

THE HERB SOCIETY OF AMERICA, INC.
PERSONNEL POLICY
Approved March 2008, Amended June 2011
Updated September 2014

FOREWORD

The Herb Society of America, also referred to as HSA or The Society, is a nonprofit corporation designated as a 501(c) (3) tax-exempt organization by the United States Internal Revenue Service. It was founded in 1933 for the purpose of furthering the knowledge and use of herbs.

The Herb Society of America considers its staff a valued asset. Furthermore, it believes that a clear understanding of the working agreement between The Society and its employees is the basis for a harmonious and productive environment. This document has been developed to explain, in as specific a manner as possible, what The Society offers to and asks of its staff. The Society reserves the right to change these policies and procedures at any time. As policies, procedures, and benefits are revised, these changes will be communicated to all employees.

The policies and procedures contained here constitute guidelines only. This is not a contract of employment, either expressed or implied, or a guarantee of employment for any particular period of time. It is understood that employment with The Herb Society of America is deemed to be employment-at-will, whereby either The Society or the employee has the right to terminate employment for any reason, with or without cause and with or without notice, or to take any other action regarding employment that is in The Society's or the employee's best interest.

No employee of The Herb Society of America shall be permitted to make oral agreements or assurances contrary to the written provisions contained here. No person except the executive director has any authority to enter into any agreement for employment for any specified period of time or upon any specific conditions. When the executive director does enter into an agreement with an employee for a specified period of time or upon any specific conditions, this agreement must be in writing.

THE HERB SOCIETY OF AMERICA, INC. IS AN EQUAL OPPORTUNITY EMPLOYER

The Herb Society of America does not discriminate against any individual in regard to any term or condition of employment on account of race, religion, color, gender, national origin, age, disability, veteran or marital status, sexual preference, or any other reason prohibited by law.

The Herb Society of America supports the principle that each individual should be considered for employment on the basis of the ability to perform the tasks of the job in a satisfactory manner and should be treated in a nondiscriminatory manner with respect to performance on the job.

The Herb Society of America's Personnel Policy shall be on permanent file at The Society's headquarters and distributed to each employee.

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EMPLOYEE CLASSIFICATIONS

HOURLY AND SALARIED

Hourly (non-exempt) employees are paid an hourly rate multiplied by the number of hours worked.

Salaried (exempt) employees are paid a specified amount per pay period regardless of the number of hours worked in a day.

EXECUTIVE DIRECTOR

The executive director is a salaried (exempt) employee. The HSA Board of Directors Executive Committee has the option to offer employee benefits and compensation that are separate from and not outlined in this policy. Each year during the executive director's annual performance evaluation, the benefits and compensation are reviewed and may or may not be revised based upon the recommendations of the HSA Board of Directors Executive Committee.

REGULAR FULL-TIME EMPLOYEES

Regular full-time employees are employees who have been hired for an indefinite period and who are regularly scheduled to work the standard open hours of the office (e.g. 32- 40 hours).

REGULAR PART-TIME EMPLOYEES

A regular part-time employee is one who has been hired for an indefinite period of time and is regularly scheduled to work less than the standard open hours of the office.

TEMPORARY EMPLOYEES

A temporary employee is one who may work any number of hours a week for a specific period of time less than a year or to accomplish a specific task. Temporary employees are not entitled to benefits other than Workers' Compensation coverage.

EMPLOYEE RIGHT TO PRIVACY

A personnel file will be maintained on all employees throughout their employment by The Society. This file is maintained in the office of the executive director. The information contained in each file is confidential and may only be reviewed by authorized personnel.

WORKING HOURS

HOURS OF WORK

The normal daily work schedule for regular full time employees is usually an eight (8) hour day. Employees who work more than five hours in a day receive one thirty minute uninterrupted break. The Society's headquarters is open from 9:00 a.m. to 5:00 p.m. Monday – Thursdays. Employee schedules are determined by the requirement of their particular assignments. Flexible hours may be approved by the executive director on an individual basis provided that the basic work hours are adequately covered.

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OVERTIME/COMPENSATORY TIME

In general, The Society does not pay overtime for exempt employees. Upon occasion, the board's executive committee may choose to offer special compensation (e.g. bonus, time off) for extensive work outside the normal business schedule.

Non-exempt employees who work on projects or travel will be compensated for hours worked to a maximum of 40 hours per work week.

ABSENCE REPORTS

If an unforeseen emergency occurs and an employee is unable to be at work, they should notify the executive director by 9:15 a.m. on the first day of absence. If the absence extends beyond one day, the executive director must be kept informed on a daily basis. An employee should attempt to estimate the likely duration of their absence. If an employee must leave the premises during working hours, they must notify the executive director.

Each employee should keep the executive director informed of any planned future absences. In all instances, provisions should be made to ensure that office deadlines are met and requests from clients are covered.

SALARIES AND WAGES

PAYDAY

Employees are paid by check on the fifteenth and final day of each month. If a payday falls on a weekend or holiday, payment will be made on the preceding workday.

Advance payments of salaries are not made.

TIME SHEETS

Hourly employees are required to track and report any and all hours via a time sheet. Time must include any and all time off and lunch periods. Time sheets must be completed each week and submitted to the executive director for approval. Hours worked are calculated in quarter-hour increments.

DEDUCTIONS

The federal and state governments require employers to withhold income tax from each employee's paycheck. Employees, therefore, must complete appropriate tax forms in order to indicate the number of exemptions claimed and to authorize The Herb Society of America to make the appropriate withholdings. Any change in an employee's number of exemptions requires the filing of new forms.

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PAY INCREASES

Raises will be awarded on the basis of performance, increase in the cost of living and availability of funds. Pay increases for any employee will be approved by the executive director. Pay increases are not automatically given on an annual basis.

EMPLOYEE BENEFITS

HOLIDAYS

Employees receive eight paid holidays each year. Part-time employees are eligible for paid holidays, if the holiday occurs on a scheduled work day.

The following holidays are customarily observed by The Society and the headquarters office will be closed on these days:

New Year's Day	January 1
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Thanksgiving Day	Fourth Thursday in November
Christmas Eve	December 24
Christmas Day	December 25
New Year's Eve	December 31

If any of these holidays falls on a weekend, it will be observed on the Monday after at the discretion of the executive director. Holidays observed by The Society and occurring during an employee's vacation period will not be counted against vacation time.

PAID TIME OFF (PTO) Effective April 1, 2011

After completion of 90 days of employment, employees working 16 hours per week or more are eligible for benefits under The Society's paid time off program.

Each employee is credited with the equivalent of one week of paid time off (PTO) per year based upon the average number of hours worked for each calendar month. PTO will increase based upon the number of employment years to a maximum of 42 hours.

PTO formula for employees:

1-3 years-average hours per week x 0.8 = total PTO per year
4-6 years-average hours worked per week x 1.0 = total PTO per year
7-9 years-average hours worked per week x 1.3 = total PTO per year
10+ years-average hours worked per week x 1.5 = total PTO per year

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Examples:

Average work week	1 – 3 years	4 – 6 years	7 – 9 years
32 hours	25.6 hours (3+ days)	32 hours (4 days)	5 days
28	22.4 hours (2.8 days)	3 ½ days	4 ½+ days
14	11.2 hours (1 1/2)	1 ¾ day	2 ¼+ days

Paid time off may be used for vacation, for the event of personal or family illness or incapacity, for medical, dental, or optical examinations or treatment, for observance of religious holidays, for personal emergencies, or for bereavement. Paid time off may not be carried forward from one year to the next, nor does it constitute a monetary claim against The Society if unused at the end of the year or upon termination of an employee's service. PTO records are maintained based upon The Society's fiscal year of April 1 – March 31.

Employees may take additional PTO, without pay, upon the approval of the executive director. Requests will be considered based upon absence and impact upon work or projects.

A reasonable attempt will be made by The Society to protect the tenure of valued employees during a health crisis. In the event of a disability, The Society will provide reasonable accommodation in accordance with the law.

SPECIAL LEAVE OF ABSENCE

The Herb Society of America provides a special leave of absence without pay for employees who either (1) have given birth to or adopted a child, (2) are temporarily unable to work because of an illness or injury or (3) have unusual or unavoidable circumstances that require an employee's absence. If possible, a completed Leave Request Form and Certification Form must be submitted to the executive director at least four (4) weeks before the leave is to begin. Employees may use all earned PTO days to extend special leave. However, the unpaid portion of special leave may not extend beyond six (6) weeks.

While on a special leave of absence, the individual will be considered an employee of The Society, but will not earn any additional employment benefits such as PTO during the leave.

The Herb Society of America cannot guarantee that an employee will be placed in the original position upon return from an approved leave. However, a reasonable effort will be made to place the employee in a comparable position. Failure of the employee to notify The Society of their availability to work at the conclusion of the leave, failure to report for work in the position offered by The Society or failure to return to work because the leave must extend beyond the maximum allowed by The Society will be deemed a voluntary termination of employment effective the day the leave of absence commenced. If an employee accepts employment elsewhere while on disability leave, the employee will be considered to have quit without notice as of the original date the leave of absence was granted.

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JURY DUTY

Employees receiving a summons to exercise their duty as a citizen by serving on a jury should report the summons immediately to the executive director. Employees selected to serve on a jury will be granted leave with The Society paying the difference between the employee's jury fee and his or her regular rate of pay for a period of no more than one week. Employees are required to report for work on business days when released from jury duty temporarily or when sessions are postponed.

MEDICAL INSURANCE

Medical insurance is not currently provided for employees, The Society does encourage all employees to participate in a health plan, of their own choice.

GENERAL POLICIES AND PROCEDURES

OFFICE CLOSING

If the office is to be closed because of inclement weather or other emergencies, each employee will be notified by telephone as early as possible. The closing decision will be made by the executive director.

TELEPHONES

The Herb Society of America telephones are necessary for business purposes. The number of telephone lines is limited. Employees, therefore, must keep personal calls to a minimum. Any personal long distance calls that result in a charge to The Society must be paid by the employee when the bill is received.

COMPUTER SOFTWARE, E-MAIL AND INTERNET

The Society does not condone, nor will it tolerate, the illegal use or duplication of software. Software provided by The Herb Society of America is to be used for The Society's purposes and is not to be transferred outside of The Society.

The Society's e-mail system is intended for transmittal of society related information. As e-mail messages can be retrieved and subpoenaed for court cases, they are not considered private, in contrast to telephone conversations.

The Society does not condone, nor will it tolerate, misuse of the internet. All internet transactions are the property of The Herb Society of America and are subject to monitoring at any time. Employees' use of the internet must not interfere with performing the duties of their job. Accessing sexually explicit or racially or culturally biased internet sites will result in disciplinary action, up to involuntary termination.

WORKPLACE HEALTH AND SAFETY

The Herb Society of America is committed to providing a safe, healthy, and comfortable workplace for all of its employees, volunteers, clients, members and guests. A clean work area

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makes a more pleasant, as well as safer, place to work. Employees and volunteers are asked to help keep the surroundings as neat and orderly as possible.

Employees and volunteers will be provided with instructions regarding procedures to be followed in the event of fire or other emergencies. Employees should report any unsafe conditions or circumstances to the executive director.

SMOKING POLICY

The Society wishes to provide a smoke-free environment for its employees and volunteers. No smoking is permitted on premise, i.e., inside or outside the building. Smoking includes the burning of a lighted cigar, cigarette, pipe, any other device, or any other substance which contains tobacco.

ELECTRONIC COMMUNICATION

The following policy governs the use of The Society's electronic communication and information system (which includes e-mail, voice mail, internet access, telephone and computer usage and other use of HSA equipment). The Society encourages the use of electronic communication and information services as they make communication with members, vendors, business relations, and each other more efficient and effective. It is important to note, however, that the computer, e-mail and voice mail systems provided by The Society are HSA property and the purpose of these systems is to facilitate HSA business. All employees should be aware that no individual privacy or confidentiality exists in the use of The Society's electronic communication and information systems. Any employee who learns of misuse of HSA computer, phone, voice or email systems or violations of this policy should notify the executive director (or if needed, the HSA Board of Directors President).

Voice Mail and E-mail Communications

Although each user may have an individual password to access HSA's voice mail and e-mail systems, the systems and any and all voice mail or e-mail messages composed, sent, or received by HSA personnel are the property of The Society. The Society reserves the right to access, review and disclose any user's electronic files, voice mail and e-mail communications, and voice mail and e-mail usage at any time for any purpose. Therefore, an employee should not assume that voice mail or e-mail messages are private or confidential. While occasional and incidental personal use of the voice mail and e-mail systems is acceptable, excessive and/or inappropriate personal use of these systems is a violation of this policy.

The Society's voice and e-mail systems should not be used for gossip, for communications likely to embarrass or harass the recipient, or for personal reactions or responses to HSA policy or work situations. Moreover, The Society's voice and e-mail systems should not be used in any way that may be threatening, provoking, insulting, disruptive, or offensive to any person, or harmful to the morale of HSA personnel. Examples of prohibited messages include, but are not limited to: sexually explicit or gender specific comments, cartoons or jokes; chain letters;

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unwelcome propositions of any kind; ethnic or racial slurs; or any message that may be construed to be harassment or which concerns a person's sex, race, color, national origin, age, disability, pregnancy, religious or political beliefs.

Since no computer or communication system is completely secure, but may be accessed by those outside HSA, The Society's voice mail and e-mail systems are not intended to transmit sensitive or confidential material such as pricing information or trade secrets. Caution and judgment should be exercised when considering the transmittal of confidential, proprietary or potentially harmful information over the systems.

Use of the Internet

Internet access is provided by The Society for business use, including electronic communications to members, vendors and for other business use. Because internet usage is for appropriate business purposes, internet access and usage are subject to periodic and unannounced inspections and/or monitoring. Therefore, employees should not assume that internet access and usage are confidential.

Moreover, the internet may not be used to send (upload) or receive (download) copyrighted materials, proprietary financial information or similar materials without prior authorization. It will also be a violation of this policy for any employee to download or distribute information that is offensive, insulting or demeaning to HSA employees, such as sexually explicit or gender-specific pictures, cartoons or jokes; ethnic or racial slurs; or any other message that may be construed to be harassment or which concerns a person's sex, race, color, national origin, age, disability, pregnancy, or religious or political beliefs.

Access to Computer, Voice Mail and E-Mail Systems

All system passwords and encryption keys must be available to The Society's management, and an employee may not use passwords that are unknown to HSA or install encryption programs without turning over all encryption keys to The Society's management. All users (other than authorized management and supervisory personnel) are prohibited from the unauthorized access of another user's voice mail or e-mail messages. No employees (other than authorized management and supervisory personnel) may: (a) attempt to read or "hack" into other systems, or other user's electronic or voice mail boxes; (b) crack passwords or breach computer or network security measures; or (c) monitor electronic files or communications of others. Only authorized management and supervisory personnel are permitted to gain access to another user's electronic files without that user's express permission.

EXPENSE REIMBURSEMENT

In general, all normal and legitimate business expenses are paid directly by The Herb Society of America or are reimbursed, provided prior authorization has been given for such expenditures.

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Reimbursement for all authorized business expenses must be supported by itemized signed vouchers on forms approved by the executive director. Requests for reimbursement for all expenses must be accompanied by an original receipt or other appropriate documentation.

Auto mileage for The Society's business will be reimbursed at the HSA determined mileage rate. The mileage rate includes tolls and fuel. Parking fees are reimbursable. Mileage between work and home are not reimbursable.

Long-distance business related calls made away from the office are reimbursable. The request for reimbursement must be accompanied by a copy of the home or cellular telephone bill.

Meals are reimbursable at a predetermined rate when an employee is traveling to or from, or performing The Society's business. Such costs might be incurred because the employee is unavoidably away from the office or home at mealtime or is attending a lunch or dinner that is work related.

TRAVEL

Airline and hotel accommodations for employees attending the Educational Conference and Annual Meeting of Members will be paid by The Herb Society of America. Employees will be expected to make every effort to utilize the most economical methods of transportation available. Whenever possible, travel should occur during normally scheduled work hours. In the event that this is not possible, daily work schedules for employees must be rearranged taking travel time into consideration. For the purpose of travel, work days are determined by the time and distance from Headquarters rather than from the employee's home.

Auto mileage to and from the airport will be reimbursed at the HSA determined mileage rate. The mileage rate includes tolls and fuel. Parking fees are reimbursable. Mileage between headquarters and home are not reimbursable.

Employees attending the Educational Conference and Annual Meeting of Members are provided with meals based upon the meals provided to all attendees. Meals outside of EdCon are reimbursable at reasonable cost up to a maximum of \$25 per day when an employee is traveling to or from performing The Society's business.

The employee must repay The Society within 30 days for any charges incurred that are not related to The Society's business.

PERFORMANCE AND SALARY REVIEW

PROBATIONARY PERIOD

For all employees the probationary period is three (3) months. During this time, employees have the opportunity to become accustomed to their work and to enhance their performance on the job. Before the end of the probationary period, the employee's performance will be reviewed with the executive director.

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PERFORMANCE APPRAISAL

A written performance evaluation of each employee's performance will be made after the probationary period and annually, close to the employee's date of hire. The evaluation may be used as a basis for project updates, task changes, realignment of duties, promotion, termination, and salary or wage adjustment. Factors to be considered include dependability, initiative, responsibility, and ability to understand and interpret The Society's policies.

PROCEDURE

After two or more written performance evaluations, including but not limited to an evaluation upon completion of the probationary period and an annual review, the review process may result in three categories of determination:

1. If an employee's work is found to be more than satisfactory and consistent with the objectives for the position, a merit raise may be recommended. All decisions on merit increases are made by the executive director based on a variety of factors such as general economic climate, budget, normal salary range for the job, and so on.
2. If an employee's work is found to be generally satisfactory, but not wholly consistent with the objectives set for the position, the employee will be informed as to his or her areas of satisfactory performance and the areas that need strengthening. A goal oriented plan for improving performance in the specified areas will be worked out with the employee's supervisor, including dates for completion of goals. The plan will be reviewed with the employee and their supervisor after 90 days. Upon completion of this 90 day period, a written performance evaluation will be completed. If the employee has met the goals and has improved performance, a merit raise may be recommended. If goals were not met, the employee and their supervisor may revise the goals and continue to work on strengthening the employee's skills. If after an additional 90 day period the employee does not demonstrate significant improvement, the supervisor may terminate the employee based upon performance.
3. If an employee's performance is found to fall below satisfactory standards and not to approach stated job objectives, the employee will be warned of this situation by their supervisor and the specifics of the unsatisfactory performance discussed. No merit raise will be awarded and the employee will be informed that if performance is not raised to acceptable levels within a three-week period, the employee may be discharged.

EMPLOYEE CONDUCT AND THE WORK ENVIRONMENT

To assure orderly operations and provide the best possible work environment, The Herb Society of America expects each employee to follow rules of conduct that will protect the interests and safety of all employees and the organization. It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of

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rules of conduct that may result in disciplinary action, up to and including termination of employment.

Example list:

- Theft or inappropriate removal or possession of property.
- Falsification of timekeeping records.
- Working under the influence of alcohol or illegal drugs.
- Possession, distribution, sale, transfer or use of alcohol or illegal drugs in the workplace, while on duty or while operating employer owned or leased equipment, and operating leased or rental vehicles.
- Fighting or threatening violence in the workplace.
- Boisterous or disruptive activity in the workplace.
- Negligence or improper conduct leading to damage of employer owned or leased property, customer owned property or the property of other employees.
- Insubordination or other disrespectful conduct.
- Violation of safety or health rules.
- Sexual or other unlawful harassment.
- Possession of dangerous or unauthorized materials, such as explosives, weapons, or firearms in the workplace.
- Excessive absenteeism or any absence without notice.
- Unauthorized, excessive absence from workstation during the workday.
- Unauthorized use of telephones, fax machines, mail system or other employer owned or leased equipment.
- Unauthorized disclosure of confidential information.
- Violation of personnel policies.
- Unsatisfactory performance or conduct.

This list is not exhaustive. Supervisors shall exercise their discretion in deciding to initiate discipline for other types of employee misconduct. Although The Society generally subscribes to the principle of progressive discipline, depending on the nature of the infraction and the surrounding circumstances, The Society may take whatever disciplinary action deemed appropriate including discharge, even if lesser forms of discipline have not yet been attempted.

The executive director, in consultation with the employee's supervisor, will impose the discipline. The decision of the executive director shall be final. An exit interview will be conducted by the executive director with all terminated employees

Harassment Policy

The Society gives employees the right to a work environment free from discrimination, intimidation and harassment. Infractions of this policy should be reported to the executive director. If an employee feels uncomfortable in addressing the complaint to the executive director, or if the employee believes that this person has failed to properly investigate or remedy the complaint, the employee should feel free to take the matter up with the HSA Board of Directors President.

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Policy Prohibiting Harassment

The Herb Society of America's policy is that all employees are responsible for ensuring that the workplace is free from discrimination and harassment. The Society strongly disapproves of offensive or inappropriate sexual behavior at work, whether by a fellow employee, member of management, customer, outside tradesmen, or any other person. All employees must avoid any action or conduct which could be viewed as sexual harassment. The type of conduct that could be viewed as sexual harassment includes but is not limited to:

- Unwelcome sexual advances
- Requests for sexual acts or favors
- Other verbal or physical conduct of a sexual nature (including the relating of sexual jokes or display of sexual photographs or items) which have the purpose or effect of interfering with an individual's work performance or which create an intimidating or offensive work environment for any individual.

Not all sexual behavior is sexual harassment; but offensive and unwelcome sexual behavior or conduct may be, and it has no place in the workplace.

The Herb Society of America needs the cooperation of employees to prevent and correct unwanted, unwelcome and unlawful sexual harassment. Any employee who has a complaint of discrimination, sexual harassment, or any other type of harassment by anyone at work including supervisors, co-workers, vendors, customers, members, volunteers or other visitors, must bring the problem to the attention of responsible HSA officials. Employees who have a complaint must direct their complaint to the executive director. If an employee feels uncomfortable in addressing the complaint to the executive director, or if the employee believes that the executive director has failed to properly investigate or remedy the complaint, the employee should feel free to take the matter up with the HSA Board of Directors President. The employee should take immediate steps to stop the harassment and should not wait until the situation worsens.

The Herb Society of America will do all it can to make sure the workplace is free of discrimination or harassment, but management cannot take appropriate action if unaware that discrimination or harassment occurred. The Society will take prompt and appropriate action once discrimination or harassment has been brought to its attention.

Special privacy safeguards will be applied in handling sexual harassment complaints. The Society, however, will conduct a prompt and thorough investigation into complaints of discrimination or harassment. Complaints and identities of individuals may be disclosed as necessary, to thoroughly investigate the complaint. Otherwise, knowledge of sexual harassment complaints will be confined to those persons who will be involved in investigating and correcting such complaints.

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The Herb Society of America will retain confidential documents regarding all charges of harassment and of its investigation into such charges. The Herb Society of America will take appropriate corrective action, including disciplinary measures when justified, to remedy all violations of this policy.

Employees are expected to cooperate in any such investigations.

Employees are prohibited from retaliation against any employee or individual who complains or otherwise cooperates in an investigation. Any incidents or retaliation must be reported as set forth in the above complaint procedure. Any employee who engages in retaliation will be subject to discipline, up to and including discharge.

RESOLUTION OF ISSUES

It is hoped that a level of respect and an open line of communication would always exist between employees to establish a productive work environment and limit the need for grievances. In an effort to provide clear paths of communication and for problem solving, it is suggested that staff discuss work related concerns with the executive director. When concerns are related to the executive director, the staff should address concerns to the HSA Board of Directors President.

When issues are not resolved satisfactorily, a grievance may be filed.

Grievance

A grievance is a request by an employee or group of employees for relief in a matter concerning dissatisfaction with the work situation, unprofessional conduct, disciplinary action, discrimination, or harassment. It is a means of allowing employees to voice concerns without recrimination or punishment. Grievances must be submitted in writing to the executive director, or when the concerns relate to the executive director, submitted to the HSA Board of Directors President, within thirty days of the date the person filing the grievance becomes aware of the alleged action, which causes the grievance.

A grievance must be in writing, signed by the grieving party and contain the problem or action and the remedy or relief sought. The executive director shall investigate the grievance within a reasonable time after the date the grievance is filed. The investigation may be informal. However, it shall be prompt and thorough. A written decision will be issued on the grievance within a reasonable amount of time of the filing. This decision will be filed with the HSA Board of Directors President and a copy given to the complainant.

If the employee is not satisfied with the response of to the complaint, or the corrective measures enacted by the executive director or the president, or if the grievance directly involves the executive director, the employee may appeal in writing within fifteen days to the HSA Board of Directors Executive Committee. An employee also has the right to appeal if they feel pressured for voicing a complaint. At that time, the executive committee shall, at its discretion, request information and/or interview the parties and take whatever subsequent action it deems equitable.

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The executive committee shall be the final arbiter of all grievances. The executive committee shall take its action within a reasonable amount of time.

TERMINATION

Every employee prior to leaving the service of The Society will surrender keys, working equipment, money, credit cards, computer passwords and all other property belonging to The Society. Any item not returned that causes expense to The Society (for example, the need to re-key the building) will result in financial penalties, including but not limited to costs being deducted from any final financial compensation.

RESIGNATION

An employee wishing to resign from The Herb Society of America should indicate to the executive director, in writing, at least two weeks prior to the final work date. It is requested that an employee who has resigned set aside at least one hour so that the executive director may discuss the reasons for the employee leaving.

LAYOFF

Employees may be laid off with notice determined by the executive director. All accrued benefits shall be honored. Layoffs may be temporary or permanent.

TERMINATION

Certain conduct will not be tolerated. Dishonesty, use of drugs or alcohol, abuse of others and similar actions are cause for immediate termination. Tardiness, insubordination, poor work quality, inability to cooperate with staff and volunteers, absenteeism, neglect and similar conduct will incur a reprimand and can include suspension of pay and termination. The executive director in consultation with the employee's supervisor will impose the discipline. The decision of the executive director shall be final.

An exit interview will be conducted by the executive director with all terminated employees.

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EMPLOYEE RECEIPT

I hereby acknowledge receipt of my copy of The Herb Society of America, Inc.'s Personnel Policies, Procedures and Benefits Handbook. In accepting employment at The Herb Society of America, I agree to comply with all The Society's policies, including those contained in this handbook.

I understand that the purpose of the handbook is only to acquaint me with the policies, rules and benefits of The Society and does not constitute a contract of employment.

I understand that my employment with The Herb Society of America may be terminated by The Society at any time and for any reason with or without cause and without any previous notice. I understand that I must provide the executive director two weeks' notice should I choose to voluntarily terminate my employment.

In accepting employment at The Herb Society of America, I understand that such employment is for no definite period of time and that The Society can change wages, benefits and conditions at any time. In addition, I have not relied on any oral or written statement by any employee, manager or official of The Herb Society of America to the contrary.

EMPLOYEE SIGNATURE

DATE