



Employee Handbook

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Welcome

Welcome to Wild Earth! You have been chosen to become a part of a vibrant, caring, diverse, professional group of individuals focused on providing nature based experiential programs for our local and extended community. Accepting your role in Wild Earth means that you agree to uphold the Mission and Values of Wild Earth and to abide by the Personnel Policies explained in the following sections. Your work for Wild Earth will put you in a position of trust and responsibility involving the safety and well-being of children and other adults. At all times, regard for this responsibility must be your first priority.

All of the policies and procedures here in apply to all employees hired to work for Wild Earth. As with all of the workings of Wild Earth, we welcome your feedback and suggestions concerning these policies and procedures.

Thank you for joining the Wild Earth team! We look forward to working with you and supporting you in your role.

Sincerely,

David Brownstein, Executive Director
And the Wild Earth Board of Directors

Land Acknowledgment

Wild Earth has chosen to include the following statement from the Department of Arts and Culture, as we work to develop our own organizational statement regarding land acknowledgement:

Every community owes its existence and vitality to generations from around the world who contributed their hopes, dreams, and energy to making the history that led to this moment. Some were brought here against their will, some were drawn to leave their distant homes in hope of a better life, and some have lived on this land for more generations than can be counted. Truth and acknowledgment are critical to building mutual respect and connection across all barriers of heritage and difference. We begin this effort to acknowledge what has been buried by honoring the truth.

We are standing on the ancestral lands of the Lenape People. We pay respects to their elders past and present. Please take a moment to consider the many legacies of violence, displacement, migration, and settlement that bring us together here today. And please join us in uncovering such truths at any and all public events.

Commitment to Equity and Justice

Wild Earth is examining ways to deepen our commitment to prioritizing racial and gender equity and social justice while acknowledging and eliminating cultural appropriation throughout our program and organization. We are committed to detailing a more specific organizational statement regarding our intentions and commitments in these areas.

Mission

The mission of Wild Earth Wilderness School (aka Wild Earth) is to lead transformative nature immersion experiences that cultivate character, confidence, passion, and perseverance in New York's youth.

Founded in 2004, Wild Earth leads programs for youth, adults, and families, serving thousands of individuals annually. Wild Earth is committed to ensuring that people from all walks of life have the opportunity to play, explore, and learn in nature, and experience the joy of stronger connections to self, others, and the Earth.

Our organizational philosophy prioritizes building connections over acquiring information, and the efficacy of Wild Earth's program lies not so much in what we do, but in how we do it. We utilize core practices that inspire youth, so that learning and connecting feel as natural as play. Our experience suggests that with consistent application, these methods nurture character and confidence, social and emotional well-being, and orientation toward leadership and service.

Foundational Values

With gratitude for all that nurtures and supports us, Wild Earth's Board of Directors, staff, and volunteers strive to cultivate healthy connections and relationships among people and the Earth. We work toward forging these vulnerable and authentic connections by immersing in nature together through creative, cooperative, sensory-based experiences. We believe that these immersions and relationships lay the groundwork for tomorrow's leaders, land stewards, and the health and wellbeing of future generations. Through understanding and valuing our differences, we can begin to address societal inequities, build bridges across communities, and plant seeds of compassion and cultural competency in the hearts of tomorrow's leaders.

Introduction to the Employee Handbook

This Employee Handbook provides information about Wild Earth's employment policies, procedures and practices. It is important that employees familiarize themselves with the contents and keep the handbook for reference. Employees will be governed by the guidelines described in this handbook. This Employee Handbook takes precedence over all previously issued employment memos or handbooks.

This handbook is not intended to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if employees have any questions concerning eligibility for a particular benefit, or the applicability of a policy or practice to them, employees should address their specific questions to their Supervisor.

Wild Earth reserves the right to modify and/or discontinue any of the policies or provisions herein, at any time, with or without advance notice to employees. Wild Earth will always try to inform employees of any changes. Periodically, this handbook or portions of this handbook will be updated. Updates will be provided to all employees, who are expected to familiarize themselves with and follow the new policies. The most recent policy issued always prevails.

Section 1:



Workplace Commitments

Section 1 - Workplace Commitments

Equal Opportunity Policy

Equal employment opportunity and having a diverse staff are fundamental principles at Wild Earth, where employment and promotional opportunities are based upon individual capabilities and qualifications without regard to race, color, religion, gender, gender identity or expression, pregnancy, sexual orientation, age, national origin, marital status, citizenship, disability, veteran status, domestic violence victim status, criminal or arrest record, or predisposing genetic characteristics.

Employees with Disabilities and Reasonable Accommodations

Wild Earth is committed to complying with the ADA (Americans with Disabilities Act), the NYHRL (New York Human Rights Law) and all other applicable laws providing for nondiscrimination in employment against qualified individuals with disabilities. Wild Earth will work with employees who have disabilities to develop reasonable accommodations that allow the individual the opportunity to perform the essential functions of their job in a safe and efficient manner. Employees are encouraged to inform their Supervisor of any disability that requires a reasonable accommodation for an employee to perform their job. All information concerning disabilities will be considered confidential and will be released only in accordance with the requirements of the ADA and/or NYHRL.

Ethics Policy

Wild Earth maintains a reputation as an organization of the highest standards of lawfulness, responsibility and accountability. All employees have the right to a workplace with high professional standards. Concerns or questions about the business ethics of Wild Earth should be brought to the attention of your supervisor or any Wild Earth director. Wild Earth will conduct a prompt investigation in as confidential a manner as possible.

The following ethical expectations apply to all employees, at every level, at all times:

- Being a good corporate citizen and complying with both the spirit and the letter of applicable local, state and federal law
- Protect confidential and proprietary information held by Wild Earth or entrusted to it
- Acting honestly, truthfully and with integrity in all our transactions and dealings
- Disclosing all apparent, possible, and actual conflicts of interest to ensure fairness and impartiality in decision making and all of our relationships.
- Being transparent, responsible, and accountable for all of our choices, decisions and actions

Conflict of Interest

Employees have an obligation to conduct business within guidelines that prohibit actual or perceived conflicts of interest. An actual or perceived conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of Wild Earth's business dealings. Business dealings with outside companies should not result in unusual gains for those individuals or companies. An unusual gain refers to bribes, product bonuses, special fringe benefits, and unusual price breaks, designed to ultimately benefit Wild Earth, the employee, or both. On an annual basis, Wild Earth directors, the Board of Directors, and key administrative staff are required to acknowledge and disclose business interests under the guidelines of the conflict of interest policy. The Board of Directors authorizes and oversees an annual review of the administration of this policy.

Employment at Will

Wild Earth's relationship with its employees is one of voluntary "employment at will." Neither the employee nor Wild Earth has entered into a contract of employment expressed or implied. This policy of at-will employment is the sole and entire agreement between the employee and Wild Earth as to the duration of employment and the circumstances under which employment may be terminated. Employment at Wild Earth may be terminated for any reason, with or without cause or notice, at any time by the employee or Wild Earth. Nothing in this Employee Handbook or in any oral or written statement shall limit the right to terminate "employment at will." The only exception to at-will employment is a contract signed by the Executive Director.

Respect in the Workplace

Wild Earth is committed to a work environment in which all employees are treated with respect and dignity. All employees have the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment. Therefore, it is expected that all interactions among employees will be free of bias, prejudice and harassment.

Outside Employment

Employees are generally permitted to hold outside employment provided that their outside work schedule does not conflict with their work obligations to Wild Earth, and further provided that such outside employment does not undermine or create an actual or apparent conflict of interest with Wild Earth's goals or public image. In the event of any such actual or apparent conflict, Wild Earth may require an employee to terminate the outside employment.

Anti-Harassment Policy

Wild Earth maintains a strict policy prohibiting any type of harassment, be it from employee to employee, vendor to employee or any other means. Harassment based on a characteristic protected by law, such as age, religion, race, color, gender, sexual orientation, national origin, marital status, disability, military status or any other consideration unlawful by federal, state or local laws, ordinances, or regulations is strictly prohibited. Further, any retaliation against an individual who has complained about harassment or retaliation against individuals for cooperating with an investigation of a harassment complaint is similarly unlawful and will not be tolerated.

Sexual harassment, one type of prohibited harassment, warrants special attention. Therefore, we have a sexual harassment prevention policy attached to this handbook. In addition, annual training is provided on sexual harassment and uncivil behavior in the workplace. All employees must attend this training where they are given an opportunity to ask questions and engage in meaningful dialogue. Employees are encouraged, at any time, to discuss with their supervisor any interactions that they may feel is offensive or believe is harassment.

While it is not possible to list all circumstances that may constitute sexual harassment, the following are some examples of conduct that, if unwelcome, may constitute sexual harassment depending on the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- Unwanted sexual advances, whether they involve physical touching or not
- Sexual epithets, jokes, written or oral references to sexual conduct
- gossip regarding one's sex life
- comments about an individual's body
- comments about an individual's sexual activity, deficiencies, or prowess
- Displaying sexually suggestive objects, pictures, or cartoons
- Unwelcome leering, whistling, brushing up against the body, sexual gestures, or suggestive or insulting comments
- Inquiries into one's sexual experiences
- Discussion of one's sexual activities

Complaint Procedure

Management strongly urges the reporting of all incidents of perceived discrimination, harassment, including sexual harassment or retaliation, regardless of the offender's identity or position. Employees who believe they have experienced conduct that they believe is contrary to Wild Earth's policy or who have concerns about such matters should file their complaint (verbally or via the complaint form) with any of the following: David Brownstein, Executive

Director; Sarah Nason, Finance and Operations Director, or any member of Management with whom they feel comfortable before the conduct becomes severe or pervasive. All reports of harassment or discrimination will be handled as confidentially as possible.

Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment. Therefore, while no fixed reporting period has been established, management strongly urges the prompt reporting of complaints or concerns so that rapid and corrective action can be taken. Management will make every effort to stop alleged harassment before it becomes severe or pervasive, but can only do so with the cooperation of its staff/employees.

Any employee of Wild Earth that becomes aware of any harassing behaviors in the workplace, whether or not they are directly affected by the harassment, has an obligation to report such behaviors to Management.

Refer to Attachment A- Sexual Harassment Prevention policy

Whistleblower Policy

A whistleblower as defined by this policy is an employee of Wild Earth who reports an activity that they consider in good faith to be illegal, dishonest, or unethical. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures. Appropriate management and/or board officials will be responsible for investigating and coordinating any necessary corrective measures.

Refer to Attachment B - Whistleblower Policy

Mandated Reporting

Abuse recognition and reporting: For Summer Camp, instructors will be asked to recognize signs of child abuse and report it to the Health Assistant, and Summer Camp Director, who will report it to the Board of Health. For all other programs, report any signs of child abuse to a Program Director. Instructors and all employees are responsible for reporting any and all inappropriate conduct of Wild Earth staff to a Program Director.

Reasonable cause to suspect child abuse or maltreatment means that, based on your rational observations, professional training and experience, you have a suspicion that the parent or other person legally responsible for a child is responsible for harming that child or placing that child in imminent danger of harm. Your suspicion can be as simple as distrusting an explanation for an injury.

Harassment/Abuse of Participants: If there is an accusation of harassment/abuse, or harassment/abuse is witnessed or attempted, staff should take measures needed to ensure the

immediate safety of all participants and staff. In the case of accusation of sexual abuse, the staff should separate the alleged perpetrator from the victim.

Staff will immediately contact the Camp Director and fill out an incident report that includes as much detail as possible regarding the situation (time, location, people involved, allegations, witness' names, etc.). In the case of accusation of sexual abuse, whenever possible, a staff person of the same sex as the victim should take information from the victim to document the accusation. All of this information will be recorded and given to the Program Manager or Camp Director. An investigation will then be carried out by the Camp Director.

While in the field, Lead Instructors will carry a cell phone (not to be used for personal calls) and a walkie-talkie for emergency communication. The Camp Director should be called immediately in the event of an emergency at the Wild Earth office, 845-256-9830.

Chain of Command

Wild Earth Board of Directors

Executive Director

Program and Office Directors

Program Manager

Program and Office Administrators

Program Coordinator

Lead or Co-Lead Instructor

Assistant Instructor

Teen Instructor

Counselor In Training

Section 2:



How We Communicate

Section 2 - How We Communicate

Fair Treatment Guidelines

Wild Earth believes that everyone deserves to be treated fairly and should be offered opportunities to be heard when disagreements arise or when further discussion of a decision is desired. A process to provide for this open communication, review and discussion is detailed below. The intent is to provide a framework where procedural disagreements, interpersonal challenges, job performance issues, parent complaints and the like can be resolved quickly, effectively and fairly with multiple opportunities for review.

Implicit in this commitment of Fair Treatment is the understanding that there will not be any retribution or adverse action taken towards any individual who raises a question under this process.

Steps to Resolve Conflict

Any employee, at any time, who feels that a decision made, work related reprimand or treatment received from any other employee is unjust, ill -advised or illegal, shall have the responsibility to immediately raise the issue with their supervisor. If the conflict involves the immediate supervisor, then the process should be initiated with the next level of authority.

- After discussing with their immediate supervisor, the employee feels that the issue has not been resolved they can bring the issue to the next level of supervision, up to and including the Executive Director.
- The Executive Director will be the final level of review and will make the final decision, unless the Executive Director feels that further review is necessary. Then one or more Board of Directors will be assigned to consult with the Executive Director prior to the final decision.
- The Executive Director will consult with the Board of Directors where issues of law are raised.

Confidential and Proprietary Information

Wild Earth has proprietary rights to financial and other information that it deems confidential unless and until such information is officially made public by Wild Earth. The protection of Wild Earth's confidential and proprietary business information is vital to Wild Earth's interests and continuing success. Information about Wild Earth, its employees, clients, participants and guardians is confidential and should be divulged only to individuals within Wild Earth with a need to receive, and who are authorized to receive such information.

All records and files maintained by Wild Earth are confidential and remain the property of Wild Earth. As a condition of employment, employees must exercise the utmost discretion in all matters relating to the work of Wild Earth and must keep all confidential and proprietary information strictly confidential. All confidential and proprietary information as well as any material developed while employed by Wild Earth (on company time) is the property of Wild Earth even after termination of employment, regardless of the reason(s) for the termination. Any information that has been received by Wild Earth on a confidential basis must be maintained in the strictest confidence.

No records, documents or other written or verbal information pertaining to the official business of Wild Earth and considered confidential may be given out or mailed to any person or organization within or outside Wild Earth without the approval of the Executive Director. If in doubt as to the confidentiality of information, employees should assume that it is confidential until they are able to discuss the situation with management. Failure to adhere to this policy may result in disciplinary action, up to and including, unpaid suspension or termination of employment, regardless of whether the offending employee actually benefits from the disclosed information.

If an employee is made aware of a situation that may be considered harassment or abuse this information must be brought forward to management.

Use of Wild Earth's Name

We encourage community interaction and exchange, as it can be an integral part of job responsibilities and overall success. However, employees may not use Wild Earth's name for any purpose that is not directly related to carrying out the responsibilities of their position. If, while conducting business, an employee is asked to give opinions representing Wild Earth's position on a topic, this inquiry should be redirected to the Communications Director.

The use of Wild Earth's name for promotional purposes, or any other use, must have the prior approval of the Communications Director or Executive Director.

Social Media

Many people participate in social networking platforms, whether for personal or business purposes. Anything you write, or post, is your responsibility. Always be fair and courteous to fellow employees or people who work on behalf of Wild Earth. Also, keep in mind that you are more likely to resolve work related complaints by speaking directly with your co-workers or by asking to speak with a supervisor than by posting complaints to a social media outlet.

Remember, you are leaving an Internet footprint. Any post can be copied, saved and forwarded by others. It will be around and accessible for a long time.

Personal Use

Guidelines to remember when participating in social networking during personal time:

- Discriminatory, offensive, sexual or other unprofessional postings about employees may be considered harassment. Such postings may not only be subject to disciplinary action in the workplace, but may also subject Wild Earth and the poster to legal action
- Posting of any of Wild Earth's confidential or proprietary information not otherwise available to persons outside is prohibited

Professional Use

Website and social networking platforms:

- Do not post copyrighted or trademarked content without permission from the content owner or a citation, as appropriate
- Do not disclose any of Wild Earth's confidential or proprietary information
- Do not post information about a program participant, including a testimonial, photograph, or even a name, without the appropriate written consent form, authorization, waiver and release signed by the person

Mobile Phone / Personal Electronic Devices

Program Coordinators and Lead Instructors are permitted the use of mobile phones or personal electronic devices for emergency use and work-related communication when in the field.

Other use of these devices is not allowed by staff or participants at any time during a program as it can compromise program safety. All such devices must remain off and packed away, and remain that way, for the duration of the program.

Section 3:



Employment, Compensation, & Performance Management

Section 3 - Employment, Compensation, Performance Management

Employee Classifications

It is the intent of Wild Earth to define employment classifications so employees understand their employment status and benefits eligibility. An employee will change employment categories only when authorized by Wild Earth. These categories do not guarantee employment for any specific length of time.

Wild Earth follows all applicable laws and regulations, such as the Fair Labor Standard Act (FLSA) regarding employee classifications. There are two types of employee classifications:

Non-exempt Employees

Employees who are eligible for minimum wage, overtime, and time sheet provisions of the Federal and State Wage and Hour laws (including FLSA) as amended. Employees in non-exempt positions are eligible for overtime pay when time worked is in excess of 40 hours per week, in accordance with FLSA and its requirements.

Exempt Employees

Employees who are exempt from minimum wage, overtime and time sheet provisions of the Federal and State Wage and Hour laws (including FLSA) due to their bona fide employment classification. Management may classify a position as exempt provided it meets the minimum criteria established by FLSA as regards: (1) type of work, (2) minimum salary level, and (3) compensation on a salary basis.

Upon hire, employees are hired within one of the following groups:

- **Full-time salaried Employee** Employees who are regularly scheduled to work 40 hours each week. Full time employees are eligible for Wild Earth's benefits.
- **Part-time salaried Employee** Employees who are regularly scheduled to work 20-39 hours per week. Scheduled hours are consistent; however, employees' hours or days may fluctuate based on business needs, operating factors and employee availability. Part time employees are eligible for some Wild Earth benefits.
- **Per Diem Employee** Employees who are hired for specific programs and are scheduled to work program and prep hours. Employees are eligible for some Wild Earth benefits.

Certification

Certification requirements are defined by the position held and job description, and are conditions of employment. Employees are required to keep their credentials up to date.

Wild Earth requires the following certifications:

- Program Coordinators, Program Managers, and Program Directors to hold certification in Wilderness First Aid and CPR (regardless of expiration date, recertification is required each year)
- Lead and Co-lead Instructors are required to hold certification in CPR. Wilderness First Aid is recommended, but not required.
- All other positions are recommended, but not required to hold certification in CPR and Wilderness First Aid
- A copy of the current certification must be supplied to a Program Director
- Mandated Reporter Training is required for all Program Directors and Program Managers.

Introductory Period

The first three full consecutive months of employment are designated as an introductory period of mutual assessment between the newly hired employee and Wild Earth. The introductory period is intended to give the new employee the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. Wild Earth uses this period to evaluate the employee's capabilities, work habits, and overall performance. The fact that an employee completes this introductory period successfully does not create a contract or guarantee of future employment.

Work Schedule

Office

Wild Earth's standard office work schedule is Monday through Friday from 9:00 a.m. until 5:00. Work hours and work weeks may vary according to position. Wild Earth office employees are eligible to work flexible hours, as long as they are able to complete their assigned position duties. Any changes to an employee's standard office work schedule must be communicated to their supervisor, or in the case of a director, to the Finance & Operations or Executive Director.

Field

Wild Earth programs run primarily during daytime hours and may occur on weekdays as well as weekends. Some programs have overnight requirements. Program preparation hours vary by position and may occur outside of regularly scheduled programs. Field staff are expected to work assigned program and preparation hours.

Wild Earth provides meal and break periods for all employees, although field staff will eat meals alongside participants. Meal and break periods will occur in a way that ensures proper coverage in order to carry out the course of Wild Earth's business.

Time Records – Attendance and Punctuality

As required by law, Wild Earth and its employees are required to keep accurate records of time worked for employees in non-exempt positions. Attendance sheets are submitted by the Program Coordinator at the end of each program day. Any questions regarding an employee's paid hours can be brought to the attention of The Finance and Operations Director.

Because Wild Earth depends heavily on its employees, it is important that you work as scheduled. Dependability, attendance, punctuality, and a commitment to do the job right, are essential at all times. All Wild Earth employees are expected to work on their scheduled days, as well as, their scheduled work hours, and to report to work on time. If you have any questions about where and when you are scheduled, ask your program coordinator.

Wild Earth expects all staff to report to work on a reliable and punctual basis. Absenteeism, early departures from work, and late arrivals burden fellow employees and Wild Earth. If an employee cannot avoid being late or is unable to work as scheduled, they must notify their supervisor or the Finance & Operations Director as soon as possible. Excessive absences, excessive tardiness or early departures may lead to disciplinary action, up to and including termination from employment.

- **Excused Absence/Lateness** An employee's absence is considered excused if covered by policy (i.e., vacation, sick/ personal time) and the employee provides appropriate and timely notification to their supervisor.
- **Unexcused Absence/Lateness** An employee's absence is unexcused when an employee fails to call in, fails to give reasonable advanced notice for an absence which could be anticipated, exceeds the number or length of absences as defined by policy.
- **Excused Leave of Absence** is defined as a leave of absence covered by law (NYPFL, Disability) or policy (Bereavement Leave, Unpaid Leave of Absence).
- **Excessive/Patterned Absenteeism** is defined as the repeated use of unscheduled absences, including before or after scheduled weekdays off, weekends off, holidays off, payday, and/or before/after scheduled/excused absences. Also, patterned absenteeism occurs when an employee repeatedly leaves work early (excused or unexcused).

Excessive and patterned absenteeism and lateness may lead to disciplinary action up to and including termination of employment.

Overtime

Overtime occurs after non-exempt employees work over forty hours in a regular work week. If an employee accumulates forty hours in one week with a non-work day (i.e., holiday, sick, vacation, bereavement, or jury duty) the employee will not be eligible for overtime. Exempt employees are expected to work as many hours as necessary to accomplish assigned tasks and will not receive payment for hours worked beyond 40 hours in a work week.

Non-exempt employees will be paid time and a half for approved overtime worked. Non-Exempt employees must get prior management approval before working overtime.

Compensation

The pay period, for all employees, is bi-weekly. Employee wages are paid every other Friday. If payday falls on a holiday, then payday will be the day before the holiday.

As a new hire, all employees will be required to complete all Federal and State mandated documentation (These requirements can change according to federal and state mandates).

- US Government I9 Form. The purpose of this form is to document that each new employee (both citizen and noncitizen) hired after November 6, 1986 is authorized to work in the United States of America.
- IRS Form W-4
- Form IT-2104 under New York State Law

Payroll Deductions

The following mandatory deductions will be made from every employee's gross wages:

- Federal income tax
- Social Security and Medicare tax
- State income tax
- NYS Disability
- Paid Family Leave (PFL)

Optional Benefits (if eligible)

- Medical / Dental
- Flexible Spending Account (FSA)
- Retirement Savings

Every employee must fill out and sign a Federal Withholding Allowance Certificate (IRS Form W-4), on or before his or her first day of work. This form must be completed according to federal regulations. The employee may fill out a new W-4 at any time when his or her circumstances change. Employees are expected to comply with the instructions on the W-4. Questions regarding the propriety of claimed deductions may be referred to the IRS in certain circumstances. Employees are required to complete the IT-2104 Form, to instruct Wild Earth as to how much New York State tax to withhold from the employee's pay.

Wage garnishments, liens and wage assignments

As an employer, Wild Earth is required by law to recognize certain court orders, liens, wage garnishments and assignments by automatically deducting the required funds from an employee's pay. Wild Earth is responsible for expediting the deduction, as required by the state or federal laws governing the deduction. If you believe that your pay is being incorrectly garnished or you have questions, please speak with your supervisor to discuss the situation. However, Wild Earth must comply with all legal requirements, even if they result in a hardship to you. You may want to review your legal options with an attorney.

Section 4:



Benefits

Section 4 - Benefits

The following benefits are offered to Wild Earth employees who meet the detailed eligibility requirements. We are pleased to offer these benefits as our financial ability allows, and we reserve the right to add to, amend or revoke any benefits due to changing business conditions at any time and without prior notice.

Health Care Benefits

Eligibility Current Wild Earth salaried employees contracted for and working at least half-time (1,040 hours) are eligible to receive health care (medical/dental) insurance benefits through Wild Earth.

- **Medical/Dental Insurance Benefit** Wild Earth will offer the opportunity to participate in one small group health care plan and/or dental plan. Wild Earth will contribute up to \$800 on any individual, individual + spouse or family medical and/or dental plan you choose. You may or may not choose to participate in one of these health plans. Only Wild Earth eligible employees who choose a Wild Earth plan will receive this benefit.
- **Section 125 Premium Only Plan (POP) Benefit** Wild Earth has established a Section 125 Premium Only Plan (POP), which allows employees who participate in a Wild Earth health care plan (medical & dental), whose healthcare premiums exceeds the amount contributed by Wild Earth, the opportunity to pay their health insurance premiums with tax-free dollars.
- **Flexible Spending Account (FSA) Benefit** You may choose to set up a Flexible Spending Account (FSA) through Wild Earth. An FSA allows eligible employees to deduct pre-tax dollars from their paychecks and deposit those funds in employer-sponsored accounts.
 - A FSA cannot be used to pay for health care premiums, but can be used to pay for deductibles and other medical expenses.
 - A FSA is an account managed by Wild Earth. Employees receive a debit card that can be used for eligible expenses.
 - If there is a balance at the end of the year, you may use previous year's balances for services within the first 75 days of a subsequent year.

Retirement Plan - SIMPLE IRA

Eligibility

- Wild Earth employees who have earned at least \$5,000 in the prior calendar year and continue on regular monthly payroll in the current year are eligible to participate in our Simple IRA plan through Vanguard Investments.
- Employees are eligible to participate in the plan provided they satisfy the conditions for participation as described in the Summary Plan Description A copy of which will be provided by Wild Earth.

Benefit

- **Salary Reduction Election:** Employees may elect a set dollar amount or percentage of their salary for each pay period to be withheld from their pay and contributed to a SIMPLE IRA as a salary reduction contribution.
- **Wild Earth's Contribution:** Wild Earth will contribute a matching contribution equal to your salary reduction contributions up to a limit of 3% of your compensation for the year.

Mileage Policy

Eligibility

- All Wild Earth employees are eligible for mileage reimbursement at the federal rate when employees drive their own vehicle for Wild Earth business that is outside the normal daily travel to and back home from the primary workplace for that day. The following are guidelines associated with the reimbursement:
- **For Wild Earth Directors and Administrators** the primary workplace is assumed to be the office (unless they are reporting to the program for the day).
- **For Wild Earth Program staff** the primary workplace is assumed to be the program site (unless they are reporting to the office for the work day). Errands necessary for Wild Earth business that are run outside of normal daily travel are reimbursable travel expenses.
- **Travel Miles** are defined as follows: Normal daily travel to and from a Program Location. Any travel in excess of 40 miles round-trip is eligible for reimbursement at the federal rate for each program day worked. For example, travel 25 miles from home to a program and then 25 miles from the program back home would be a total of 50 Travel Miles; 10 of those miles are eligible for reimbursement.

- **Errand Miles** are defined as follows: Any travel for Wild Earth business that is outside of normal daily travel to and from a designated work site. Errand Miles are fully reimbursable and do not have a minimum. For example, if at home or at program and need to drive 10 miles, round-trip, to get supplies for an activity, all 10 miles are eligible to be reimbursed.
- Travel reimbursement requests are processed by the employee completing and submitting a travel reimbursement form on a monthly basis.

Workers' Compensation Insurance

Wild Earth strives to provide all employees with a safe and healthful working environment. Compliance with safe work expectations will be required of all employees as a condition of employment. Should an employee experience an injury arising out of, or in, the course of work with Wild Earth, they will be covered under the New York State Workers' Compensation laws through Wild Earth's Workers' Compensation policy.

Workers' Compensation insurance covers Wild Earth employees to:

- Treat a job injury or illness
- Provide temporary disability payments to replace lost wages
- Provide permanent disability payments to compensate for permanent effects of injury
- Provide a death benefit to employee's survivors in the case of a fatal injury

In the event an employee is injured on the job, the employee must notify their supervisor and the Finance and Operations Director immediately. Information regarding Wild Earth's carrier and policy number will be given to the employee for doctor and/or hospital billing purposes. All medical bills submitted to Wild Earth by the employee or doctor and/or hospital will be forwarded to Wild Earth's Workers' Compensation carrier for processing and reimbursement.

The employee, in conjunction with management, must complete a Workers' Compensation C-2 form, and a Medical Waiver form, if applicable. All completed paperwork must be submitted within 24 hours of the incident.

Workers' Compensation not only provides payment for medical expenses, but also provides for partial payment of salary in the event of lost work time exceeding a certain number of days as defined by applicable state laws. If the incident is one that involves lost work time and/or loss of wages, the employee must present certification from his/her physician that the employee is able to return to work and resume all essential job functions, with or without reasonable accommodation, prior to returning to work.

Disability Insurance

- All current employees of Wild Earth are eligible and covered under our disability policy.
- Disability insurance may provide temporary disability payments to an eligible employee when they become disabled due to:
 - Illness or injury off the job
 - Pregnancy related disability and recovery from childbirth
- Disability insurance may provide weekly payments to replace wages lost due to illness or injury that do not arise out of or in the course of employment:
 - Beginning with the 8th consecutive day of disability
 - Benefits may be payable for up to 26 weeks
 - Benefits are calculated on the employee's average weekly wages for the 8 weeks immediately prior to the employee's disability
 - Benefits are cash payments, and are subject to a weekly maximum payment as provided by law.
 - Medical costs are not paid for by Wild Earth or the insurance carrier

Unemployment Insurance

An employee may qualify for unemployment benefits upon separation from Wild Earth.

Continuing Education Discounts & Funds

Eligibility

- Wild Earth salaried employees or per diem employees hired to work at least 6 full program days in a semester based or year-round program in the coming year.
- Wild Earth summer camp coordinators or those being trained for this position for the coming year.
- Wild Earth board members and elders who are currently donating their services or time.

Benefit

- Eligible employees and volunteer board members may enroll in and attend a program offered, hosted and led by Wild Earth at no cost. A "coupon code" can be requested from the Program Manager
- Programs that are offered by Wild Earth, but hosted/led by another organization or an independent contractor may be eligible for a continuing education discount on a first-come, first-served basis. Consult with the Program Manager in charge of continuing education.
- Eligible individuals may request continuing education funds for programs offered by another organization:

- If the program has no obvious equivalent offered by Wild Earth
- Continuing education funds, when awarded, cover no more than 50% of a program's tuition.
- Continuing education funds cannot be awarded retroactively.
- Consult with the continuing education Program Manager for information regarding applying for funds

Director-level Professional Development Support

Eligibility

- Wild Earth employees who hold Director-level positions

Benefit

- Eligible individuals may request up to \$450 per calendar year for one-on-one coaching and professional development support.

Family Tuition Remission

Eligibility

- Wild Earth employees who have earned at least \$10,000 in the prior calendar year (starting in 2018) and continue on regular monthly payroll in the current year are eligible for our Tuition Remission benefit.
- Prior Wild Earth employees who earned more than \$5,000 in 3 or more calendar years (before calendar year 2019) are also entitled to a tuition remission benefit once they have discontinued their employment as gratitude for their service to Wild Earth.

Benefit

- 50% tuition remission for "regular" Wild Earth programming for employee, employee's spouse or partner, children, and dependents living in employee's household.
- If employee does not have program-age children or dependents living in their household, they may designate one beneficiary per year (under the age of 18) to receive the benefit.
- Prior employees (not currently employed) who are eligible (as defined above) are entitled to a 50% tuition remission for "regular" Wild Earth programming for prior employee, employee's spouse or partner, children, and dependents living in employee's household.
- Prior employees eligible will receive this benefit for the same number of years as the number of years they served as an employee earning \$5,000 or more.
- Once the prior employee begins utilizing the benefit, the clock starts on their benefit years and continues even if they do not utilize the benefit in a given year.

- Benefits are not transferrable.
- This benefit may be revoked by Wild Earth at the end of any calendar year depending on Wild Earth's continued ability to offer it to its current and prior employees.
- "Regular" programming includes school-year and summer programs that are hosted and led by Wild Earth instructors. Programs offered through independent contractors or other organizations are not eligible for this tuition remission.

Time Off (Paid and Unpaid Leave)

Holidays

Wild Earth's offices are closed on New Year's Day, Martin Luther King Jr. Day, Presidents' Day, Memorial Day, Independence Day/July 4, Labor Day, Indigenous People Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day

Floating Holidays

Each Wild Earth salaried employee is eligible for two paid floating holidays per year. This allows each employee to choose time off for a non-standard holiday. These paid holidays may be used at any time during the year over and above any paid vacation or sick/personal days.

Floating holidays do not accrue or roll over into the next year and are not paid out at the time the employee leaves Wild Earth. Employee must notify their supervisor in advance if using a floating holiday.

Religious Holidays

Employees may request additional time off to observe a religious holiday with advance notice to their supervisor using either paid vacation, floating holiday, or unpaid time off.

Paid and Scheduled Vacation

Eligibility

- Wild Earth salaried employees who are contracted for at least half-time (1,040 hours) are entitled to a paid vacation benefit.
- Wild Earth salaried employees are entitled to days off (paid or unpaid) for scheduled vacations.

Benefit

- **Paid Vacation**
 - Full-time employees are entitled to two weeks (@80 hours) of paid vacation each year.
 - Full-time employees who have worked 5 years or more are eligible for 3 weeks (120 total hours) of paid vacation each year.

- Three-quarter time employees are entitled to two weeks (@60 hours) of paid vacation each year.
- Half-time employees are entitled to two weeks (@40 hours) of paid vacation each year.
- **Scheduled Vacation**
 - All Wild Earth salaried employees are strongly encouraged to take an undisturbed week off from Wild Earth work after summer camp during at least one of the two weeks before Labor Day.
 - All Wild Earth salaried employees will take the week between Christmas Day and New Year's Day off from work and the Wild Earth office will be closed.
- If a paid holiday falls within an employee's scheduled vacation time, the holiday is considered holiday pay and does not count against an employee's vacation pay.
- Employees may not receive vacation pay in lieu of time off
- Employees will not be paid for any unused vacation remaining at the end of the calendar year
- Employees will not be paid for any unused vacation time at the time the employee leaves Wild Earth.
- All vacation days must have a supervisor's approval. Supervisors will make every effort to accommodate vacation requests at the times requested by the employee. Programmatic and/or office work requirements take precedent when considering approving vacation requests.
- Hours will be tracked throughout the year and reviewed semiannually to confirm vacation eligibility

Sick/Personal Leave

Eligibility

- Wild Earth salaried employees who are contracted for at least half-time (1,040 hours) are eligible for a sick/personal leave benefit. Upon hire for the first year, new employees will be given a pro-rated allotment of sick time. If sick time occurs when an employee is serving their two-week working notice, the notice will be extended for that period of time.

Benefit

- Full-time employees are eligible for six days (48 total hours) each year.
- Three-quarter time employees are eligible for five days (40 total hours) each year.
- Half-time employees are eligible for three days (24 total hours) each year.
- Sick/personal time may be used for absences from work due to: your mental or physical wellbeing, injury or health condition, need for medical diagnosis, care or treatment, or need for preventive medical care; or care of a family member in need of medical diagnosis, care, treatment or preventive medical treatment.

- Wild Earth encourages each employee to refrain from working when taking a sick/personal day, so that they can focus on their health and well-being. A sick/personal leave day is defined as a day when you are considered “out of pocket” and unavailable to work.
- If an employee exceeds the maximum number of sick days, vacation and/or unpaid leave may be used to cover additional sick days.
- Sick/personal leave does not accrue or roll over into the next year and is not paid out at the time the employee leaves Wild Earth.
- Office employees should notify their supervisor and the Finance and Operations Director as far in advance as possible if they will be out of the office. If you are unable to let your supervisor know personally, a family member or a friend should contact your supervisor and the Finance and Operations Director.
- Field staff should notify their supervisor as far in advance as possible so that substitute instructor arrangements can be made.

Weather Office Closing

It is the policy of Wild Earth to remain open during most periods of inclement weather; however, where extraordinary circumstances warrant, Wild Earth reserves the right to close the office.

If Rondout Valley Schools are closed due to inclement weather, Wild Earth will consider that a "weather day." Office employees are not expected to come into the office on a weather day, but will rather use their best judgement on whether it is safe to report to work. Employees are expected to work remotely on weather days as their job requires and as they are able.

If the school district to which field staff are assigned is closed due to inclement weather, Wild Earth will also consider that a “weather day.” Field staff will not report to their program site. If road conditions are safe and the office is open, field staff may report to the office or work remotely but are not required to.

Personal Leave of Absence

Wild Earth recognizes that situations may arise where an employee may require a personal leave of absence from work. Management may provide, at its discretion, an unpaid leave of absence for valid and compelling personal and/or medical reasons to employees. Depending on the circumstance the requested leave may fall under New York Paid Family Leave (NYPFL).

For an approved leave of absence that does not fall under the NYPFL, the leave of absence could be granted for a period up to one (1) month. However, the leave may be extended on a month-to-month basis for up to a total of three (3) months with approval from the Executive Director. During the leave of absence, the employee is not eligible to accrue benefits. If the employee fails to return to work at the end of the leave, the employee will be considered to

have voluntarily resigned. All decisions regarding non-NYPFL will be based on the operational needs of Wild Earth.

Bereavement Leave

Salaried employees are offered Bereavement Leave. In the event of death in the employee's immediate family, the employee will be provided with pay up to three (3) bereavement days per occurrence. The immediate family is defined as spouse/partner, parents, siblings, children/step children, current in-laws, grandparents and grandchildren, guardians past and present, or other family members who have shared a residence with the employee. Employees can take vacation or personal time for a non-immediate family member or persons with especially close relationships.

Time Off to Vote

Employees who are registered voters may, without loss of pay for up to three hours, request off such working time needed to enable them to vote in any election. Time off for voting shall be allowed only at the beginning or end of an employee's work day and as program responsibilities allow, as designated by Wild Earth, unless mutually agreed otherwise with their supervisor.

Refer to Appendix C for more detail.

Jury Duty Leave

Employees are encouraged to serve on jury duty when summoned. The employee must notify their supervisor as soon as a notice or summons from the court or a subpoena is received. Full time employees will receive regular pay while serving up to 10 days of service. Part time employees will receive regular pay for a maximum of three days of jury service. Employees will be required to provide verification from the court clerk confirming service as a juror and will be expected to report or return to work for the remainder of employee's work schedule on any day they are dismissed from jury duty. Employees on call for jury duty must report to work.

Victim and Witness Leave

In compliance with the New York State Penal Code, the Practice recognizes an employee's right to time off for the following circumstances:

- To exercise their right as a victim as provided by the Criminal Procedure Law and the Executive Law;
- To consult with the District Attorney as provided in the Criminal Procedure Law;
- To exercise rights as provided by law prior to appearing as a witness;
- Under the law, "victims" include the aggravated party or the next of kin of a deceased aggravated party; the representative or guardian of a victim; a Good Samaritan (a citizen who assists in an arrest or prevents a crime); or a pursuing application for enforcement of an order of protection under the Criminal Procedure Law or Family Court Act.

Employees who exercise their right to victim or witness leave may supplement paid leave for unpaid time off.

Military Leave

Wild Earth provides an unpaid leave of absence from work to all employees who voluntarily choose to serve in the U.S. Military, Reserves, National Guard, or who are drafted into the U.S. Armed Forces. Leave will be granted in accordance with the Uniformed Services Employment and Re-Employment Rights Act and with all other applicable Federal, State and Local laws.

In consideration of smooth business operations, Wild Earth asks the employee to provide as much advance notice as possible so proper coverage can be arranged. The employee must present duty orders to Management immediately upon receiving orders to serve unless military necessity prevents the giving of notice; or the giving of notice is otherwise impossible or unreasonable. Wild Earth will comply with all federal and state regulations regarding the employment and re-employment of reservists and members of the National Guard who are called to active duty.

Employees who serve in U.S. military organizations or state National Guards may take the necessary time off to fulfill this obligation, and will retain all of their legal rights for continued employment under existing laws. are expected to work remotely on weather days as their job requires and as they are able.

Sabbatical Leave

The goal of sabbatical is to engage the employee in study, research, travel, work experience, or other creative activities of their choice. Sabbatical leave is not a right of employment, nor is it a reward for excellent performance or services rendered. Sabbatical leave is a privilege approved based upon an assessment of the contribution that will be made to Wild Earth upon return.

Eligibility

- A sabbatical may be granted to an employee at the end of each seven consecutive years of full-time work. All hours worked from the date of hire apply to the time commitment for sabbatical eligibility, even those collected prior to current policy.

Request and Approval

- All requests for sabbatical should be submitted six months in advance of the start date requested. Requests must include the following information:
 - Proposed departure and return dates
 - Plan for coverage of workload and identifying areas that may not be covered
 - Goal(s) for reengagement upon return

- The employee is responsible for developing a plan in coordination with colleagues and the Executive Director. The Executive Director reviews and decides all sabbatical requests. Sabbatical requests by the Executive Director are reviewed and decided upon by the Board.
- Scheduling of sabbaticals is subject to the ability of Wild Earth to financially accommodate the absence and to accommodate any necessary redistribution of workload.

Length of sabbatical

- Sabbaticals are a maximum of eight (8) consecutive weeks. Six (6) consecutive weeks with full pay and compensation may be combined with up to two (2) additional weeks of vacation leave and/or unpaid leave.
- Exceptions to the maximum length of sabbatical leave can only be approved by the Executive Director, or in the case of the Executive Director, the Board of Directors.

Terms

- Employees on sabbatical receive full compensation, including benefits and accumulation of employment tenure. Compensation is equivalent to pay rate and benefits at time of approval of sabbatical.
- Employees are free from work assignments and may not incur any expenses chargeable to Wild Earth. Employees returning from a sabbatical retain the same position, title, and responsibilities.

Post-sabbatical commitment

- It is the intention that this allows the employee to come back to their work with a renewed energy and commitment to the organization and mission. In that spirit, it is asked that the employee commit to working for Wild Earth for at least 12 months from their date of return from sabbatical leave.
- An employee who terminates employment voluntarily prior to the 12 months must reimburse Wild Earth for compensation and benefits paid during the sabbatical period (pro-rated as applicable) and repayment may be deducted from the employee's pay.
- This commitment does not apply if an employee cannot return to Wild Earth due to death, permanent disability or other serious circumstance as determined by the Executive Director, or in the case of the Executive Director, the Board of Directors.

Limitations of use

- Sabbaticals may not be split into non-consecutive leaves unless approved by the Executive Director, or in the case of the Executive Director, the Board of Directors.

- Sabbaticals are not accrued, nor pro-rated; e.g., an employee may not take a four-week sabbatical after three years, nor may they take a 16-week sabbatical after 10 years.
- Employees may not take more than 18 weeks total time-off (including unpaid leave, vacation, sick leave, family leave and sabbatical) within a 12-month period. Furthermore, 12 months must pass between any leave that is more than 4 consecutive weeks in length. For instance, if an employee takes family leave, they are not allowed to take a sabbatical until 12 months later, even if they are otherwise eligible. This benefit may be changed or removed at any time; the terms of the sabbatical policy at time of the employee’s sabbatical request will be followed.

Paid Family Leave (PFL) Benefits

In accordance with the New York State Paid Family Leave Law, starting on January 1, 2018, Paid Family Leave (PFL) began by providing paid time off and job security benefits for all eligible employees. It provides wage replacement and job protection to employees who need time away from their jobs to:

- Bond with a newly born, adopted, or fostered child,
- Care for a family member with a serious health condition, or
- Assist loved ones when a family member is deployed abroad on active military duty.

PFL coverage is funded by employee payroll contributions. The maximum employee contribution in 2020 is 0.27% of an employee’s weekly wage up to the annualized New York State Average Weekly Wage.

Eligibility

- Employees who regularly work 20 or more hours per week can take leave after 26 consecutive weeks of employment.
- Employees who regularly work less than 20 hours per week are eligible to take leave after 175 days of consecutive employment.

Benefit

- The amount of permissible leave and paid benefit phase in over four years, starting in 2018. For ensuing years, the leave period and paid benefit increases as follows:

Year	Weeks of Leave	Benefit
2020	10 Weeks	60% of employee’s AWW, up to 60% of SAWW
2021	12 Weeks	67% of employee’s AWW, up to 67% of SAWW
Average weekly wage (AWW), New York State Average Weekly Wage (SAWW)		

Employees are entitled to be reinstated to their same or comparable job upon return from PFL. Employee's health insurance will be maintained while on PFL. Employees must continue to pay their health insurance premium contributions.

PFL - Statutory Short-Term Disability (DBL)

In the event that there is a need for both DBL and PFL (ex: childbirth), it is important to note that they will not run concurrently, but consecutively.

Ex: A condition like bed rest for an expecting mother would be covered under DBL, since it's the mother's own "disability". She would be able to file a DBL claim for the time she is on bedrest prior to birth and recovery after birth (typically 6-8 weeks). When her child is born, she can choose whether to use DBL for her recovery first or use Paid Family Leave for bonding with her newborn.

PFL - Accrued Vacation

Employees may still use Paid Time Off (Vacation, Sick) during a qualified leave; however, they are not required to. Employees may not collect both Paid Time Off and PFL.

Employees should provide employers with a 30-day notice of intent before using PFL benefits

Section 5:



Our Work Environment

Section 5 - Our Work Environment

Work Standards (Professional Conduct)

Work standards are necessary to make sure all employees have a common understanding of what is expected while performing their job duties at Wild Earth. This allows Wild Earth to consistently enforce a set of standards for all employees that create a positive work environment. Since Wild Earth cannot create a list that addresses all situations, the following are basic standards to be upheld. Conduct, which is immoral, unsafe, unethical or illegal, will **not** be tolerated. Violation of our work standards will lead to disciplinary action, up to and including termination of employment. Examples of conduct that will result in disciplinary action include but are not limited to:

- Engaging in acts of discrimination or harassment in the workplace
- Insufficient productivity or unacceptable work performance
- Unexcused or excessive absence or tardiness or leaving the job without permission;
- Profanity and vulgar language
- Fighting on the job or the threat of bodily harm to others
- Bullying or intimidating others
- Possessing, distributing or being under the influence of illicit controlled substances (including prescription medication for which you do not have a valid prescription)
- Being under the influence of a controlled substance or alcohol at work
- Sleeping on the job
- Violation of safety or operating rules
- Carrying or possessing weapons of any kind on the property
- Gambling or soliciting gambling on the property
- Failure to report an absence
- Unauthorized disclosure, use or theft of confidential information
- Unauthorized use of company property, equipment, devices or assets
- Damage, destruction or theft of company property, equipment, devices or assets
- Dishonesty and falsification of reports or records, including time sheets, employment applications, and benefit applications
- Failure to fully and truthfully disclose all facts related to workers' compensation and insurance claims
- Employee's failure to do their due diligence in protecting confidential information
- Any other action or conduct that is inconsistent with Wild Earth's policies, procedures, standards or expectations

Land Stewardship

Wild Earth would like to encourage each employee to take on land stewardship opportunities on lands where Wild Earth programs are held. This may include clearing debris or downed branches to beautify an area, creating a wild garden, planting a tree, coppice willow for basket making, cutting and forging new paths (and putting old ones to rest), etc.

Nursing Mothers

Wild Earth is supportive of nursing mothers, and will provide reasonable accommodations for the purpose of expressing milk. Employees are entitled to reasonable breaks to express milk. A designated private space is provided for nursing mothers.

labor.ny.gov/workerprotection/laborstandards/nursing-mothers-faq.shtm#0

Immunization Records

As of June 2019, all Summer Camp participants, instructors and volunteers must provide an immunization record for MMR, from a healthcare provider or provide laboratory evidence of existing immunity to the measles. Religious exemptions are not accepted.

Safety and Security

Workplace Violence

The safety and security of staff and program participants is extremely important to Wild Earth. Threats (verbal or physical), threatening behavior of any sort, or acts of violence against staff, participants, visitors, guests or other individuals by anyone on property used by Wild Earth or elsewhere during a Wild Earth program, event or meeting will lead to corrective action which may include termination of employment, arrest and prosecution. This applies to all staff on and off duty. Any person who makes threats, exhibits threatening behavior, or engages in violent acts, while on Wild Earth managed property, shall be removed from the premises as quickly as possible and shall remain off the premises pending the outcome of an investigation.

No existing policy, practice or procedure should be interpreted as to prohibit decisions designed to prevent a threat from being carried out, a violent act from occurring or a life-threatening situation from developing.

All staff who apply for or obtain a protective or restraining order which lists Wild Earth locations as being protected areas, must provide to the Executive Director a copy of the petition and declarations used to seek the order, a copy of the temporary protective or restraining order which is granted, and a copy of any protective or restraining order which is made permanent.

Wild Earth understands the sensitivity of the information requested and will recognize and

respect the privacy of the reporting employee.

Drug free Workplace

Wild Earth is committed to maintaining a safe work environment for our staff, participants, guests, and visitors. The use of illegal drugs and / or unauthorized alcoholic beverages are a critical threat to our program safety and positive working environment. Distribution, disbursement, possession, or use of controlled substances or alcohol during a Wild Earth program is prohibited. Violation of this policy will result in disciplinary action and/or termination from employment.

While Wild Earth has no intention of intruding into the private lives of its employees, Wild Earth recognizes that an employee's off-the-job, and on-the job involvement with drugs and alcohol can have an impact on the workplace and the ability of the employee to perform his or her job. Employees who desire assistance in dealing with a personal drug or alcohol problem may contact the Executive Director for confidential assistance.

In an Emergency

In the case of a serious medical emergency, employees should contact 911 immediately. Then contact Finance and Operations Director (if in office) or supervisor (if in field). Until trained medical personnel arrive, employees should do what is necessary to make the injured person comfortable. If certified, administer CPR or first aid according to safe protocol. Employees must keep their personal emergency contact information up to date.

Safety/First Aid

In the event an employee is injured on the job, the employee must notify their supervisor and the Finance and Operations Director immediately. It will be determined if treatment can be done in office or if the employee needs to be referred to a care center. A Workers' Compensation report must be completed. First Aid Kits are provided for employee use.

Building Exits

Building exits should remain unobstructed, easily unlocked and clearly marked. The Office Manager is responsible for keeping the fire detection and alarm systems and fire extinguishers in proper working order. Fire/smoke alarms and fire extinguishers are mounted throughout the building.

Evacuation

If a fire breaks out in the building, all employees should exit the building quickly and safely. Employees should gather in the backyard at a safe distance from the building. A head count will be taken to make certain all Wild Earth employees and any visitors are accounted for and safe.

Appendix A:



Sexual Harassment Prevention Policy

Appendix A: Sexual Harassment Prevention Policy

Introduction

Wild Earth is committed to maintaining a workplace free from sexual harassment. Sexual harassment is a form of workplace discrimination. All employees are required to work in a manner that prevents sexual harassment in the workplace. This Policy is one component of Wild Earth's commitment to a discrimination-free work environment. Sexual harassment is against the law and all employees have a legal right to a workplace free from sexual harassment and employees are urged to report sexual harassment by filing a complaint internally with Wild Earth.

If an employee does not believe a complaint has been addressed properly they can file a complaint with other available forums as listed below in the legal protections section.

Policy

- Wild Earth's policy applies to all employees, applicants for employment, interns, whether paid or unpaid, contractors and persons conducting business, regardless of immigration status, with Wild Earth. In the remainder of this document, the term "employees" refers to this collective group.
- Sexual harassment will not be tolerated. Any employee or individual covered by this policy who engages in sexual harassment or retaliation will be subject to remedial and/or disciplinary action (e.g., counseling, suspension, termination).
- Sexual harassment is offensive, is a violation of our policies, is unlawful, and may subject Wild Earth to liability for harm to targets of sexual harassment. Harassers may also be individually subject to liability. Employees of every level who engage in sexual harassment, including supervisors who engage in sexual harassment or who allow such behavior to continue, will be penalized for such misconduct.
- Wild Earth will conduct a prompt and thorough investigation that ensures due process for all parties, whenever management receives a complaint about sexual harassment, or otherwise knows of possible sexual harassment occurring. Wild Earth will keep the investigation confidential to the extent possible. Effective corrective action will be taken whenever sexual harassment is found to have occurred. All employees, including supervisors, are required to cooperate with any internal investigation of sexual harassment.

- All employees are encouraged to report any harassment or behaviors that violate this policy. Wild Earth provides a complaint form for employees to report harassment and file complaints. However, complaints may be made verbally to management; it is not a requirement to complete this form.
- Supervisors are required to report any complaint that they receive, or any harassment that they observe or become aware with any of the following: David Brownstein, Executive Director, or Sarah Nason, Finance and Operations Director or any member of Management with whom they feel comfortable before the conduct becomes severe or pervasive. This policy applies to all employees, paid or unpaid interns, and non-employees and all must follow and uphold this policy. This policy must be provided to all employees and should be posted prominently in all work locations to the extent practicable (for example, in a main office, not an offsite work location) and be provided to employees upon hiring.

Retaliation Prohibition: No person covered by this Policy shall be subject to adverse action because the employee reports an incident of sexual harassment, provides information, or otherwise assists in any investigation of a sexual harassment complaint. Wild Earth will not tolerate such retaliation against anyone who, in good faith, reports or provides information about suspected sexual harassment. Any employee of Wild Earth who retaliates against anyone involved in a sexual harassment investigation will be subjected to disciplinary action, up to and including termination from employment. All employees, paid or unpaid interns, or non-employees working in the workplace who believe they have been subject to such retaliation should inform either David Brownstein, Executive Director, or Sarah Nason, Finance and Operations Director. All employees, paid or unpaid interns or non-employees who believe they have been a target of such retaliation may also seek relief in other available forums, as explained below in the section on Legal Protections.

What Is “Sexual Harassment”?

Sexual harassment is a form of sex discrimination and is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity and the status of being transgender.

Sexual harassment includes unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual’s sex when:

- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment, even if the reporting individual is not the intended target of the sexual harassment
- Such conduct is made either explicitly or implicitly a term or condition of employment
- Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual's employment

A sexually harassing hostile work environment includes, but is not limited to, words, signs, jokes, pranks, intimidation or physical violence which are of a sexual nature, or which are directed at an individual because of that individual's sex. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory statements or sexually discriminatory remarks made by someone which are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation, which interfere with the recipient's job performance.

Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions or privileges of employment. This is also called "quid pro quo" harassment.

Any employee who feels harassed should report so that any violation of this policy can be corrected promptly. Any harassing conduct, even a single incident, can be addressed under this policy.

Examples of sexual harassment

The following describes some of the types of acts that may be unlawful sexual harassment and that are strictly prohibited:

- Physical acts of a sexual nature, such as:
 - Touching, pinching, patting, kissing, hugging, grabbing, brushing against another employee's body or poking another employee's body;
 - Rape, sexual battery, molestation or attempts to commit these assaults.
- Unwanted sexual advances or propositions, such as:
 - Requests for sexual favors accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion or other job benefits or detriments;
 - Subtle or obvious pressure for unwelcome sexual activities.

- Sexually oriented gestures, noises, remarks or jokes, or comments about a person's sexuality or sexual experience, which create a hostile work environment.
- Sex stereotyping occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look.
- Sexual or discriminatory displays or publications anywhere in the workplace, such as:
 - Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.
- Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity and the status of being transgender, such as:
 - Interfering with, destroying or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job;
 - Sabotaging an individual's work;
 - Bullying, yelling, name-calling.

Who can be a target of sexual harassment?

Sexual harassment can occur between any individuals, regardless of their sex or gender. New York Law protects employees, paid or unpaid interns, and non-employees, including independent contractors, and those employed by companies contracting to provide services in the workplace. Harassers can be a superior, a subordinate, a coworker or anyone in the workplace including an independent contractor, contract worker, vendor, client, customer or visitor.

Where can sexual harassment occur?

Unlawful sexual harassment is not limited to the physical workplace itself. It can occur while employees are traveling for business or at employer sponsored events or parties. Calls, texts, emails, and social media usage by employees can constitute unlawful workplace harassment, even if they occur away from the workplace premises, on personal devices or during non-work hours.

Retaliation

Unlawful retaliation can be any action that could discourage a worker from coming forward to make or support a sexual harassment claim. Adverse action need not be job-related or occur in the workplace to constitute unlawful retaliation (e.g., threats of physical violence outside of work hours).

Such retaliation is unlawful under federal, state, and (where applicable) local law. The New York State Human Rights Law protects any individual who has engaged in “protected activity.”

Protected activity occurs when a person has:

- Made a complaint of sexual harassment, either internally or with any anti-discrimination agency
- Testified or assisted in a proceeding involving sexual harassment under the Human Rights Law or other anti-discrimination law
- Opposed sexual harassment by making a verbal or informal complaint to management, or by simply informing a supervisor of harassment
- Reported that another employee has been sexually harassed
- Encouraged a fellow employee to report harassment

Even if the alleged harassment does not turn out to rise to the level of a violation of law, the individual is protected from retaliation if the person had a good faith belief that the practices were unlawful. However, the retaliation provision is not intended to protect persons making intentionally false charges of harassment.

Reporting Sexual Harassment

Preventing sexual harassment is everyone’s responsibility. Wild Earth cannot prevent or remedy sexual harassment unless it knows about it. Any employee, paid or unpaid intern or non-employee who has been subjected to behavior that may constitute sexual harassment is encouraged to report such behavior to a supervisor or David Brownstein, Executive Director, or Sarah Nason, Finance and Operations Director. Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior to a supervisor or David Brownstein, Executive Director, or Sarah Nason, Finance and Operations Director.

Reports of sexual harassment may be made verbally or in writing. A form for submission of a written complaint is attached to this Policy.

Employees, paid or unpaid interns or non-employees who believe they have been a target of sexual harassment may also seek assistance in other available forums, as explained below in the section on Legal Protections.

Supervisory Responsibilities

All supervisors who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing behavior or for any reason suspect that sexual harassment is occurring, **are required** to report such suspected sexual harassment to David Brownstein, Executive Director, and/or Sarah Nason, Finance and Operations Director.

In addition to being subject to discipline if they engaged in sexually harassing conduct themselves, supervisors will be subject to discipline for failing to report suspected sexual harassment or otherwise knowingly allowing sexual harassment to continue.

Supervisors will also be subject to discipline for engaging in any retaliation.

Complaint and Investigation of Sexual Harassment

All complaints or information about sexual harassment will be investigated, whether that information was reported in verbal or written form. Investigations will be conducted in a timely manner, and will be confidential to the extent possible.

An investigation of any complaint, information or knowledge of suspected sexual harassment will be prompt and thorough, commenced immediately and completed as soon as possible. The investigation will be kept confidential to the extent possible. All persons involved, including complainants, witnesses and alleged harassers will be accorded due process, as outlined below, to protect their rights to a fair and impartial investigation.

Any employee may be required to cooperate as needed in an investigation of suspected sexual harassment. Wild Earth will not tolerate retaliation against employees who file bona fide complaints, support another's complaint or participate in an investigation regarding a violation of this policy.

Legal Protections And External Remedies

As an organization based on integrity and trust, we believe in providing a respectful workplace. We stand by these policies and your rights as an employee to work in an atmosphere where employees are treated fairly, communication is open and civil, conflict and misunderstandings are addressed and everyone is treated with respect. We understand situations can occur in the workplace and we want the opportunity to address any complaints, concerns or issues of

harassment to remedy the situation. You also have other protections and external remedies should you not be satisfied with how your complaint has been handled. Your options include:

Division of Human Rights (DHR)

A complaint alleging violation of the Human Rights Law may be filed either with the Division of Human Rights (DHR) or in New York State Supreme Court. Complaints with DHR may be filed any time **within one year** of the harassment. Contact DHR at (888) 392-3644 or visit dhr.ny.gov/complaint for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized and mailed to DHR. The website also contains contact information for DHR's regional offices across New York State.

The EEOC

The United States Equal Employment Opportunity Commission (EEOC) enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act. An individual can file a complaint with the EEOC anytime within 300 days from the harassment. An employee alleging discrimination at work can file a "Charge of Discrimination." The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (TTY: 1-800-669-6820), visiting their website at www.eeoc.gov or via email at info@eeoc.gov.

Local Protections

Many localities enforce laws protecting individuals from sexual harassment and discrimination.

Police

If the harassment involves unwanted physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime and require contacting the local police department.

Appendix B:



Whistleblower Policy

Appendix B: Whistleblower Policy

Wild Earth Wilderness School (Wild Earth) requires directors, officers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the Wild Earth, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility

This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns internally so that Wild Earth can address and correct inappropriate conduct and actions. It is the responsibility of all board members, officers, employees and volunteers to report concerns about violations of Wild Earth's code of ethics or suspected violations of law or regulations that govern Wild Earth's operations.

No Retaliation

It is contrary to the values of Wild Earth for anyone to retaliate against any board member, employee or volunteer who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of Wild Earth. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

Reporting Procedure

Wild Earth has an open-door policy and suggests that employees share their questions, concerns, suggestions or complaints with their supervisor. If you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, you are encouraged to speak with Wild Earth's Compliance Officer (as defined below), Executive Director, or a board member. Supervisors are required to report complaints or concerns about suspected ethical and legal violations in writing to Wild Earth's Compliance Officer, who has the responsibility to investigate all reported complaints. Employees with concerns or complaints may also submit their concerns in writing directly to their supervisor, the Executive Director, and/or the Wild Earth's Compliance Officer.

Compliance Officer

Wild Earth's Compliance Officer is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The Compliance Officer is currently Wild Earth's Finance & Operations Director, Sarah Nason (sarah@wildearth.org, 845-256-9830). The Compliance Officer will advise the Executive Director and/or the Board of Directors of all complaints and their resolution and will report at least annually to the Executive Director on compliance activity relating to accounting or alleged financial improprieties.

Accounting and Auditing Matters

Wild Earth's Compliance Officer shall immediately notify the Executive Director and/or Board of Directors of any concerns or complaint regarding corporate accounting practices, internal controls or auditing and work with the committee until the matter is resolved.

Acting in Good Faith

Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations

Wild Earth's Compliance Officer will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Approved by the Wild Earth Board of Directors on October 19, 2019.

Appendix C:



New York State Election Law

Appendix C: New York State Election Law

3-110. Time allowed employees to vote.

1. A registered voter may, without loss of pay for up to three hours, take off so much working time as will enable them to vote.
2. The employee shall be allowed time off for voting only at the beginning or end of his or her working shift, as the employer may designate, unless otherwise mutually agreed.
3. If the employee requires working time off to vote the employee shall notify his or her employer not less than two working days before the day of the election that he or she requires time off to vote in accordance with the provisions of this section.
4. Not less than ten working days before every election, every employer shall post conspicuously in the place of work where it can be seen as employees come or go to their place of work, a notice setting forth the provisions of this section. Such notice shall be kept posted until the close of the polls on election day.

Appendix D:



Field Staff Selection & Qualifications

Appendix D: Field Staff Selection & Qualifications

Staff Selection

All staff have had previous experience attending programs, have had direct experience with current or former Instructors, and/or have demonstrated exceptional skill and care with children. Staff will have submitted an application including a record of at least three references.

Procedures for staff selection are carried out by the Program Director and their assignees. After initial inquiry or recruitment of potential staff, interviews are conducted by the Program Director or their assignees to learn more about the applicant's work history, creativity, nature-based skills and ability to work with participants, as well as other qualifications (see below).

Wild Earth is an equal opportunity employer.

References

Instructors' voluntary references and other references will be pursued for high quality recommendations. All staff will have a record of at least three positive references. Instructors will be screened against a federal criminal or sex offender record.

Qualifications

Health Director: NYS licensed physician, nurse, or EMT.

Camp Director: At least 24 weeks of previous administrative or supervising experience in camp programs. Current certification in Wilderness First Aid and Pro CPR. Demonstrated ability to design and implement camp programs, supervise staff, and carry out Wild Earth's mission.

Program Coordinator: Must be a designated Health Assistant. 21 years of age by start of camp. Demonstrated ability to work with children and teens in a nature-based program. Certification in Wilderness First Aid and Pro CPR. Demonstrated ability to design and implement camp programs, supervise staff, and carry out Wild Earth's mission.

Lead/Co-Lead Instructor: 18 years of age by camp. Demonstrated ability to work with children and teens in a nature-based program. Current certification in CPR and Basic First Aid or higher.

Assistant Instructor: 16 years of age by start of camp. Demonstrated ability working with children and teens in a nature-based program. Recommended but not required: Current certification in CPR and Basic First Aid or equivalent. Per Board of Health requirements, all Assistant Instructors under the age of 16 will be supervised as participants.

Counselor in Training: 14 years or older by start of camp. Previous experience in a Wild Earth camp or equivalent. Demonstrated ability to conduct themselves responsibly and be patient and helpful in nature-based programs. Per Board of Health requirements, all CITs will be supervised as participants.

Appendix E:



Wild Earth Holidays

Appendix E: Wild Earth Holidays

Wild Earth's offices are closed on the following holidays:

New Year's Day

Martin Luther King Jr. Day

Presidents' Day

Memorial Day

Independence Day/July 4

Labor Day

Indigenous People Day

Thanksgiving Day

Day after Thanksgiving

Christmas Eve

Christmas Day

Floating Holidays

Each Wild Earth salaried employee is eligible for two paid floating holidays per year. This allows each employee to choose time off for a non-designated holiday. These paid holidays may be used at any time during the year over and above any paid vacation or sick/personal days.

Floating holidays do not accrue or roll over into the next year and are not paid out at the time the employee leaves Wild Earth. Employee must notify their supervisor in advance if using a floating holiday.

Appendix F:



Wild Earth Board of Directors

Appendix F: Wild Earth Board of Directors

Wild Earth holds Board of Directors meetings every 6-8 weeks. Board members are elected to serve no more than two 3-year terms, are volunteers, and not compensated for their service to Wild Earth. Election of officers is scheduled during annual meeting in September each year.

Officers & Members of Board of Directors as of 2/20

Micah Blumenthal – President of Wild Earth Board of Directors since 9/2016, Board member of Wild Earth since 1/2016. Second term expires 1/2022. Chair: Executive Committee. Member: Governance Committee.

Jason Stern – Vice-President of Wild Earth Board of directors since 9/2019, board member since 9/2017. First term expires 9/2020.
Member: Finance & Audit Committee

Ana Linneman – Treasurer of Board of Directors since 11/2018. Board member of Wild Earth since 7/2018. First term expires 9/2021. Chair: Finance /Audit Committee. Member: Executive Committee

Matt Elkin – Secretary of Wild Earth Board of Directors and Board member since 9/2016. Second term expires 9/2022. Member: Executive Committee, Governance Committee

Mischa Cohn – Board member of Wild Earth since 9/2016. Second term expires 9/2022.
Member: Fundraising & Development Committee.

Laura DeNey – Board member of Wild Earth since 1/2019. First term expires 1/2022.

Stevenson Estimé – Board member of Wild Earth since 2/2019. First term expires 2/2022.

Aja Hudson – Board member of Wild Earth since 1/2018. First term expires 1/2021.

Doree Lipson –Board member of Wild Earth since 9/2015. Second term expires 9/2021.
Member: Governance Committee.

Joel Oppenheimer –Board member since 1/2019. First term expires 1/2022.

Rovika Rajkishun – Board member of Wild Earth since 11/2017. First term expires 11/2020.
Chair. Fundraising Committee

Acknowledgement of Receipt

Employee Copy

I, _____ acknowledge receipt of the Wild Earth Employee Handbook. I agree to abide by the rules, policies, and standards set forth in this Handbook. I understand my employment is on an “at-will” basis and I have the right, along with my employer, to terminate employment at any time, for any reason, with or without notice. I understand that the policies stated in this Handbook are intended to be guidelines to give me an indication of how most employment situations are normally handled. I acknowledge that no handbook can anticipate every circumstance or question regarding policy or procedure. Furthermore, I understand that as the organization continues to grow, the need may arise to revise, supplement, or rescind any policies or portion of this Handbook where deemed appropriate, at the sole and absolute discretion of Management. In addition, Wild Earth reserves the right to modify or discontinue any benefit package at any time.

Employee Signature: _____

Date: _____

Acknowledgement of Receipt

Employer Copy

I, _____ acknowledge receipt of the Wild Earth Employee Handbook. I agree to abide by the rules, policies, and standards set forth in this Handbook. I understand my employment is on an “at-will” basis and I have the right, along with my employer, to terminate employment at any time, for any reason, with or without notice. I understand that the policies stated in this Handbook are intended to be guidelines to give me an indication of how most employment situations are normally handled. I acknowledge that no handbook can anticipate every circumstance or question regarding policy or procedure. Furthermore, I understand that as the organization continues to grow, the need may arise to revise, supplement, or rescind any policies or portion of this Handbook where deemed appropriate, at the sole and absolute discretion of Management. In addition, Wild Earth reserves the right to modify or discontinue any benefit package at any time.

Employee Signature: _____

Date: _____