINT PROCEDURE for redressal