



Be Peace. Choose Peace. Create Peace.

PEOPLE RIGHTS AND RESPONSIBILITIES GUIDE

Version 05302021

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1. About the People Rights and Responsibilities Guide

1.1. What is the purpose of the people rights and responsibilities guide?

Peace Through Action USA (“we/us/our”) issues the People Rights and Responsibilities Guide (“People Guide”) to:

- Assist our people in understanding the positions they hold.
- Set behavior expectations of our people.
- Notify our people of their benefits, rights, and responsibilities.

1.2. What is not the purpose of the people guide?

The people guide is not and should not be considered an employment contract between Peace Through Action USA and any person.

Also, the people guide is not a substitute for local, state, or national laws. Those take precedence over any provision within the guide.

1.3. To whom does the people guide apply?

The people guide applies to directors, officers, employees, independent contractors, interns, and volunteers of the organization. Collectively, Peace Through Action USA calls these individuals “our people.”

1.4. How do I obtain the people guide?

The people guide is open source for viewing and posted on the Work for Us page of our website. Employees may find the people guide in the people folder on our file drive.

The director of resources management disseminates a link to the guide to applicants advancing to the screening stage of selection.

Also, the director of resources management disseminates a link to the guide to each person new to the organization before their start date.

1.5. Do I have to read the people guide?

Yes, Peace Through Action USA requires each of our people to read and understand the people guide prior to accepting a position. You must acknowledge your understanding of the guide by completing a People Entrance Form upon or near your start date.

1.6. The people guide refers to policies and forms at various places. Where do I find them?

You can find Peace Through Action USA policy statements on our website [here](#).

You can find forms referenced in the people guide in the guide and forms subfolder/people folder on our file drive.

1.7. Does the people guide get revised?

Yes, Peace Through Action USA revises the people guide as needs and circumstances dictate.

If you have a suggestion to make about the guide, such as clarification of its contents or a request for additional contents, please provide them to the director of resources management.

Peace Through Action USA may add, modify, or remove provisions at any time and without prior notice. We may gather recommendations from our people before adding, modifying, or removing a provision. The director of resources management may propose a revision unilaterally or in consultation with others. The chief executive officer approves revisions.

1.8. How am I notified when you revise the people guide?

The director of resources management disseminates a written notice to our people in active status each time we revise the people guide. The notice summarizes the change and indicates the section in which the change has been made.

1.9. What if I have questions that the people guide does not answer?

If you have a question that is not addressed in the people guide, ask your supervisor. They will answer it or obtain an answer for you.

2. People Recruitment

2.1. How do you fill vacant positions?

The director of resources management writes an announcement of each vacant position. The announcement includes the position summary, pay range, declarations of our equal opportunity and disability inclusion policies and our employer of national service status, links to the position description and the people guide, and application instructions.

Peace Through Action USA announces vacant positions by posting announcements to our website, through our e-news and social media, on employment and volunteer opportunity posting sites, and internal email dissemination.

We encourage our people to amplify position announcements by disseminating them through their networks and by referral.

2.2. Who may apply for a vacant position?

Anyone may apply for vacant positions.

Peace Through Action USA aspires to achieve and maintain an organizational culture and practice of equal opportunity, in which all are welcomed to participate fully in our governance, management, operations, programs & services. This includes participation in our people force.

Peace Through Action USA does not discriminate against any person based on any actual or perceived protected trait. See our policy on equal opportunity.

Peace Through Action USA is an employer of national service. We encourage alums of AmeriCorps, Peace Corps, and other national service programs, U.S. veterans, and people with public service experience to apply for our positions.

Peace Through Action USA hires as employees only people who are legally authorized to work in the United States of America.

2.3. Can I apply for a vacant position if I currently hold a position with you?

Yes, people currently holding positions with Peace Through Action USA may apply for vacant positions. We do not guarantee preference for internal applicants. Internal applicants follow the same application process as external applicants. It is your choice whether to notify your supervisor of your application for the vacant position. Peace Through Action USA prohibits retaliation against our people for applying to other positions in the organization.

3. People Selection

3.1. What criteria do you use for selecting a person for a position?

Peace Through Action USA strives to select for each position the person from our applicant pool who best meets the knowledge, skills, abilities, experience, education, and credentials requirements of the position and who demonstrates high motivation to advance our mission.

3.2. What process do you follow for selecting a person for a position?

Applicants must indicate their interest in a vacant position by completing and submitting an online application. In some instances, Peace Through Action USA may require or accept a letter of interest and resumé.

The director of resources management assesses applications and withdraws from the applicant pool those people who clearly do not fulfill most or any requirements of the position.

The director of resources management or the position supervisor selects from the remaining applicants to form a candidate pool.

The director of resources management notifies all applicants who are not selected to advance to the screening step of our decision to discontinue consideration of their application.

The director of resources management screens candidates for the position. The director of resources management conducts screenings by telephone or audioconference.

The position supervisor, director of resources management, and/or a team of our people interviews candidates. We conduct interviews by telephone, audioconference, videoconference, or in person. The director of resources management may then narrow the candidate pool to finalist(s).

The director of resources management requests finalists to submit references, proofs of education and credentials, and/or work product samples.

The director of resources management or the position supervisor reviews submitted materials and checks references.

The director of resources management confers with the direct supervisor to select the first finalist to whom to extend a spoken offer of the position. The finalist may orally reject the offer and ask to withdraw from further consideration, request to negotiate over the offer, or tentatively accept the offer pending receipt of an offer letter.

The director of resources management extends a written offer letter to the first finalist who tentatively accepts the offer. We provide the finalist two business days to make their decision. The finalist accepts or rejects the offer with a written response.

For employment and paid officer positions, the director of resources management instructs people accepting offers of employment to initiate verification of work authorization.

For covered positions, the director of resources management instructs people accepting offers of employment to initiate criminal history and/or motor vehicle records checks.

The director of resources management reviews work authorization, criminal history check, and motor vehicle check results. If results disclose ineligibility to work or incompatible criminal or motor vehicle histories, Peace Through Action USA may rescind its offer of the position in writing and with an explanation.

If the first finalist rejects the offer, the director of resources management repeats the offer cycle for second and subsequent finalists until one accepts the offer.

If all finalists reject the offer, the director of resources management may return to the original applicant or candidate pools for further consideration, repost the position announcement; or withdraw the position announcement.

The director of resources management prepares a memorandum documenting the selection of the person and saves the memorandum to the person's file.

3.3. Do you provide equal opportunity in the selection of people?

Peace Through Action USA is committed to equal opportunity and strives for an organization culture that is diverse and inclusive. We welcome all people who feel they meet the criteria of a position to apply for it.

Our primary consideration when selecting someone for a position is whether they exceed or meet the criteria of the position.

3.4. Do you consider criminal history when selecting people for positions?

Consistent with our policy of equal opportunity, Peace Through Action USA welcomes people with criminal histories or motor vehicle infractions histories to apply for our positions.

Peace Through Action USA considers, only when permitted by law, the criminal histories and motor vehicle infractions histories of people accepting an offer of a position with or already filling a position with us. Among the factors Peace Through Action USA considers when reviewing criminal histories and motor vehicle infractions histories are the specific duties and responsibilities of the position; the bearing of the offense on the applicant's fitness or ability to perform the position; the time that has elapsed since the offense; the age of the person at the time of the offense; the frequency and seriousness of the offense; and any information provided by the person to show that they have been rehabilitated. If we conclude that the person's crimes or infractions put Peace Through Action USA or vulnerable populations at risk of harm, or if the person's crimes or infractions are incompatible with our mission, values, or policies, Peace Through Action USA may: a) continue to offer the position to or retain the person, b) rescind an offer of the position, c) terminate the person's engagement with Peace Through Action USA, or d) offer and/or place the person in an alternate position.

4. Position Descriptions

4.1. Where can I find my position description?

Peace Through Action USA posts descriptions of vacant positions to our website along with position announcements.

We send position descriptions as an attachment to offer letters to finalists.

Employees may find their own position description, as well as others, in the people folder of our file drive.

4.2. What is the reporting structure between positions in the organization?

An organization chart showing positions and their reporting structure is available in the people folder of our file drive.

4.3. What are function areas and why should I care?

Peace Through Action USA organizes its total effort into mission groups and function areas. We think it is important that our people understand the contributions they are making to this total effort. So, we indicate on position descriptions the function areas to which the position is most contributing.

Mission groups are sets of the organization's function areas gathered by their relation to the organization's mission. Function areas are sets of related resources and activities the organization undertakes to operate, or function.

Our three mission groups and the function areas assigned to them are:

1. Mission Leadership

- Executive—resources and activities related to leadership and direction by the chief executive officer.
- Governance—resources and activities related to leadership and operation of the board of directors.
- Planning—resources and activities related to setting the vision, mission, solution, values, and strategic direction of the organization.

2. Mission Delivery

- Partnerships—resources and activities related to forming and maintaining relationships with other organizations.

- Performance—resources and activities related to monitoring and evaluating programs, projects, activities, and function areas.
- Programs—resources and activities related to delivering mission delivery programs, projects, and activities.
- Promotion—resources and activities related to communicating our purpose and mission delivery programs, projects, and activities.

3. Mission Support

- Accounting—resources and activities related to the planning, expenditure, tracking, monitoring, and reporting of our funds.
- Archive—resources and activities related to the recording and preservation of our history.
- Compliance—resources and activities related to our adherence to laws and other requirements on nonprofit organizations.
- Finance—resources and activities related to the generation of revenues.
- Information—resources and activities related to the management and use of our information and information technology.

4.4. What are position types and their differences?

Peace Through Action USA classifies each of our positions as director, officer, employee, independent contractor, intern, or volunteer.

A director is a member of the Peace Through Action USA's board of directors, the organization's governance body.

An officer is a person hired, elected, or appointed by the board of directors to manage the daily operations of Peace Through Action USA.

An employee is a person who Peace Through Action USA hires to work for us for compensation and is subject to our direction as to the details of how to perform the job.

An independent contractor is a person who Peace Through Action USA contracts to work for us for compensation and over whom we have the right to control or direct only the result of their work and not what will be done and how it will be done.

An intern is a person who Peace Through Action USA is providing a learning experience that a) is for the benefit of the intern; b) from which Peace Through Action USA is not deriving an immediate advantage from their services; c) in which they are receiving training similar to training that would be provided in an educational environment; d) does not displace employees; e) does not entitle them to employment at the conclusion of the internship; and f) in which they and Peace Through Action USA understand from the beginning that they are not entitled to wages or salary, but may or may not receive another form of pay.

A volunteer is a person who performs service for Peace Through Action USA without promise, expectation, or receipt of compensation for services rendered.

4.5. What does "FLSA status" mean?

Peace Through Action USA employee positions are either exempt or non-exempt as defined by the Fair Labor Standards Act (FLSA).

4.6. How many hours per week constitute full-time relationship?

For Calendar Year 2021 and until further notice, Peace Through Action USA defines full time relationship as 37.5 hours or greater per seven-day workweek.

4.7. How many hours per week constitute part-time relationship?

For Calendar Year 2021 and until further notice, Peace Through Action USA defines part time relationship as 37.49 hours or lesser per seven-day workweek.

4.8. What is the term of my relationship with you?

“At-will” means that the organization and each of its people may terminate their relationship with the other party at any time and for any reason.

All Peace Through Action USA positions other than director positions are at-will positions.

In addition, some of our positions have fixed terms—meaning they have specific start and end dates. Other positions have flexible terms—meaning they are ongoing in nature.

4.9. What is a covered position?

A covered position is one with recurring and unaccompanied access to a vulnerable population, with control over or access to the Corporation’s moneys or accounting system, or with driving as a typical duty or activity. People holding positions classified as a covered position must undergo a criminal history check, and possibly a motor vehicle records check, prior to our placing them in the position.

4.10. Where do I typically report for work or service?

Peace Through Action USA calls the place where you typically perform work or service your “typical location.”

Peace Through Action USA is a remote organization. We do not have one fixed location or set of locations to which our people report. Rather, we allow and arrange for our people to perform their duties from their home, at a shared workspace, at public or community locations, as a tenant or guest at the location of another organization, or a combination thereof.

Peace Through Action USA informs applicants of this location flexibility on position descriptions and during candidate screening so that they may consider whether the flexibility matches their availability and preferences.

Position finalists and the director of resources management will assess typical location requirements, location options, and your and Peace Through Action USA’s preferences, and agree upon a typical location prior to your start date. The director of resources management records your typical location on a Position Entrance Form.

4.11. What is my typical schedule?

Typical schedule refers to the days and time periods during which you are generally expected to be performing position duties and available for communication with supervisors, colleagues, partners, and the public.

Typical schedules for paid officers, employees, interns, and volunteers vary based on the requirements of the position and preferences of the supervisor and you. You and your supervisor will agree on a typical schedule prior to your start date. The director of resources management records your typical schedule on a Position Entrance Form.

Directors and independent contractors perform their duties on their own schedules. We may require or request a director or independent contractor to make themselves available at specific times such as for meetings or attendance at an activity or event.

4.12. Am I required to attend to my duties on days, nights, or weekends?

Some positions require typical attendance during the daytime hours, others during nighttime hours, others on weekends, and still others on some combination thereof. We inform applicants of typical attendance expectations on position descriptions and during candidate screening so that they can consider whether that requirement matches their availability and preferences.

Peace Through Action USA may require or request people in positions with typical daytime work schedules to perform their duties occasionally on weeknights and weekends, and in positions with typical weeknight or weekend schedules to perform their duties occasionally on weekdays. Your supervisor will provide fair advance notice of such deviations from your typical work schedule so that you can adjust accordingly.

4.13. Am I allowed to take breaks during my typical schedule?

You may take breaks throughout your typical schedule. You may take breaks at your time, pace, and duration mostly of your choosing, provided that you do not take them at times when your supervisor expects you to be present for meetings, events, or activities.

4.14. Am I required to travel long-distance?

Some positions require regular long-distance travel. Peace Through Action USA inform applicants of positions with regular long-distance travel requirements on the position description so that they can consider whether the requirement matches their availability and preferences.

Peace Through Action USA may occasionally require or request people in positions without regular long-distance travel requirements to attend activities and events long-distances from their homes. You will receive advance notice of such travel so that you can adjust accordingly.

4.15. What can I do if my assigned duties are outside of my position or too much work?

Peace Through Action USA's position descriptions are not exhaustive and may not cover or contain every duty of the position. Peace Through Action USA reserves the right to modify a person's position duties and to assign duties of a different nature at any time with or without notice.

We encourage you to discuss with or notify your supervisor any time you feel they or another party are instructing or asking you to perform duties you consider to be outside the scope of your position. Additionally, please discuss with or notify your supervisor if the duties you are performing underutilize or overutilize the hours of your typical schedule.

Your supervisor will assess the situation and determine whether duties assigned are consistent with the position duties and/or how to modify the assignment or the position description to address any discrepancies.

If you are dissatisfied with the supervisor's resolution to the matter, please express that to them so that you and/or the supervisor may engage the director of resources management to facilitate a resolution.

5. People Entrance

5.1. What paperwork will I need to complete once I am brought onboard?

The type and amount of information Peace Through Action USA gathers from you just before or upon your start date depends on the type of position you hold.

All position holders will complete an entrance form custom to their position type. Your supervisor will complete some of the form elements with you. Elements collected across all position types includes typical location address, typical schedule, emergency contact information, and acknowledgment of receipt and understanding of the people guide and your position description.

Many of our people will prepare, collect, and submit biographies, face images, and media release authorizations.

People in employee and paid officer positions will complete and return before their start date an I-9 eligibility to work verification form, tax withholding forms, and a Pay Setup Form.

5.2. Will I receive an orientation?

Peace Through Action USA orients all new people to the organization and to their positions. The form, time, and manner of the orientation varies by the type of position you hold.

At a minimum, all new people receive a spoken or self-guided presentation to the organization's mission, vision, values, theory of change, and programs and services. Also, all new people undertake a line-by-line review of their position description.

Orientation also provides a moment for you and your supervisor to establish the expected frequency and methods of your interpersonal communications, pinpoint your initial learning and development objectives, and introduce you to internal colleagues and external partners.

5.3. When will I get access to resources needed to perform my duties?

Peace Through Action USA strives to equip our people with the property resources necessary to perform their duties on or close to their start date. The type and amount of property resources varies by position. We ask for your cooperation in the period between your acceptance of an offer and your start date so that Peace Through Action USA, directly or indirectly through services contractors, can get resources acquired, distributed, and/or configured.

5.4. To whom do I report?

Peace Through Action USA notifies our people of the name and contact information of their supervisor on a People Entrance Form distributed to you during your first week of relationship. The director of resources management notifies you in writing if there is a change in your supervisor.

5.5. What are my supervisor's duties?

Aside from their primary position duties, supervisors contribute to the selection of candidates and finalists, orient direct reports to their position duties, request that resources be in place or secured so that direct reports may perform their duties, offer expertise and recommendations to help direct reports complete their duties, advocate for the well-being and development of their direct reports, relay allegations of discrimination, harassment, and wrongdoing to the director of resources management, and monitor and evaluate performance.

5.6. How do my remote supervisor and I maintain communication?

Supervisors and direct reports performing duties at separate typical locations must keep their preferred communication technologies enabled and in an on position during their typical schedules so that they may reach each other without impediment.

6. People Exit

6.1. How do I resign from my position?

Peace Through Action USA requires resignations to be in writing. Please send your resignation notice by email to your supervisor and to the director of resources management. Your resignation should state your intended exit date. You do not have to provide a reason for your resignation.

6.2. How many days' notice should I give before my resignation date?

Peace Through Action USA is an at-will organization. Accordingly, you may terminate your relationship with us at any time.

We request, as a courtesy, that you provide at least two weeks' notice of your resignation. This allows us time to close our relationship responsibly, prepare to transition your duties to others, and complete end of relationship paperwork including a final performance assessment.

6.3. Will you provide a reference or recommendation?

Upon receipt of a reference inquiry from an organization or individual with a legitimate purpose, the director of resources management will verify your relationship with us, dates of relationship, and position title(s) held. Peace Through Action USA will not disclose your pay amount or cause of exit unless a law requires us to do so.

Your supervisor or a colleague may, but is not required to, provide or serve as a *personal* reference to your duties and performance. By your asking your supervisor or colleague to provide or serve as a *personal* reference, you are explicitly consenting for them to do so. Further, by your asking them, you are explicitly releasing the supervisor, colleague, and Peace Through Action USA from all liability resulting from the information they provide.

Peace Through Action USA may, but does not promise to, prepare a recommendation to accompany an application you may submit for entrance into an education program, a professional credentialing program, civilian, military, or public service, or other circumstances.

7. Learning and Development

7.1. How do you support my learning and development?

Peace Through Action USA values learning. We aspire to establish a culture that inspires curiosity and creativity, supports the continued development of our people, insists upon continuous improvement in our effectiveness, and encourages growth in the people and communities we reach.

Among the actions Peace Through Action USA takes to support learning and development of our people, we:

- expect our people to teach others by example and model our ethics.
- invite applicants and candidates for positions to reflect upon and express what they hope to learn or develop should we choose them for a position.
- identify learning and development objectives for our people during onboarding.
- expect supervisors to teach their direct reports how to perform their duties.
- expect people and their supervisors to identify work or service challenges and/or desires for further learning and take actions to address those challenges and desires. This identification and action planning takes place informally through dialogue and formally through action reports and performance assessments.
- circulate announcements of learning and development resources and events offered by others that are pertinent to them.
- allow time within typical schedules for self-directed learning, such as reading materials and attending webinars, and for group learning such as attending trainings and conferences.
- provide opportunities to experience the peaceful practices we promote.

8. Performance and Discipline

8.1. How will I know if you think I am performing well or not well?

Informally, we expect supervisors to interact with their direct reports regularly about performance. This interaction may take place verbally or in writing and on both scheduled and unscheduled bases. Formally, we assess performance of our people semi-annually.

The formal performance assessment process includes an opportunity for our people to assess their own performance. The supervisor will provide their feedback, observations, and suggestions for improvement, and both parties will discuss the assessment. The person and their supervisor do not need to reach agreement about the assessment.

The direct report and supervisor record their assessment on a People Performance Review Form.

The supervisor submits the performance assessment to the director of resources management for their review and the making of recommendations or requirements for corrective action by either or both the person, supervisor, or organization.

The director of resources management saves performance assessments to the person's file.

8.2. What personal behavior rules must I follow?

Peace Through Action USA calls our personal behavior rules "ethics." Ethics are standards that distinguish between acceptable and unacceptable behavior.

We expect our people to exercise care, compliance, courtesy, dignity, discipline, honesty, loyalty, objectivity, obedience, peacefulness, protection, respect, responsibility, and safety.

Our ethics policy provides examples of each of these behaviors. The examples included in the policy are illustrative, not exhaustive.

One set of personal behavior rules the law requires Peace Through Action USA to regulate and call to your attention are those pertaining to alcoholic beverages, tobacco and other nicotine products, and controlled substances.

Peace Through Action USA prohibits you from manufacturing, distributing, dispensing, possessing, or using alcoholic beverages, tobacco and nicotine products, and controlled substances, at any time you are performing position duties regardless of location.

Please read our alcohol, tobacco, and other drugs policy for more information.

To learn more about the health risks of alcoholic beverages, tobacco and nicotine products, and controlled substances, visit <https://www.drugabuse.gov/drugs-abuse>.

To find treatment for substance use disorders, visit <https://findtreatment.samhsa.gov/>.

8.3. What discipline methods do you use?

Peace Through Action USA's discipline methods include verbal warning, written warning, mediation, probation, suspension with pay, suspension without pay, and termination.

Peace Through Action USA disciplines for all manner of situations whether they be poor performance of position duties, ethics violations, discrimination, harassment, retaliation, fraud, wrongdoing, or violence.

Peace Through Action USA strives to apply the discipline method most correspondent to the level of severity of the situation or circumstance for which discipline is warranted. We have the right to apply any discipline method to any situation or circumstance.

9. People Protections

9.1. You have information about me. How do you protect it?

Peace Through Action USA aspires to protect the privacy and confidentiality of your personally identifiable information and protected health information.

Personally identifiable information is information that can be used on its own or with other information to identify, contact, or locate a person, or to identify an individual in context.

Protected health information is individually identifiable health information.

Peace Through Action USA collects personally identifiable information and protected health information only to the extent relevant and necessary for accomplishing a purpose or obligation upon us.

Peace Through Action USA maintains all personally identifiable information and protected health information in secure information technology and by way of secure physical safeguards.

Peace Through Action USA will not disclose to any other person or organization by any means of communication your personally identifiable information or protected health information without your prior written consent, except in cases where disclosure of such information is required by law.

Please read our personal information protection policy for more information.

9.2. I do not feel safe where I attend my duties or doing my duties. What can I do about it?

If you or others associated with us are at imminent risk of life, health, or safety when, where, or how you are performing position duties, leave immediately, get to a safe place, call public emergency services if appropriate, and alert your supervisor or the director of resources management immediately to the situation and where you have relocated and your next action step.

If you feel that your locations or your duties pose potential life, health, or safety risks, alert your supervisor immediately. They will assess the situation with you, consult with the director of resources management, and develop and implement a plan to eliminate or reduce the risk.

9.3. I was injured while working or volunteering for you? What should I do?

You must report immediately any accident or injury that occurred while you were performing duties for Peace Through Action USA. Report immediately orally to your supervisor and the director of resources management. Then follow-up the oral report by completing and submitting an Incident Report Form.

9.4. What are your attendance expectations during weather or disaster events or closures?

In the event of inclement weather, natural disaster, or human-made disaster, please observe the leave, late arrival, early departure, evacuation, and/or shelter-in-place instructions issued by the lowest unit of government of the political jurisdiction in which you live or of your typical location, or the location where you performing duties at the time of the public declaration.

The chief executive officer may close the organization for other circumstances such as a public or organization emergency. The director of resources management will communicate those decisions as quickly as possible.

9.5. I am being or have been discriminated against, what can I do about it?

If you feel someone associated with Peace Through Action USA is discriminating or has discriminated against you, we urge you to report your allegation – to us or to a public authority.

“Discrimination” is Peace Through Action USA’s failure or refusal to elect, appoint, hire, select, promote, or serve, or to remove or dismiss, any individual based on their having a protected trait.

“Protected traits” include race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, political affiliation, disability, matriculation, familial status, source of income, genetic information, place of residence or business of any individual, status as a victim of an intrafamily offense, military status, veteran status, or any other legally protected trait.

Peace Through Action USA wants you to report your allegation of discrimination so that we can investigate it, stop any ongoing harassment, remedy any harassment that occurred, and improve our policies, procedures, and practices to prevent it from happening to you or others.

If you wish to report to us, report in writing by completing and submitting an Incident Report Form. Submit the form to the director of resources management, or to the chief executive officer if it is the director of resources management whom you allege has discriminated. They will investigate and respond to your report.

If you wish to report to a public authority, report to the agency that accepts complaints of harassment in the state in which the alleged harassment took place. If you do not know where to start, contact the District of Columbia Office of Human Rights (Peace Through Action USA is legally domiciled in the District of Columbia) and they can direct you to the appropriate state and state agency to make your report. The public authority will investigate and respond to your report.

Regardless of to whom you report, report details should include to the best of your ability the date(s), time(s), people involved (alleged harasser and any witnesses), and nature of the incident(s).

Please read our equal opportunity policy for more information.

9.6. I am being harassed or have been harassed. What can I do about it?

If you feel someone associated with Peace Through Action USA is harassing or has harassed you, we urge you to report your allegation – to us or to a public authority.

“Harassment” is any verbal, nonverbal, or physical conduct that creates a hostile, intimidating, or offensive environment. Harassment includes harassment based on a person’s protected traits. Harassment can take many forms, including jokes, innuendos, slurs, statements, threats, gestures, flirtation, touching, notes, and pictures.

“Protected traits” include race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, political affiliation, disability, matriculation, familial status, source of income, genetic information, place of residence or business of any individual, status as a victim of an intrafamily offense, military status, veteran status, or any other legally protected trait.

Peace Through Action USA wants you to report your allegation of harassment so that we can investigate it, stop any ongoing harassment, remedy any harassment that occurred, and improve our policies, procedures, and practices to prevent it from happening to you or others.

If you wish to report to us, report in writing by completing and submitting an Incident Report Form. Submit the form to the director of resources management, or to the chief executive officer if it is the director of resources management whom you allege has discriminated. They will investigate and respond to your report.

If you wish to report to a public authority, report to the agency that accepts complaints of harassment in the state in which the alleged harassment took place. If you do not know where to start, contact the District of Columbia Office of Human Rights (Peace Through Action USA is legally domiciled in the District of Columbia) and they can direct you to the appropriate state and state agency to make your report. The public authority will investigate and respond to your report.

Regardless of to whom you report, report details should include to the best of your ability the date(s), time(s), people involved (alleged harasser and any witnesses), and nature of the incident(s).

Please read our freedom from harassment policy for more information.

9.7. I have a disability. Do I need to tell you?

No. Please do not disclose your disability status to Peace Through Action USA unless you want the director of resources management or your supervisor to know about it for a safety reason or if you wish to request an accommodation.

Title I of the Americans with Disabilities Act (ADA) defines a reasonable accommodation as a modification or adjustment to a job, the work environment, or the way things are usually done during the hiring process.

9.8. I have a disability that requires me to perform my position duties differently than others. What can I do about it?

You can ask us to make an accommodation. You can ask for an accommodation at any time from the point of your application for a position up to the point of your relationship end.

Please make your accommodation request in writing by completing and submitting an Accommodation Request Form.

The director of resources management will review your accommodation request, schedule an interactive process to work together to determine reasonable accommodations, and develop and implement a reasonable accommodation plan.

Please read our disability inclusion policy for more information.

9.9. Something is going on that is wrong or feels wrong. What can I do about it?

If you feel someone associated with Peace Through Action USA is engaged in wrongdoing, we urge you to report it – to us or to a public authority.

“Wrongdoing” is broadly understood and includes activity or planned activity that is illegal, unethical, or contrary to the organization’s policy, gross mismanagement or waste of funds, abuse of authority, or posing substantial and specific danger to public health or safety.

Peace Through Action USA wants you to report when something wrong may be happening so that we can investigate the allegation, stop any wrongdoing, remedy any wrongdoing that occurred, and improve our policies, procedures, and practices to prevent wrongdoing from happening again.

If you wish to report to us, report in writing by completing and submitting an Incident Report Form. Submit the form to the director of resources management, or to the chief executive officer if it is the director of resources management whom you allege has discriminated. They will investigate and respond to your report.

If you wish to report to a public authority, report to the District of Columbia Office of Attorney General (Peace Through Action USA is legally domiciled in the District of Columbia) or the fraud,

waste, and abuse reporting system of a relevant public agency. The public authority will investigate and respond to your report.

Regardless of to whom you report, report details should include to the best of your ability the date(s), time(s), people involved (alleged wrongdoer), and nature of the wrongdoing.

Please read our whistleblower policy for more information.

9.10. If I report wrongdoing, won't I get in trouble for it?

No. Peace Through Action USA is required by law to protect people from retaliation for reporting wrongdoing (“whistleblowing”).

“Whistleblower protection” means Peace Through Action USA cannot take any action that is harmful to you, including reprisal, recrimination, demotion, interference with lawful employment or livelihood, or removal from assignment.

Please read our whistleblower policy for more information.

10. Property Use and Protection

10.1. What are my responsibilities for any property issued to me?

Peace Through Action USA expects that recipients of property we provide you to use such property solely for work purposes.

We expect you to maintain the property in its condition when distributed to you, recognizing that some depreciation is to be expected due to natural use.

We expect you to report lost, stolen, or damaged property to the directors of resources management so that they may assess the circumstance and determine remedies.

Property we issue you remains our property. Peace Through Action USA reserves the right to collect our property when you exit your position. Alternately, we may sell you the property at a depreciated value or allow you to take permanent possession of the property without expectation of payment, depending on the useful life, condition, and other considerations of the property.

10.2. What are the rules for using your information technology?

Peace Through Action USA’s information technology consists of the hardware, software, and telecommunication networks we provide or arrange for our people to perform work.

Peace Through Action USA expects users of our information technology to use it solely for work purposes, with a minor exception for brief communications with people to whom you have a personal responsibility, such as a dependent child or a partner.

Users of our information technology shall refrain from using it for creating, processing, reading, listening to, viewing, storing, securing, or exchanging personal information of any type (such as conversations, messages, documents, photos, audio recordings, video recordings). All information created, processed, stored, secured, or exchanged on our information technology becomes and remains our property.

Furthermore, users of our information technology shall refrain from using it for creating, processing, reading, listening to, viewing, storing, securing, or exchanging information that is illegal or that violates our policies.

You must assist us in protecting our information from theft, loss, or damage including by:

- restricting other persons from using information technology owned by Peace Through Action USA.
- refraining from storing any information you create, process, or receive for Peace Through Action USA on your personal information technology.

- refraining from sharing usernames and passwords with other persons.
- keeping username and password information private.
- closing files or logging off of our information technology when stepping away from the device through which you are accessing information.
- storing printed documents with personally identifiable information in a locked drawer or box.
- refraining from downloading software of any kind or files of unknown or suspicious type unless you have asked the director of resources management for permission and they have granted it.

THE FOLLOWING SECTIONS APPLY TO EMPLOYEE AND PAID OFFICER POSITIONS

11. Employment Terms and Conditions

11.1. Where do I find notices of my rights that government agencies require you to provide?

Federal, state, and local laws require employers to post notices of various employee rights and responsibilities in locations visible to their employees. Because Peace Through Action USA is a remote work organization, we fulfill this notice requirement by posting notices in our All Staff files library in the All Staff/People/Notices folder.

11.2. Do I have to prove that I am authorized to work in the United States?

The law requires us to employ only those persons who are authorized to work in the United States. That includes U.S. citizens and certain types of non-citizen immigrants.

We verify your authorization to work in the United States by examining identity and work authorization documents issued by public authorities and recording information from those documents on a US Customs and Immigration Service (USCIS) Form I-9, Employment Eligibility Verification.

Also, we participate in E-Verify, through which we provide the federal government your Form I-9 information to confirm you are authorized to work in the United States. See [this link](#) for the disclosures about E-Verify we are required by law to disseminate to applicants and employees.

We collect I-9 information and enter it into E-Verify only if and after a person has accepted an offer of employment.

11.3. What are the distinctions between FLSA non-exempt and exempt positions?

Employees holding positions classified as FLSA non-exempt are entitled to a minimum wage and are paid hourly wages. Also, non-exempt positions earn overtime pay at a rate not less than one and one-half times the regular rate of pay after 40 hours of work in a workweek.

Peace Through Action USA establishes that FLSA non-exempt employees must not work more than their scheduled hours unless they obtain express prior written permission from their supervisor to do so.

Peace Through Action USA ensures that FLSA non-exempt employees deviating from their typical work schedules either reduce their hours of work other days or times of day within the seven-day week to maintain their maximum weekly hours. Or, we pay non-exempt employees overtime pay for each hour worked over 40 hours per week. The law prohibits us from offering compensatory time to non-exempt employees.

Peace Through Action USA ensures FLSA non-exempt employees a 30-minute unpaid meal break at a time of their choice each workday of six hours or greater. We do not pay non-exempt

employees for their time away from attendance due to breaks. Time that non-exempt employees take for breaks is additional to their work hours requirements.

Employees holding positions classified as FLSA exempt must be paid on a salary basis. They are not eligible for overtime pay for hours worked over 40 in a workweek. The law prohibits us from paying overtime to exempt employees.

11.4. What are your rules for remote work?

Peace Through Action USA expects those of our people whose typical locations are remote to uphold the occupancy rules set by the remote location owner and applied to its tenants. Examples of such rules include life safety protocols, building admittance prohibitions, and maintenance and care of furnishings and equipment expectations.

Peace Through Action USA expects our people whose typical locations are private residences to:

- designate and maintain a workspace that is ergonomically sound, secure, and safe from any hazards and dangers that could foreseeably affect the person or Peace Through Action USA property.
- hold Peace Through Action USA harmless for injury to other occupants or guests at any time.
- establish, maintain, and pay for a telecommunications connection at a bandwidth adequate for performing position duties.
- purchase, maintain, repair, or replace at their own expense any privately owned furnishings and equipment used for the performance of position duties.
- Allow, with reasonable notice and at a mutually agreed upon time, a Peace Through Action USA representative to visit the private residence to ensure that the workspace, work equipment and information are ergonomically sound, secure, and safe; and to maintain, repair, inspect, or retrieve Peace Through Action USA property.
- assume responsibility for any tax and insurance consequences of working from home.
- adhere to zoning and permitting laws for home-based work in the jurisdiction in which the private residence is located.

11.5. How do you equip me so that remote work does not pose a hardship?

Peace Through Action USA assesses the typical locations of employees for suitable furnishings (desk or table, chair, lamp/lights) and information technology. We ask employees to complete a Typical Location Assessment form during the period between their offer acceptance and their start date. Doing so allows us time to provide or arrange for the provision of furnishings and information technology if the typical location is lacking.

Peace Through Action USA issues full-time employees (and part-time employees on a case-by-case basis) a laptop or pad. We may issue employees a monitor, keyboard, mouse, docking station, printer, microphone, camera, and/or headset depending on your position duties and/or willingness to use your personal information technology hardware.

We provide or arrange consumable office supplies for full-time and part-time employees.

In Calendar Year 2021 and until further notice, we provide a monthly allowance of \$35 per month to full-time employees to compensate them for a share of your mobile phone expenses.

In Calendar Year 2021 and until further notice, we provide a monthly allowance of \$30 per month to full-time employees working remotely from their private residences to compensate them for a share of their telecommunications and utilities expenses.

When possible, we make arrangements with commercial office services companies whereby employees can make photocopies and print documents and charge those costs directly to Peace Through Action USA.

11.6. Can I earn other income while employed with you?

Yes. Peace Through Action USA does not restrict you from earning income additional to the pay we provide. Your additional income-generating activity must not conflict with your typical schedule. We expect our employees and paid officers to make their employment with us their priority in attendance, physical exertion, and mental concentration.

In your performance of your additional income-generating activity, you may not disclose to any person or entity any non-public information, knowledge, data, or records of any kind or nature about Peace Through Action USA or our people. Examples of such information include, but are not limited to personally identifying information, protected health information, personnel matters, and financial information.

11.7. Can I attend school while employed with you?

Yes. Peace Through Action USA does not restrict you from pursuing education or other development activities while employed with us. Your school or other development activity must not conflict with your typical schedule. We expect our employees and paid officers to make their employment with us their priority in attendance, physical exertion, and mental concentration.

12. Pay

12.1. How much do I get paid?

Pay amounts vary by position. Your initial pay amount is indicated in your offer letter. Also, it is recorded on your Entrance Form. The director of resources management communicates subsequent adjustments in pay amounts in writing.

Peace Through Action USA pays employees their regular wage or their salary on weather events, disaster events, and other closures.

12.2. Do you withhold cash amounts from my pay?

Pay amounts communicated to employees are gross amounts. The law requires us to withhold from this gross amount the percentages necessary for you to meet your Social Security and Medicare contribution obligations (under the Federal Income Contributions Act [FICA]), and for withholding federal, state, and local income taxes requested by employees.

Also, the law requires us to honor garnishments or attachments of employees' wages or salaries in response to governmental orders to withhold child support or alimony.

12.3. How and when do I get paid?

We pay employees on a semi-monthly basis (24 times per year) by direct deposit to an account of the employee's choice. We make pay deposits each 5th day and 20th day of each month.

12.4. Do I get overtime pay?

Peace Through Action USA pays overtime only to employees holding FLSA non-exempt positions. "Overtime" means any hours worked over 40 hours per week. The overtime pay rate is one-and-one-half times the employee's hourly wage for each hour worked over 40 hours per workweek.

12.5. I believe there was an error in my pay. What can I do?

If you believe an error was made in your pay, report the potential error to the director of resources management. They will investigate the potential error and correct as necessary.

13. Benefits

13.1. Am I covered by unemployment insurance?

Peace Through Action USA pays unemployment insurance contributions required by law. You may be eligible for unemployment insurance depending on the circumstances of your case and a determination by a public authority administering the unemployment insurance program.

13.2. Am I covered by worker's compensation?

Peace Through Action USA pays worker's compensation contributions required by law. You may be eligible for worker's compensation depending on the circumstances of your case and a determination by a public authority administering the worker's compensation program.

13.3. Do you provide health or disability insurance?

Currently, Peace Through Action USA does not provide health, dental, vision, or disability insurance.

The federal Patient Protection and Affordable Care Act (ACA) established a Health Insurance Marketplace to help people find health insurance. You may be able to obtain health insurance through the Marketplace, with a tax credit that lowers your monthly premiums and with assistance for out-of-pocket costs. Read [this notice](#) for more information about the Marketplace.

13.4. Do you provide retirement benefits?

Currently, Peace Through Action USA does not provide retirement benefits or make contributions to any retirement savings plan for our employees.

14. Paid Time Off and Leave

14.1. How many sick days and vacation days do I get?

Peace Through Action USA consolidates all types of leave, other than jury service leave and military service leave, into "paid time off." You may use your paid time off for bereavement, emergency, federal holiday observance¹, illness, medical, family medical, rehabilitation, vacation, or other circumstances.

Peace Through Action USA grants full-time employees and paid officers 180 hours (24 full days) of paid time off and 22.5 hours (3 full days) of unpaid time off per 12-month period. Full-time employees accrue 7.5 hours of paid time off semi-monthly.

Peace Through Action USA grants part-time employees with between 18 and 37.49 hours per seven-day workweek 90 hours (12 full days) of paid time off and 22.5 hours (3 full days) of unpaid time off per 12-month period. Part-time employees with between 18 and 37.49 hours per seven-day workweek accrue 3.75 hours of paid time off semi-monthly.

Peace Through Action USA grants paid time off to part-time employees with 17.99 or less regular hours per seven-day workweek at a rate of one hour per each 87 work hours accrued, but no more than three days per calendar year.

Employees and paid officers receive the full amount of their unpaid time off hours on their start date. Their unpaid time off hours balance expires at the end of each 12-month period.

¹ Federal paid holidays are New Year's Day, Birthday of Martin Luther King Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, and Christmas Day. Dates of these observances are listed here: <https://www.opm.gov/policy-data-oversight/snow-dismissal-procedures/federal-holidays/#url=Overview>.

Peace Through Action USA allows employees and paid officers to carry over up to 7.5 unused paid time off hours to each next 12-month period. That unused paid time off balance expires at the end of that next 12-month period.

Peace Through Action USA does not pay unused paid time off balances to employees exiting due to termination or due to any other cause, except when required by law.

Employees shall notify their supervisor of their paid time off or unpaid time off request in writing at least seven days ahead of the first paid time off day intended. Employees may assume their request approved unless the supervisor responds otherwise. Employees' advance notice is not required in cases of bereavement, emergency, illness, and medical circumstances. In these circumstances, we expect employees to provide their supervisor day-of notice, unless the circumstance is an emergency.

Peace Through Action USA may require employees to work on a public holiday if the organization is engaged in an activity or event for which employee attendance is essential, such as implementing a day of service volunteer project on Martin Luther King, Jr. Day.

Other than that situation, and regardless of the organization's open/close to the public status on public holidays, employees may draw from their paid time off hours and apply them to public holidays.

14.2. Do you provide jury leave?

Peace Through Action USA grants leave with pay up to 37.5 hours per twelve-month period starting the employee's start date, and leave without pay beyond 37.5 hours per twelve-month period, to employees called to jury duty.

Jury leave hours, with and without pay, shall not be counted against the employee's paid time off hours.

You must notify your supervisor of your scheduled jury leave in writing as soon as you receive your summons. You must show your supervisor your jury duty summons.

14.3. Do you provide military leave?

Peace Through Action USA grants leave hours with pay up to and including 165 hours per twelve-month period starting the employee's first date of employment, and leave without pay beyond 165.5 hours per twelve-month period, starting the person's first date of employment to employees serving in the Reserve Components of the U.S. Armed Forces so that they may fulfill their unit training assemblies, annual training, and other military orders.

Military leave hours, with and without pay, shall not be counted against the employee's paid time off hours.

You must notify your supervisor of your scheduled military leave in writing at least seven days ahead of the first leave day, and your unscheduled military leave as soon as you receive military orders. You must show your supervisor a copy of your military orders.

14.4. Do I get compensatory time?

FLSA-exempt employees and paid officers accrue one hour of compensatory time for each hour worked over 40 hours per seven-day workweek. Exempt employees and paid officers are limited to using no more than 15 hours of compensatory time per each semimonthly pay period. Unused compensatory hours carryover to each subsequent semimonthly pay period and expire within 30 days of their accrual.

15. Timekeeping

15.1. How do I record and report my hours and my paid time off?

Peace Through Action USA requires you to record your hours of attendance and leave on a timekeeping instrument. These reports provide us the documentation we need as justification for paying you. They also help us monitor patterns of work and leave across the organization that we apply to budgeting and planning.

Peace Through Action USA expects you to submit timekeeping instruments to your supervisor for their review each other Friday. We issue calendar reminder notices to assist you in your timely reporting.