



Be Peace. Choose Peace. Create Peace.

PEOPLE MANAGEMENT POLICY

Approved by the Board of Directors on 07112021

Policy Purpose

To establish the policies that individuals with interest in Peace Through Action USA (the “Corporation”) shall apply when planning the use of, selecting, compensating, supporting, developing, protecting, disciplining, and retaining directors, officers, employees, independent contractors, interns, and volunteers of the Corporation.

Definitions

1. Interested Person—Any director, officer, employee, independent contractor, intern, or volunteer of the Corporation.
2. At-Will—An agreement whereby its parties may terminate their relationship with each other at any time and for any reason.
3. Director—A member of the Corporation’s board of directors.
4. Employee—A person who is hired to work for the Corporation for compensation and is subject to the employer’s direction as to the details of how to perform the job.
5. Independent Contractor—A person who is contracted for work for the Corporation for compensation and who the payer has the right to control or direct only the result of the work and not what will be done and how it will be done.
6. Intern—A person to whom the Corporation is providing a learning experience that a) is for the benefit of the intern; b) from which the Corporation does not derive an immediate advantage from the intern’s services; c) in which the intern receives training similar to training that would be provided in an educational environment; d) does not displace employees; e) does not entitle the intern to employment at the conclusion of the internship; and f) in which the intern and the Corporation understand from the beginning that the intern is not entitled to wages, but may or may not receive another form of pay.
7. Nepotism—The practice of showing favoritism toward one’s family members or friends in economic or employment terms.
8. Officer—A person hired or appointed by the board of directors to manage the daily operations of the Corporation.
9. Volunteer—A person who performs service for civic, charitable, or humanitarian reasons, without promise, expectation, or receipt of compensation for services rendered.

Policy

1. Peace Through Action USA (the “Corporation”) aspires to achieve and maintain an organization culture that reflects our organization values, including those of accountability, collaboration, equity, excellence, inclusion, learning, and trust.
2. The Corporation aspires to achieve and maintain a people force diverse in characteristics.
3. The Board of Directors holds responsibility for overseeing the management of the Corporation’s interested persons, and for managing board of directors members and officers.
4. The chief executive officer holds responsibility for managing the Corporation’s interested persons other than board of directors members and officers.

5. The Board of Directors holds responsibility for selecting, setting the compensation of, supporting, developing, protecting, disciplining, retaining, and planning for successions of the chief executive officer. This responsibility includes receiving and responding to complaints and grievances about the chief executive officer.
6. The Board of Directors shall approve for each fiscal year, as part of its approval of a revenues and expenses budget, total amounts for employee pay and benefits.
7. The Board of Directors shall decide whether and when to offer optional benefits to Corporation employees.
8. The Corporation reserves the right to modify or terminate any of its benefits unless the law requires us to provide them.
9. The Board of Directors authorizes the chair of the Corporation to act on behalf of the Board of Directors on people management matters within the jurisdiction of the board of directors when its action is warranted but the board of directors or a committee of the board of directors cannot be convened within the time period in which a decision must be made.
10. The Board of Directors authorizes the chair of the Corporation to perform the people management duties of the chief executive officer in circumstances of leave, vacancy, disability, or death of the chief executive officer.
11. The Board of Directors assigns to the chief executive officer of the Corporation the following people management duties:
 - a. design the Corporation's people management system and develop its activities and resources in the system's policy development and planning, entry, motivation, learning and development, protection and wellness, and exit areas.
 - b. establish positions and reporting structures aligned with the Corporation's function areas as needs warrant and resources are available.
 - c. develop, implement, and monitor people management procedures, instructions, and tools.
 - d. establish and maintain means to recruit and select people for vacant positions, pay people filling paid positions, monitor time, attendance, and time off of interested persons, and check criminal histories of interested persons.
 - e. provide or arrange resources and services to enable interested persons to perform their positions optimally and to learn and develop while engaged with the Corporation.
 - f. establish processes and tools for supervision, assessment of the performance of, and discipline of the Corporation's interested persons.
 - g. endeavor to protect the organization's interested persons from discrimination, harassment, breaches of personally identifying information and protected health information, safety hazards, and other wrongdoing.
 - h. ensure compliance with employment and taxation laws in the United States and in states and localities in which the Corporation has placed employees and paid officers.
 - i. maintain custody of the Corporation's people records.
 - j. provide accurate, complete, and timely data on interested persons to the board of directors, regulatory and taxation authorities, and the public.
12. The Corporation is a remote work organization.
13. The Corporation is an at-will organization.

14. The Corporation classifies its positions as directors, officers, employees, independent contractors, interns, or volunteers depending on the duties of the position and the manner in which the interested person is being paid or not paid.
15. The Corporation provides position descriptions to each of our interested persons. The Corporation reserves the right to modify an interested person's position duties and to assign them duties of a different nature at any time with or without notice.
16. No documents issued by the Corporation create an employment contract between the Corporation and the person subject to the document unless the document is explicitly identified as a contract.
17. The Corporation classifies its positions as "full-time relationship" if the position requires 35 hours or more of work or service per seven-day workweek, and "part-time relationship" if the position requires 34.99 hours or less of work or service per seven-day workweek.
18. The Corporation hires for employment only persons who are authorized to work in the United States. We verify work authorization by collecting eligibility verification for employment information as required by law and by participating in the E-Verify program. We allow to serve as an authorized representative in the I-9 employment eligibility verification process any person ages 18 or older, of sound mind, and with ability to visually and tactilely inspect documents.
19. The Corporation 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.
20. The Corporation prohibits nepotism in the hiring of employees, contracting of independent contractors, and selecting of directors, officers, and interns.
21. The Corporation methods for disciplining interested persons include verbal warning, written warning, mediation, probation, suspension with pay, suspension without pay, and termination. The Corporation has the right to apply any discipline method to any situation or circumstance.
22. The Corporation instructs interested persons of the Corporation's people management policy by an orientation to the policy, notices in the organization's print and online materials, and the distribution of policy, procedures, and guides.