

*The Narrows Institute
for
Biomedical Research and Education Inc.*

*The Non-Profit Research Corporation
for the
Department of Veterans Affairs
New York Harbor Healthcare System*



Employee Handbook

**c/o VA New York Harbor Healthcare System
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Organization Description

Narrows Institute for Biomedical Research and Education, Inc.

The Narrows Institute For Biomedical Research and Education, Inc. was incorporated in 1990 under the provisions of the Public Law 100-322, which authorized the Department of Veterans Affairs to establish private, nonprofit organizations to support the research mission of its Medical centers.

The Narrows Institute for Biomedical Research and Education Inc., (hereinafter referred to as the Narrows Institute) is a nonprofit 501 (c) (3) organization formed to support and engage in medical, pharmacologic, allied health and related administrative research and research-related educational activities of interest and benefit to the general public and to veterans, their families and their communities. Indicative of its nonprofit status, the Narrows Institute was assigned Federal ID# 11-3059470 by the Internal Revenue Service.

The Narrows Institute was organized to support and facilitate, directly and indirectly, peer reviewed approved research and educational activities at the VA New York Harbor Healthcare System (NYHHS) through the efficient and flexible administration of research and development funds from corporate sources, non-VA governmental agencies such as the National Institutes of Health and the National Science Foundation, grants, contracts, gifts or bequests from medical foundations and other health related sources, drug and other for-profit companies, charitable foundations, the Public Health Service or other federal agencies, professional societies or other nonprofit entities and individuals.

Funds managed by the Narrows Institute can be used to meet all the demands of an active research program. It can directly hire personnel or act as the intermediary in reimbursing other institutions for personnel costs associated with projects under its management. Research staff hired by the Narrows Institute, receives salaries and benefits competitive with those persons hired the State University of New York (SUNY) at Downstate, NYU School of Medicine, the VA NYHHS Brooklyn and Manhattan campuses, the St. Albans Community Living Center, four community-based outpatient clinics (CBOCs), and Vet centers in all boroughs.

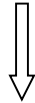
The Narrows Institute also handles the purchase of supplies and equipment for its grants and provides all investigators with accurate and timely accounting information, including regular monthly reports and immediate response to balance inquiries. Funds are managed under the direction of the investigators to whom the funds were awarded or donated.

The Narrows, together with VA physicians and their staff, and others who are involved in research throughout the VA New York Harbor Healthcare System are committed to conducting research with the highest regard for the welfare of human subjects.

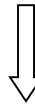
Clinical trials are the paths to create and test treatments that are more effective and less toxic. Clinical trials should not be thought of as “last resort” treatments. In fact, patients in clinical trials are often the first to take the treatments of tomorrow, the cutting edge of care; we are pleased to be able to offer our Veterans such opportunities.

NIBRE Table of Organization

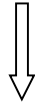
BOARD OF
DIRECTORS



EXECUTIVE DIRECTOR



CERTIFIED PUBLIC ACCOUNTANT



ADMINISTRATIVE
ASSISTANT

Key Personnel

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Introductory Statement

This Employee Handbook is designed to acquaint you with the Narrows Institute for Biomedical Research and Education, Inc., and provide you with information about its working conditions, employee benefits and other provisions. It describes many of your responsibilities as an employee and outlines the programs developed to benefit employees. The corporation's major objective of the Narrows Institute is to provide a work environment conducive to both personal and professional growth.

No employee handbook can anticipate every circumstance or question about policies that may arise. As the Narrows Institute continues to grow, revisions to policies described in this handbook may need to be made. The corporation therefore reserves the right to revise, supplement or rescind any policies or portion of this handbook from time to time as it deems appropriate. Employees will, of course, be notified of such changes as they occur. An employee may request an updated version of the employee handbook at any time.

The only recognized deviations from the stated policies herein are those authorized and signed by the Executive Director of the Narrows Institute.

**Acknowledgement of Receipt of Employee Handbook and Employment of Application
Disclaimer
Narrows Institute for Biomedical Research and Education, Inc.
c/o VA New York Harbor Healthcare System**

I hereby acknowledge that I have received a copy of the Narrows Institute for Biomedical Research and Education, Inc. Employees Handbook. I understand that the information contained in this handbook is merely a summary of present policies and procedures and is not intended to be construed as a contract of employment nor a legal document. I further understand that the Narrows Institute reserves the right to revise such policies or procedures at any time, with or without notice.

I also understand and agree in consideration of my employment to conform to the rules and regulations of the Narrows Institute and that my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at the option of either the Narrows Institute or myself. I understand that no supervisor, manager or representative of the Narrows Institute, other than the Executive Director, has authority to enter into any agreement for employment for any specified period of time or to make any agreement for any specified period of time or to make any agreement contrary to the foregoing. Termination of employment by the Narrows Institute shall be in writing and signed by the Executive Director.

I recognized that it is my responsibility to read and understand the policies and procedures outlined in the Employee Handbook, which I have been given.

Employee's Signature

Employee's Name (typed or printed)

Date of Receipt

Give this form to your supervisor after you sign and date it.

Without Compensation Employment (WOC)

All Narrows Institute for Biomedical Research and Education, Inc. (NIBRE) employees must also secure status as a Without Compensation (WOC) Employee to work at the VA NYHHS. WOCs are volunteers, students or employees of nonprofits and universities working on VA projects “without compensation”. This requires the Optional Application for Employment – OF 612 and the Declaration for Federal Employment. WOC status awards the employee of NIBRE some of the benefits and responsibilities of employment at the VA NYHHS. Please contact NIBRE if there is a question as to the applicability of any requirement or policy at the VA NYHHS, which is not covered in this handbook. The WOC process of the VA includes background check, fingerprinting, and credentialing as applicable described in the VA Employees Handbook.

If the NIBRE employee is to engage in direct patient care activities, the securing of WOC status requires verification of professional credentials for nurses and obtaining of clinical privileges from the VA NYHHS for physicians and ARNPs. Physicians and ARNPs need to contact Credentialing at in NY at 3394 for license verification and clinical privileging. No patient contact is allowed until license verification by Nursing is complete or clinical privileges are granted by the VA NYHHS. Equivalent permission and/or clinical privileging must be obtained from other institutions if such work is to be performed at these sites.

A new NIBRE employee who is not conducting such patient care activities should apply for WOC status by providing the necessary completed documents to the NIBRE office. When NIBRE employees work at the VA NYHHS or at other institutions they are required to follow the host institutional policies relating to personal conduct, safety and the conduct of research activities.

VHA Handbook 1200.17 defines WOC Appointments as Nonprofit Research and Education Corporations (NPC) employees who are directly or indirectly involved or engaged in approved VA research or education and training activities, and who perform such duties under the supervision of VA personnel, Intellectual Property Agreement prior to performing such work.

Failure to meet mandatory VA NYHHS training requirements, failure to abide by VA guidelines or standards of ethical conduct could result in the rescission of your WOC appointment. Rescission of your WOC will result in your immediate termination from the NIBRE.

Conflicts of Interest

Employees have an obligation to conduct Narrows Institute business dealings within guidelines that prohibit actual or potential conflicts of interest. The policy described establishes only the framework within which the Narrows Institute will operate. The purpose of these guidelines is to provide general direction only, employees are advised to seek further clarification from their supervisor on issues related to the subject of acceptable standards of operation.

Transactions with outside firms must be conducted within a framework established and controlled by the Narrows Institute executive management. Business dealings with outside firms should not result in the unusual gains for those firms. Unusual gain refers to bribes, product bonuses, special fringe benefits, unusual price breaks and other windfalls designed to ultimately benefit either the employer, employee or both. Promotional plans that could be interpreted to involve usual gain require specific executive-level approval.

An actual or potential 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 a relative as a result of Narrows Institute business dealings. For the purpose of this policy, a relative is any person who is related by blood or marriage to the employee or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No “presumption of guilt” is created by the mere existence of a blood or marriage relationship with employees of outside firms. However, if an employee has any influence on transactions involving purchases, contracts or leases, it is imperative that he or she disclose to the Executive Director or Board of Director member of the Narrows Institute as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which the Narrows Institute does business but also when an employee or relative receives a benefit such as a substantial gift or special consideration as a result of any Narrows Institute transaction or business dealing.

The material, products, designs, plans, ideas and data of the Narrows Institute are the property of employer and should never be given to an outside firm or individual except through normal channels and with appropriate authorization. Any employee who participates in such a practice will be subject to disciplinary actions, including possible discharge and legal action.

VA NYHHS regulations require that all NIBRE employees are subject to federal statutes and regulations applicable to federal employees with respect to conflicts of interest in the performance of official duties. At the time of hire, each employee signs and submits to the NIBRE a Conflict of Interest Policy and Procedures, a copy of which can be requested at any time by contacting the NIBRE office.

Standard of Ethics Certification

VA NYHHS regulations require that all NIBRE employees are subject to federal statutes and regulations applicable to federal employees with respect to Code of Ethics in the performance of official duties. At the time of hire, each employee signs and submits to the NIBRE a "Standards of Ethical Conduct and Related Responsibilities of Employees" statement certifying awareness of, and compliance with, these laws and regulations. A copy of which can be requested at any time by contacting the NIBRE office.

Confidential Information Policy

Employees may possess or have access to confidential information. This may include study data, patient identifiers, and results as well as access to VA computer records or databases or another company's proprietary information. It is each employee's responsibility to keep this information confidential even when no longer employed by this nonprofit. An employee who discloses confidential information will be disciplined up to and including termination and may expose themselves to legal action. If an inquiry involving confidential information is made from outside this organization or this VAMC, direct the question to a supervisor, the nonprofit executive director or the administrative officer of R&D.

Drug-Free Workplace Policy

The Narrows Institute of Biomedical Research and Education, Inc. adheres to the policy that the unlawful manufacturing, distribution, dispensation, possession or use of a controlled substance is prohibited in the Foundation's workplace. Violation of this policy will subject Foundation personnel to disciplinary action including dismissal for the manufacturing, distribution, dispensation, possession or use of drugs.

Pursuant to Section 5153 of the Omnibus Anti-Drug Abuse Act of 1988, all Foundation employees are required to notify the Foundation of any criminal drug statute conviction for a violation occurring in the workplace within five (5) days after such conviction. Failure to give this notice to the Foundation with the five (5) day period will subject the Foundation employee to disciplinary action, which may include dismissal.

Equal Employment Opportunity

The Narrows Institute is an equal opportunity employer. Employment decisions shall be based on merit, qualification and competence. Except where required or permitted by law, employment practices shall not be influenced or affected by virtue of an applicant's or employee's race, color, religion, sex, national origin, age, sexual preference, status as disabled veteran of the Vietnam era, or physical or mental handicap or other characteristic protected by law. In addition, it is the policy of the Narrows Institute to provide an environment that is free of unlawful harassment of any kind, including that which is sexual, age-related or ethnic. This policy governs all aspects of employment, promotion, assignment, transfer, discharge and other terms and conditions of employment.

The Narrows Institute management firmly believes that adherences to these laws will better enable the corporation to achieve its goals by encouraging employment decisions on the basis of individual skill, talent and merit rather than on the superficial characteristics or stereotypes associated with any group to which an employee or job applicant may belong.

If at any time an employee of The Narrows Institute believes that an incident of discriminations has occurred that is offensive or objectionable, that causes discomfort or humiliation that creates a hostile environment, or that interferes with job performance, duties or advancement opportunities, they are urged to bring the matter promptly to the attention of any supervisor or manager.

Americans with Disabilities Act

Our corporation is committed to provide equal employment opportunities to qualified individuals with disabilities. This may include providing reasonable accommodation where appropriate in order for an otherwise qualified individual to perform the essential function of the job. It is your responsibility to notify your supervisor of the need for accommodation. Upon doing so, your supervisor may ask for your input or the type of accommodation you believe may be necessary or the functional limitations caused by your disability. Also, when appropriate, we may need your permission to obtain additional information from your physician or other medical or rehabilitation professionals.

Non-Harassment

All Harassment Prohibited – NIBRE is committed to providing a work environment that is free of harassment and it will not tolerate harassment in any way, shape or form no matter who the harasser is, including vendors, clients, visitors, or others an employee may come in contact with in performing his or her job functions. Although this policy focuses primarily on sexual harassment, it applies equally to all forms of harassment and the procedures and guidelines within this policy apply to all kinds of harassment. Harassment is not limited to only sexual harassment. Harassment at work or in work-related settings also may include harassment based on an individual's race, color, national origin, gender, sex, sexual orientation, gender identity, age, ancestry, religion, disability, marital status, status with regard to public assistance, veteran status, or any other legally-protected status. Prohibited conduct may also include retaliation against an employee who has made a charge of discrimination, or testified, assisted or participated in an investigation or inquiry into alleged misconduct. It is expected that employees will act professionally in the workplace and treat colleagues with dignity and respect. Sexual or racial jokes, racial, ethnic, national origin, or disability slurs; and other harassing language have no place at NIBRE. Appropriate measures shall promptly be taken to correct such conduct, up to and including termination of employment.

Sexual Harassment

The Narrows Institute is vigorously committed to maintaining a working environment free of sexual harassment.

Sexual harassment on the job is illegal. Employees have the right to work in an environment free of harassment, whether racial, sexual or on any other basis. For purposes of this policy, Sexual Harassment is defined as unwelcome or unwanted sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Harassment may be verbal (foul language, slurs, jokes etc.), physical (touching, hugging, kissing, massaging etc.), written or visual (pictures, gestures of hands, face or leering, objects of an inappropriate nature, etc.).

If, on these bases, an employee feels he or she is, or is about to be discriminated against or harassed, he or she should contact his or her supervisor or the Executive Director of the Narrows immediately. All complaints will be investigated immediately and confidentially, and appropriate action taken. Discrimination and harassment will result in appropriate disciplinary actions, which can include immediate termination.

Employment Application

The Narrows Institute relies on the accuracy of information contained in the employment application as well as the accuracy of other data presented by the individual throughout the hiring process and employment. Any misrepresentations, falsifications or material omissions in any of this information or data may result in exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

Employment Reference Check

To ensure that individuals who join the organization are well qualified and have strong a potential to be productive and successful, it is the policy of the Narrows Institute to check the employment references of all applicants.

The Narrows Institute will respond in writing only to reference check inquiries that are submitted in writing. Responses to such inquiries will confirm only dates of employment, wage rates and position(s) held. No employment data will be released without a written authorization and release signed by the individual subject of the inquiry.

Access to Personnel Files

Personnel files are the property of the Narrows Institute and access to the information they contain is restricted. Generally, only officials and representatives of the Narrows Institute who have a legitimate reason to review information in a file are allowed to do so. With reasonable advance notice, an employee may review material in his or her file but only in the Narrows Institute offices and in the presence of the individual authorized to maintain the file.

Keeping your records current. We want to be sure that your paycheck reflects the proper deductions and that your dependents are covered for all appropriate benefits. Therefore, please notify the Executive Director of any changes in your personal status including:

- ◆ Name, address, telephone, or marital status;
- ◆ Number of dependents;
- ◆ Name and phone number of emergency contact(s) or beneficiaries for any benefits.

Immigration Law Compliance

The Narrows Institute is committed to employing only U.S. citizens and aliens who are authorized to work in the United States and complies with the Immigration Reform and Control Act of 1986.

As a condition of employment, each new employee must properly complete, sign and date the first section of the Immigration and Naturalization Service Form I-9. Before commencing work, newly rehired employees must also complete the form if they have not previously filed a Form I-9 with the Narrows Institute, if their previous Form I-9 is more than three (3) years old or if their previous Form I-9 is no longer valid.

Employment Categories

The following definitions of employment classifications are provided to help employees better understand their employment status and benefits eligibility.

Each position is designated as either nonexempt or exempt from the federal and state wage and hour laws.

NON-EXEMPT employees are entitled to overtime pay under the specific provision of federal and state wage and hour laws.

EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws. (Employees in this category are generally managerial, administrative or professional employees.)

In addition to the above classification, each employee belongs to one of the following employment categories:

REGULAR FULL-TIME: Employees who are not in a temporary or probationary status and who are regularly scheduled to work the organization's full-time schedule. Generally, regular full-time employees are eligible for the full benefits package, subject to the terms, conditions and limitations of each benefits program.

REGULAR PART-TIME: Employees who are not in a temporary or probationary status and who are regularly scheduled to work less than a full-time work schedule but at least 20 hours per week. Regular part-time employees are eligible for a portion of the full benefits package subject to the terms, conditions and limitations of each benefits program.

PART-TIME: Employees who are not in temporary or probationary status and who are regularly scheduled to work fewer than 20 hours per week. While they do receive all legally mandated benefits, such as Workers' Compensation Insurance and Social Security benefits, part-time employees are ineligible for the other benefits programs.

PROBATIONARY: Employees who are being evaluated to determine whether further employment in a specific position or with the organization is appropriate. Employees who satisfactorily complete the probationary period will be notified of their new employment classification. The probationary period for all employees is six months.

TEMPORARY: Employees who are hired as interim replacements, to temporarily supplement the work force or to assist in the completion of a specific project. Employment assignments in this category are for a limited period. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status until they are notified of a change. Although temporary employees receive all legally mandated benefits such as Workers' Compensation Insurance and Social Security benefits, they are ineligible for other benefits programs.

PER DIEM: Employees who routinely work either a full-time or a part-time schedule and accept additional compensation in lieu of participation in all but legally mandated benefits programs. This category is offered to limited numbers of employees. Individuals participating in this program must sign waivers of their rights to participate in the benefits programs applicable to regular employees. Service in this category cannot be credited in any way toward a benefits program, even if the employee is later assigned to a benefits-eligible category. A change to or from this category can be accomplished only with the written consent of the Narrows Institute management.

Probationary Period

You should use the initial period after being hired or rehired to determine whether the new position meets your expectations. Your supervisor uses this period to evaluate your capabilities, attitude and work habits. Either the employee or the employer may end the employment relationship at will at any time during or after the probationary period, with or without cause or advance notice.

All new employees work on a probationary basis for the first 30 calendar days after their date of hire except for employees who transfer employment from the VA Medical Center and have completed a 30 day period with the VA. Any significant absent will automatically extend probationary period by the length of the absence. If it is determined that the designated probationary period does not allow sufficient time to thoroughly evaluate the employee, the probationary period may be extended for a specified period.

Probationary employees will assume regular status on satisfactory completion of the probationary period. During the probationary period, new employees are eligible only for those benefits that are required by law, such as Workers' Compensation Insurance and Social Security benefits. Upon satisfactory completion of the probationary period, however, employees become eligible for any other employer-provided benefits, subject to the terms and conditions of each benefits program. See your supervisor for information on the benefits provisions.

Attendance and Punctuality

You are expected to report for work on time on a regular basis. Excessive absenteeism and tardiness are expensive, disruptive and place an unfair burden on other employees and the supervisor. Continued unsatisfactory attendance may result in disciplinary action, including suspension and termination. Any promotional consideration may be adversely affected.

If you are going to be late for any reason, telephone (718) 836-6600 and your laboratory / supervisor's extension as much in advance as possible but within two (2) hours of the start of your tour of duty. Explain the reason for the absence and the expected time of return to work.

If you fail to give proper notification you will be charged with an unexcused absence (AWOL). If you are absent without notifying the Narrows Institute, you are subject to termination. If notice is given but the absence is not considered justified, it will be recorded as unexcused.

Lunch and Rest Breaks

To provide for rest and relaxation from regular work operations, a fifteen (15) minute rest period is scheduled near the middle of the first and second halves of the workday. A lunch period of thirty (30) minutes is scheduled during the middle of the tour of duty. It is recommended that you take your breaks and lunchtime away from your work area.

Work Schedules

The normal work schedule for all regular employees is eight (8) hours a day, five (5) days a week. Your supervisor will advise you of the time your schedule normally begins and ends. The normal tour of duty is 8:00 a.m. to 4:30 p.m. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

Pay Periods

All employees are paid bi-weekly every other Tuesday. Each paycheck will include earnings for all work performed through the end of work following the regularly scheduled payday. If you receive direct deposit, pay stubs will be mailed to you or may be picked up in the NIBRE office

Time Sheets

Time Sheets are used to determine how much you should be paid each pay period. NIBRE employees will receive an email with their timesheets for the entire year, in MS Excel format. These sheets are to be completed and returned to the NIBRE office on the last Friday of each pay period by 12:00PM (unless otherwise notified).

Documentation of hours worked, Each employee is responsible for insuring that their time and attendance are indicated completely, accurately and submitted on time to the NIBRE office so that there will not be a delay in processing your salary. All employees must have their Time sheets approved by their supervisor.

Falsification: Any employee willfully falsifying their time sheets will be subjected to disciplinary action, which could include termination.

Hours of Work and Overtime

Exempt Employees

Exempt employees are paid on a salary basis; that is their compensation is not based on the number of hours worked.

Deductions from salaries. Under the provisions of the Fair Labor Standard Act no deduction will be made from the salary of any executive, administrative, or professional employee for time lost in any week in which the employee does any work, unless the time lost is:

- a. an absence of a day or more for personal reasons, sickness or accident for which the appropriate leave is available; or
- b. an absence of the day or more if the employee's attendance is unsatisfactory.

Supplements to salaries. Because time on the job is not the basis for compensating exempt employees, there will normally be no additional compensation for time worked beyond regular scheduled hours. In the unusual circumstance that the satisfactory performance of an assigned responsibility mandates time on the job substantially in excess of regular hours, management may approve supplemental payment to compensate the employee for lost time.

Non-exempt Employees

All nonexempt employees are paid on the basis of hours worked. (The term weekly salary, when used in connection with nonexempt employee status, describes an employee's gross pay for his/her regularly scheduled weekly hours of work.)

When operating requirements or other needs cannot be met during regular working hours, you will be given the opportunity to volunteer for overtime work assignments. All overtime work must receive your supervisor's prior authorization. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work. Overtime compensation is paid to all nonexempt employees at the following rate (s) and in accordance with federal and state law:

*One and one-half times straight-time rate for all hours over 8 hours in a workday.

*One and one-half times straight-time rate for all hours over 40 hours in a workweek.

As required by law, overtime pay is based on actual hours worked. Time off on sick leave, vacation leave or any leave of absence will not be considered hours worked for purposes of performing overtime calculations.

Employees who work overtime without prior authorization from their supervisors may be subject disciplinary action, up to and including possible discharge.

Time worked. The following provisions apply the calculation of hours worked by nonexempt employees.

Lunch or dinner periods – Time off for lunch or dinner is not counted as time worked.

Paid holidays and paid absences – Regularly observed paid holidays and approved paid absences are counted as time worked. Hours of work performed on regularly paid holidays will also be counted.

Unemployment Insurance

Under the Unemployment Insurance code, unemployment insurance is provided by payroll taxes paid to the state by the Narrows Institute. Unemployment insurance is payable to covered employees who are unemployed through no fault of their own, are able and available to work, are actively seeking employment and have met all eligibility requirements of the law.

Disability Insurance

Disability insurance programs help protect you, against wage loss during unemployment resulting primarily from non-occupational illness or injury, including disability due to pregnancy. Disability insurance usually pays hospital benefits, in addition to wages lost, to claimants hospitalized for non-occupational illness or injury beginning with the eighth consecutive day of disability.

Most wage earners covered under the unemployment insurance provisions are also covered under disability insurance provisions. Employees pay for disability insurance and its administration through payroll deductions for the State of New York.

Performance Evaluation

Supervisors and staff members are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. A formal written performance evaluation will be conducted at the end of your probationary period. Additional formal performance reviews will be conducted annually, copies of which will be placed into the employee's personnel file. These evaluations are to provide both supervisors and staff members the opportunity to discuss job tasks, identify and correct weakness, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

Employee Benefits

Eligible employees are provided a wide range of benefits. A number of the benefits programs (such as Social Security, Workers' Compensation, state disability insurance, and unemployment insurance) cover all employees in the manner prescribed by law. Eligibility for other benefits is dependent on a variety of factors, including employee classification. Your supervisor or Executive Director can identify the programs for which you are eligible. Details of many of these programs can be found elsewhere in this handbook.

The following benefits programs are available to eligible employees:

Health, Dental and Vision Insurance
Vacation allowance

Holidays
Sick leave benefits (short/long term disability)
Leave of absence
Parking

Some benefits programs require contributions from the employee, but most are paid by the employer.

Vacation Policy

It is Narrows Institute policy to grant vacations with pay to provide employees with periods of rest, relaxation, and recreation in recognition of service performed.

Vacation Allowance

Vacation allowance for eligible employees for each vacation year is based on length of service. Employees are not eligible for paid vacation during the first two (2) months of employment. Full-time physicians and nurses accrue vacation leave at the rate of eight (8) hours per pay period. All other regular full-time employees receive four (4) hours per pay period with 1 to 3 years of service; six (6) hours for 4 to 15 years of service; eight (8) hours for more than 15 years of service. Regular part-time employees accrue leave prorated to their part-time hours.

Eligibility

Holidays, Leave of Absence, Illness Occurring During Vacation

Vacation benefits under this plan apply to all regular full-time employees and regular part-time employees normally scheduled to work at least twenty (20) hours per week.

Part-time employees normally scheduled to work fewer than twenty (20) hours per week and temporary employees are not eligible for paid vacation benefits.

The vacation year is defined as the twelve (12) month period commencing January 1st and ending December 31st.

Eligibility Provisions

General

If a designated holiday is observed during your vacation period, you will be paid for additional time off equal to the holiday time off.

You will not receive additional vacation time due to illness or disability occurring while on vacation.

Vacation Pay

Weekly vacation pay for full and part-time employees will be computed by multiplying the employee's current regular hourly rate by the number of hours of vacation allowance taken.

You may collect vacation pay on the last scheduled working day prior to a vacation period, provided the vacation pay request is made the week preceding that in which the vacation will be taken and that you have leave available to cover the time requested.

Vacation Scheduling

You must submit vacation requests to your supervisor in writing. Request will be evaluated based on various factors, including anticipated operating requirements and staffing considerations during the proposed period of absence.

You are strongly encouraged to take earned vacation during the vacation year following its accrual. In the event that you have used all vacation benefits by the end of the benefit year, you will be allowed to carry the balance in to the next vacation year.

Vacations should normally be taken in units of at least one (1) week. You may, however, take (1) week of your vacation allowance in separate days subject to approval by your supervisor.

Whenever possible, you should use all your vacation time. Pay in lieu of vacation will not be granted unless absolutely necessary to meet staffing requirements, and only on approval by the Executive Director.

Eligibility Provisions Terminating Employees

A terminating employee will receive pay in lieu of vacation allowance accrued during the current vacation year not to exceed more than 2 weeks or 80 Hours. Upon termination of employment, you will be paid for vacation benefits that have accrued through the last day of work. For the purposes of this calculation, any partial month of service will be treated as a full month of service.

Termination/Resignation and Layoff Policy

In the event of resignation, notice of at least two (2) weeks for nonexempt and thirty (30) days for exempt personnel should be given.

If it is necessary to terminate an employee because of lack of work or funding or inadequate job performance, the employee will be given advance notice, in the amount of two (2) weeks for a nonexempt and thirty (30) days for exempt personnel.

A terminating employee will receive pay in lieu of vacation allowance accrued during the current vacation year not to exceed more than 2 weeks or 80 Hours. Upon termination of employment, you will be paid for vacation benefits that have accrued through the last day of work. For the purposes of this calculation, any partial month of service will be treated as a full month of service.

If you are terminated with cause, all accrued time is forfeited.

Upon Termination or Resignation it is required that the employee surrender their ID badge, VA/NIBRE issued Keys, access cards and any and all VA/NIRBE property which has been assigned to them (eg. Laptops, tablets etc.).

The Employee's last check will not be direct deposit, but will be available for pick up from the NIBRE office on Payday.

Separation Meeting

Employees who are separating from NIBRE employment are expected to meet in-person with NIBRE prior to their departure.

During this meeting topics discussed would include, but are not limited to, reviewing of final pay, annual leave payout, benefit termination and continuance, and other similar items. Ample time shall be provided so that the employee's questions and feedback are properly addressed.

Holiday Policy

The Narrows Institute will grant holiday time off to all eligible employees on the holidays listed below.

New Year's Day	(January 1)
Martin Luther King, Jr. Day	(third Monday in January)
President's Day	(third Monday in February)
Memorial Day	(last Monday in May)
Independence Day	(July 4)
Labor Day	(first Monday in September)
Columbus Day	(second Monday in October)
Veterans' Day	(November 11)
Thanksgiving Day	(fourth Thursday in November)
Christmas Day	(December 25)

According to applicable restrictions, holiday time off is granted to all eligible nonexempt and exempt employees who have completed one (1) calendar day of service in an eligible employment classification. Holiday pay will be calculated based on your straight-time pay rate (as of the day of the holiday) times the number of hours you would otherwise have worked on that day. Eligible employees classifications (s) are:

Regular full-time employees
Regular part-time employees

To be eligible for holiday pay, nonexempt employees must work the last scheduled day immediately preceding the holiday and the first scheduled day immediately following it. If you are scheduled to perform work on a designated holiday but do not report to work and are not excused you will forfeit the holiday.

A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday.

If a recognized holiday falls during an eligible employee's paid absence (e.g., vacation or sick leave), holiday pay will be provided with no charge to leave.

If an eligible employee works on a recognized holiday, he or she will receive holiday pay wages at one and one-half time his or her straight-time rate for the hours worked on the holiday.

Paid time off for holidays will not be counted as hours worked for the purpose of determining overtime.

Sick Leave Policy

If you are sick or if other circumstances prevent you from being on time or on the job, you must notify your immediate supervisor in advance that you will be unable to report to work and the reason why. You should call in as soon as possible, but not later than two (2) hours after the normal starting time. Calling in when absent or tardy must be for good and sufficient reason, and mere notification of an absence does not necessarily make it an excused absence. If the absence is for more than one (1) day, you are required to keep in touch with your supervisor so that plans can be made to handle your assignments while you are out. If you are out sick, for three (3) consecutive days a doctor's note is required upon your return.

The Narrows reserves the right to require a physician's certificate at any time.

Calculating Sick Leave

A regular full or part-time employee who is eligible will be entitled to four (4) hours of sick leave per pay period. Regular part-time employees accrue sick leave prorated to their part-time hours. If more sick leave is taken than has accrued, there will be appropriated reduction of salary for the hour (s) taken off.

Leave of Absence Policy

Leaves of absence are granted for medical and maternity purposes, personal reasons bereavement, military requirement, jury duty service and voting purposes. Whether or not service time will accumulate during the leave of absence will be determined on a case-by-case basis on the expiration of the leave.

To be valid, approval to take a leave of absence must be confirmed in writing.

If you have been granted a leave of absence of indefinite duration, you are required to give a one (1) week notice of intent to return to work. However, the Narrows Institute is under no obligation to re-employ you before the expiration of that notice.

Effect of Leave of Absence on Employee Benefits

Time spent on an unpaid leave of absence of over thirty (30) days, except a military leave of absence, is not counted as time employed in determining your eligibility for benefits that accrue on the basis of length of employment.

Medical Leave

Eligible employees who are temporarily unable to work due to a medical disability may be granted unpaid medical leave. The employee classification eligible for medical leave are:

Regular full-time employees
Regular part-time employees

As soon as you become aware of a need for a medical leave of absence, you must provide a satisfactory statement from the physician who verified the existence and nature of the medical disability. The statement should contain the approximate date the leave is expected to begin, its

anticipated duration, and the date you can be expected to return to work. Any changes in this information should promptly reported to the Executive Director.

Eligible employees may be granted leave for the period of the disability, up to a maximum of 120 days. Pending your supervisor's approval, you may take any available sick leave or vacation leave prior to the effective date of the medical leave of absence.

If this initial period of absence proves insufficient, consideration will be given to a written request for a single extension of no more than 30 days.

Medical disabilities include, but are not limited to, all temporary disabilities associated with pregnancy, childbirth and related medical condition.

When returning from medical leave, you are required to provide a physician's verification of your fitness to return to work. To the extent possible, you will be reinstated in your former position or you will be offered the first available comparable position for which you are qualified.

If you sustain a work-related injury you are eligible for a medical leave of absence for the period of disability in accordance with all applicable laws covering occupational disability.

Personal Leave

In accordance with the guidelines given below, unpaid personal leave is provided to eligible employees who wish to take time off from their work duties to fulfill personal obligations. The employee classifications eligible for personal leave are:

Regular full-time employees

Regular part-time employees

You may request personal leave only after having completed the probationary period. Personal leave may be granted for a period of up to 15 calendar days. If this initial period of absence proves insufficient, consideration will be given to a written request for a single extension of no more than 15 days. Pending your supervisor's approval, you may take any available sick leave or vacation leave before the effective date of personal leave.

Requests for personal leave will be evaluated based on a number of factors including anticipated operational requirements and staffing considerations during the proposed period of absence.

If granted personal leave, you will continue to be provided with paid insurance benefits until the end of the first full month of personal leave. At that time, you assume the full cost of your insurance benefits. The Narrows Institute will resume payment of the costs of these benefits when you return to active employment. To the extent possible, when returning from personal leave you will be returned to your former position or to the next available comparable position for which you are qualified.

If you fail to report to work at the expiration of the approved leave period, it will be assumed that you have resigned.

Bereavement Leave Policy

You will be granted reasonable bereavement time off if a death occurs in your immediate family. Immediate family is considered to be: spouse, parent, child, sibling, mother-in-law, father-in-law, daughter-in-law, son-in-law, grandparent, grandchild, a person who is legally acting in one of the above capacities or another relative living in your residence.

Jury Duty Leave Policy

Leave of absence for jury duty will be granted to all employees as required by law.

If you are called to jury duty but have not completed your probationary period, the probationary period will be extended for the number of days you are out for jury duty. By law, your absence for jury duty during the probationary period cannot affect your evaluation.

You will be paid the difference between the amounts received for the jury duty and your regular straight-time wage or salary for that period. Proof of jury duty service must be submitted to receive the pay differential.

You will be expected to work as much of your regular scheduled shift as your jury duty schedule permits to the extent that combined time on jury duty and at work does not exceed eight (8) hours on a given day

Military Leave Policy

Military leaves of absence will be granted to all employees to coincide with National Defense Programs in the following manner:

1. Upon entering active military service, you will be granted a general military leave of absence. After completion of military duty, you will be permitted to return to your former position with such seniority, status, pay and vacation as you would have had if you had worked a period of time equivalent to your military tour of duty.
2. If you belong to the National Guard or a Military Reserves unit, you may elect to treat summer training periods as vacation with pay in the amount of earned vacation allowance. If you elect not to treat military training periods with the National Guard or Military Reserves as vacation, you will be paid the amount by which military base pay is short of your salary for the time period of your earned vacation allowance.

Family and Medical Leave Act (“FMLA”)

An employee who has been employed for at least twelve (12) months and working at least 1250 hours during the previous twelve (12) months is entitled to a total of twelve (12) weeks of unpaid leave during any twelve (12) month period. The twelve (12) month period will be calculated on a calendar year basis.

Nothing in the FMLA supersedes any provision of state or local law that affords greater family or medical leave rights than those provided by the FMLA. If leave qualifies under the FMLA and under state law, the leave used counts against the employee’s entitlement under both laws.

Family and Medical Leave may be taken for one or more of the following reasons:

1. The birth of a child of the employee and to care for the child;
2. Placement of a child with the employee for adoption or foster care;
3. To care for a parent, spouse or child with a serious health condition; or
4. A serious health condition that makes the employee unable to perform his/her job function.

An employee who takes leave for a birth or adoption of a child must take the leave within a year of the birth or adoption.

An employee must first use any accrued annual (vacation). When accrued leave is exhausted, sick leave will be used as part of their FMLA leave period.

When leave is foreseeable, an employee is expected to give at least thirty (30) days' notice in writing of their plan to take leave (or as much notice as possible under the circumstances).

If both the husband and wife work for NIBRE, and both are eligible for leave, they are limited to twelve (12) weeks leave per year combined for the child, adoption, or care of a family member. But, if either spouse develops a serious health condition and is unable to perform the essential functions of the job, each would be entitled to the full twelve (12) weeks of unpaid leave per year for personal illness.

Employees on Family and Medical Leave will be restored to their previous position or an equivalent position with equivalent benefits, pay or other terms and conditions of employment. However, an employee on FMLA leave has no greater right to employment than if the employee had not taken leave. If employment would have been terminated anyway, the employee has no right to reinstatement. For example, if an employee's position was terminated due to lack of funding, and the employee would have been terminated even if he/she had been continuously employed, the employee would not have a right to reinstatement.

Medical coverage for an employee enrolled under our group health plan will continue while on Family or Medical leave under the same terms and conditions as when the employee was working. If an employee fails to return to work from Family and Medical Leave, the employee must reimburse NIBRE for the premiums it paid for continuing medical coverage. If an employee cannot return to work because of continuing or recurring health problems or for other reasons beyond their control, the Employee will not be required to reimburse NIBRE for premiums paid.

Employees returning to work from Family and Medical Leave must give at least one week's notice to NIBRE prior to returning from leave. Those employees not intending to return, after the completion of leave must also provide the NIBRE at least one week's notice of their intent not to return after leave. Failure to return to work on the scheduled date of return will indicate that the employee has resigned his/her employment with NIBRE.

The Employee shall provide NIBRE with bi-weekly notification of their status while on leave and the date they intend to return to work.

Annual and Sick Leave do not accrue during Family and Medical Leave.

A medical certification is required from a health care provider for Family and Medical Leave to care for a seriously ill parent, spouse, child, or for the employee's own medical leave. NIBRE

reserves the right to require a second opinion from another health care provider (at NIBRE's expense), and periodic re-certification as permitted by law.

An Employee is required to obtain a medical certification from his/her health care provider stating that the employee is able (or unable) to return to work (i.e., a "fitness-for-duty" report).

Intermittent Leave is permitted for serious illness. Medical certification is required prior to granting intermittent leave. If leave is required on an intermittent basis or reduced leave basis, NIBRE may require the employee to transfer temporarily to an alternative position that better accommodates the intermittent leave or a part-time schedule, provided the position has equivalent pay and benefits. The Employee must discuss the proposed intermittent leave schedule with his/her supervisor before leave begins.

Paid Family Leave

As of January 1, 2018, most employees who work in New York State for private employers are eligible to take Paid Family Leave. If you are a public employee, your employer may choose to offer Paid Family Leave.

Purpose of Paid Family Leave

New York's Paid Family Leave provides job-protected, paid time off so that you can:

- Bond with a newly born, adopted or fostered child;
- Care for a close relative with a serious health condition (spouse, domestic partner, child, stepchild, parent, stepparent, parent-in-law, grandparent, grandchild); or
- Assist loved ones when a family member is deployed abroad on active military service (spouse, domestic partner, child or parent) or has been notified of an impending military deployment abroad. You cannot use Paid Family Leave for your own qualifying military event.

You can continue your health insurance while on leave and are guaranteed the same or a comparable job after your leave ends. If you contribute to the cost of your health insurance, you must continue to pay your portion of the premium cost while on Paid Family Leave.

Eligibility Requirements

Full-Time Employees, who work a regular schedule of 20 or more hours per week, are eligible for Paid Family Leave after 26 Consecutive weeks of employment.

Part-Time Employees who work a regular schedule of less than 20 hours per week, are eligible after working 175 days, which do not need to be consecutive.

To Apply for Paid Family Leave:

First you must notify The Narrows Institute at least 30 days before your leave will start, if it's foreseeable. Otherwise, notify the Narrows Institute as soon as possible.

Second, obtain the request form package for the type of leave you need to take from the Narrows Institute, or directly from NYS.gov webpage at <https://www.ny.gov/new-york-state-paid-family-leave/paid-family-leave-information-employees#how-to-apply-for-benefits>

Third, the Narrows is to fill out their section of the form and return it to you within 3 business days.

Fourth, you then submit Form PFL-1, the other request forms specific to the leave you are taking, and supporting documentation directly to the Narrows' insurance carrier. You can submit your request before or within 30 days after the start of your leave.

The Insurance Carrier must pay or deny your request within 18 calendar days of receiving the completed request.

Cost and Deductions

You pay for these benefits through a small weekly payroll deduction, which is a percentage of your weekly wage up to a cap set annually.

The 2018 payroll contribution is 0.126% of your weekly wage and is capped at an annual maximum of \$85.56. If you earn less than the NYS average Weekly Wage (\$1305.92 per week), you will have an annual contribution amount less than the cap of \$85.56, consistent with your actual weekly wages. For example, in 2018, if you earn \$27,000 a year (\$519 a week), you will pay .65 cents per week.

To estimate your deduction, use the payroll deduction calculator found on the NYS.gov website <https://www.ny.gov/paid-family-leave-calculator>

You may opt out of Paid Family Leave if you do not expect to work for your employer for the minimum amount of time required for eligibility. If you meet this criteria and wish to opt out, you can do so by completing a Paid Family Leave waiver, available on the NYS.gov website or <https://www.ny.gov/new-york-state-paid-family-leave/paid-family-leave-forms-employees>

Voting Leave

The Narrows Institute strongly encourages employees to register and vote for candidates of their choice. Normally, you may arrange to register and vote outside of normal working hours. If, due to work location or schedule, this is not possible, the Executive Director will decide how much time off shall be granted and whether or not it shall be paid, with due consideration to state and local laws.

Parking

Parking facilities are provided for all Narrows Institute employees. Do not park in the spaces marked "reserved". Park within the allotted spaces and obey all directional signs and speed limits. Please extend proper courtesies to other drivers using the parking lots. If you are improperly parked or in an unauthorized area, you may be asked to move the vehicle, the VA Police do issue summonses. For your own protection, always lock your car doors. Neither the Narrows Institute nor the VA Medical Center is responsible for loss, damage or theft to any vehicle and or property in the parking areas. Should you be involved in an accident while on the Narrows Institute/VA Medical Center property, notify the VA Police immediately.

Employee Conduct and Work Rule

To ensure orderly operations and provide the best possible work environment, employees are expected to follow rules of conduct that will protect the interest and safety of you and your fellow workers. It is not possible to list all forms of behavior that are unacceptable in the workplace, but the following are examples of infractions that may result in disciplinary action, including suspension or termination of employment:

- * Theft or inappropriate removal or possession property
- * Falsification of timekeeping records
- * Working under the influence of alcohol or illegal drugs
- * Possession, distribution, sale, transfer or use of alcoholic or illegal drugs in the workplace, while on duty or while operating Narrows Institute vehicles or equipment (see the following section)
- * Fighting or threatening violence in the work place
- * Negligence or improper conduct leading to damage of Narrows Institute or VA Medical Center property
- * Insubordination or other disrespectful conduct
- * Violation of safety or health rules
- * Smoking in prohibited areas
- * Gambling in Narrows Institute or VA Medical Center property
- * Sexual or other unlawful harassment
- * Possession of dangerous or unauthorized material, such as explosives or firearms, in the workplace
- * Excessive absenteeism or any absence without approval
- * Unauthorized use of the telephones, the mail system or other Narrows Institute or VA Medical Center equipment
- * Unauthorized disclosure of confidential information
- * Unsatisfactory performance or conduct
- * Failure to report injury or accident

Employment with this organization is at the mutual consent of the Narrows Institute and the employee, and either party may terminate that relationship at any time, with or without cause and with or without advance notice.

Drug and Alcohol Use

Drug and alcohol use is highly detrimental to the safety and productivity of employees in the workplace. No employee may be under the influence of any illicit drug or alcohol while in the workplace, or on duty or while operating a vehicle or equipment owned or leased by the Narrows Institute.

Possessing, distributing, transferring, purchasing, selling, using or being under the influence of alcoholic beverages or illegal drugs while on Narrows Institute property, on duty attending business-related activities, or operating a vehicle or machine leased or owned by the Narrows Institute may also lead to disciplinary action, including suspension without pay or discharge.

Physician-prescribed medications are permitted, provided they do not adversely affect job performance or the safety of the employee or other individuals in the workplace. You should speak to your supervisor if taking medications that may alter performance.

The Narrows Institute recognizes that employees may wish to seek professional assistance in overcoming drug or alcohol problems. Contact your supervisor for more information about benefits potentially available under the employee medical benefit plans and any possible referral sources.

Employees who voluntarily admit to having drug or alcohol problems that have not resulted in disciplinary action may be eligible for unpaid time off to participate in a rehabilitation program. Such leave will be granted if the employee abstains from use of the problem substance while on leave, abides by all organization policies, rules and prohibitions relating to conduct in the workplace and if the organization suffers no “undue hardship” as a consequence of the leave.

Smoking Policy

In keeping with the management’s intent to provide a safe and healthful work environment, smoking is prohibited throughout the workplace except in authorized areas. This policy applies equally to all employees, patients, and visitors.

Any employee found smoking in an area will be subject to disciplinary action.

Pursuant to VA Policy 00-73 (March 2014) tobacco Products are defined as, but not limited to Cigarettes, Cigars, pipe tobacco, snuff, chewing tobacco, and E-cigarettes.

Gambling

Gambling among employees can lead to bad morale and financial hardship. Therefore, gambling is prohibited on Narrows Institute/VA Medical Center premises and will be cause for discipline. This includes but is not limited to card playing, dice, lotteries, betting on horses or any other wagering.

Disciplinary Procedures for Misconduct

Management reserved the right at all times to impose appropriate disciplinary measures for employee misconduct. Generally, there are four classifications of disciplinary action that may be followed in this order:

1. Counseling or oral reprimand – You may be counseled by your supervisor following a minor offense in an effort to eliminate possible misunderstanding and to clarify proper conduct.
2. Written reprimand – You may receive a written notice of discipline following intentional or repeated minor offenses.
3. Final written warning – You may receive a written notice of discipline following serious misconduct or further repeated minor offenses; disciplinary time off without pay may also be given. The purpose of final written warning is to make certain that you understand seriousness of the misconduct and that further misconduct will most likely result in discharge.
4. Discharge – You may be discharged for a serious offense or as the final step after a series of minor offenses.

In the event that you have not followed Narrows Institute rules willfully or unwillfully, an “Employee reprimand Form “may be filled out by your supervisor in your presence. When completed, it must be reviewed and signed by both you and your supervisor. The form may be placed in your personnel file folder.

Management may or may not use any of the above listed steps in the disciplinary process at its discretion. The decision by management to use such procedures in a particular case will not establish any obligation to do the same for another case.

Dress Code

Although no formal dress code exist, you are asked to wear clothing suitable to the type of work you do and the environment in which you work. Clothing should be neat and clean and should not constitute a safety hazard. Interpretation of this code will be left to your supervisor.

Records Retention

The NIBRE maintains a formal records retention policy and procedure. Your supervisor will explain how that policy applies to you and the work that you perform. You must retain all work products in this manner required and for the time period required by our policy. Never destroy or delete any work product until the retention periods specified by the company’s policy have been satisfied. Failure to comply with the company’s record retention policy and procedure may result in discipline up to and including termination.

In accordance with 19 U.S.C. Section 1519 and The Sarbanes-Oxley Act of 2002 The NIBRE shall not knowingly destroy a document with the intent to obstruct or influence an “investigation or proper administration of any matter within the jurisdiction of any department or agency of the United States...or in relation to or contemplation of such matter or case.” If an official investigation is underway or even suspected, document purging must stop in order to avoid criminal obstruction. Any individual who willfully destroys, alters or falsifies such documents will be immediately terminated, as well as federal charges including fine and up to 20 years in prison or both. *The Sarbanes-Oxley Act is an act passed by U.S. Congress in 2002 to protect investors from the possibility of fraudulent accounting activities by corporations. The Sarbanes-Oxley Act (SOX) mandated strict reforms to improve financial disclosures from corporations and prevent accounting fraud.*

Grievance Policy

A grievance is any problem of an employee or group of employees that results from their work requirements or conditions. Since the Narrows Institute for Biomedical Research Inc. goal is to find equitable solutions at the lowest level possible, management wants to know if you are having any problems, difficulties, suggestions or grievances connected with your work.

Ordinarily, an employee should first discuss a grievance with his or her immediate supervisor. Records must be kept of all grievances with the exception of minor complaints settled with your immediate supervisor. Copies of all records will be sent to management. You will not be subject to any discrimination or reprisal for using the grievance procedures.

Whistleblower Protection Policy

It is the policy of the VA New York Harbor Healthcare System (NYHHS) to promote an environment in which employees feel free to come forward with their legitimate concerns without fear of reprisal. This includes, but is not limited to: a violation of law, rule, or regulation, or gross mismanagement, an abuse of authority, a gross waste of funds, or a substantial and specific danger to public health or safety. Managers can and will be disciplined for obstructing these rights, or for reprising against an employee who chooses to exercise these rights. Similarly, it is the duty of each employee to exercise his or her rights responsibly. (VA Policy 05-12)

The Narrows Institute adheres to this policy, and encourages its employees to report suspected or actual illegal or improper activity, financial or otherwise. NIBRE will not condone any activity that is illegal, Improper or unethical whether done by a Board Member, employee or anyone on their behalf. Complaints, reports or inquiries may be made under this policy on a confidential or anonymous basis. They should describe in detail the specific facts demonstrating the bases for the complaints, reports or inquiries.

The NIBRE prohibits retaliation in any form by or on behalf of the organization against an employee for making good faith complaints, reports or inquiries under this policy or for allegations are made in good faith but prove to be mistaken. NIBRE reserves the right to discipline person(s) who make bad faith, knowingly false, or vexatious complaints, reports or inquiries or who otherwise abuse this policy. Any employee who feels that adverse action has been taken toward him/her due to a report of improper activity should notify the Executive Director of the Narrows Institute for Biomedical Research & Education, Inc. Ms. Bethanne Wenzel (718)836-6600 x6193 or the Chair Director of the NY-Harbor Healthcare System (718) 836-6600 x3521, if both of these parties are implicated in the complaint, report or inquiry, it should be directed to the ACOS of research, Dr, John Hay, (212) 686-7500 x3357 as soon as possible. A prompt, discreet and objective review or investigation will be conducted. Employees must recognize that the organization may be unable to fully evaluate a vague or general compliant, report or inquiry that is made anonymously.

Promotion Procedure

1. When a job opening arises employees will be given first consideration before outside applicants.
2. Factors to be considered in the promotion of employees include education, experience, performance records, ability, character, skills and voluntary participation in on-the-job

training programs. Seniority will be a major factor in the selection of employees for promotion only when two (2) or more employees are equal in all other respects.

3. This promotion policy is not applicable in the following situations:
 - a) Recruitment for temporary opening, a position established for a prescribed time period or for the time required to complete a project or a series of assignments.
 - b) Reassignment of personnel necessitated by a corporate reorganization.
 - c) Reassignment of an employee in order to correct a faulty placement, eliminate personal disagreements or compensate for physical problems. Such reassignments are made to improve corporate organization, improve relationships between people working together and provide suitable opportunities for handicapped workers currently on the payroll.

Narrows Institute/VA Medical Center Property

You are expected to exercise reasonable care in the use of property for authorized purposes. Negligence in the care and use of property its unauthorized removal from the premises or its conversion to personal use is prohibited and will be considered cause for suspension or termination. Negligence in the care and use of NIBRE/VA property may be considered cause for suspension and or dismissal. Corporate property issued to you must be returned at the time employment ends, or when requested to do so by your supervisor (Keys, Identification Card, Laptops etc.).

Neither the Narrows Institute nor the VA Medical Center assumes any responsibility for loss or damage to the personal property of employees.

Laptop Security

Each employee provided with a lap top is responsible for the physical security of the laptop. All laptops acquired for or on behalf of the Narrows are Narrows Property. The laptop must be locked up and stored in a secure location when it is not in the immediate possession of the authorized user. In addition, the user must return the laptop immediately upon request of the Narrows. A laptop user must notify The Narrows immediately if it is lost, stolen, misplaced or damaged. All work created or performed on the laptop is Narrows Property. The laptop is subject to inspection by the Narrows at any time and without further advanced notice. The laptop must be used in a manner that complies with all of Narrows polices including the Acceptable use of Electronic Communications, Non-Harassment, Sexual Harassment, Equal Employment Opportunity, confidentiality of Cline Matters, Care of Client Records, Protecting Company information, Solicitation and Distribution, Electronic mail and Monitoring and internet usage and Monitoring.

Violations of this policy may be ground for disciplinary action up to and including termination

Safety and Health Policy and Rules

Establishment and maintenance of a safe and healthy work environment is the shared responsibility of the Narrows Institute and its employees at all levels of the organization. The Narrows Institute management will attempt to do everything within its control to ensure a

workplace meeting standards of safety, sanitation and health in accordance with federal, state and local regulations.

Employees are expected to obey safety rules and to exercise caution in all work activities. You are asked to immediately report any unsafe conditions to your supervisor. All employees are expected to correct unsafe conditions as promptly as possible.

Any accident that results in injury must be reported to the appropriate supervisor regardless of how minor the injury may appear. Such reports are necessary to comply with laws and to initiate insurance and Workers' Compensation procedures.

Employees are required to observe the following safety rules.

1. Unskilled persons shall not be permitted to operate or tamper with machines.
2. Machines and their electrical cords shall be grounded. No electrically operated machine or fan shall be used in such a position or manner as to cause the cord to be stretched or otherwise extend across an aisle or passageway or to be on the floor in a manner likely to create a tripping hazard. If temporary use across an aisle or corridor is required or necessary, portable barriers shall be erected. Frayed or badly work cords shall be replaced. Cords should not be allowed to come in contact with heat-producing equipment.
3. Machines shall never be cleaned or adjusted while in motion.
4. Installation, repair or maintenance of any equipment shall be done only by qualified persons.
5. Employees shall familiarize themselves with the location of fire extinguishers and shall study instructions for their operation to enable them to place such equipment in operation promptly in the event of an emergency.
6. Aisles and corridors shall be kept clear at all times of all obstruction. When supplies or other materials are received, they shall be placed in permanent, safe storage as quickly as possible.
7. Flammable liquids shall be stored in a safe containers of not more than one (1) gallon in capacity and shall be marked "FLAMMABLE."
8. Material Safety Data Sheets shall be available for all chemicals used in the laboratory.
9. Maintaining a neat work area is essential for job safety and efficiency. You are expected to keep your place of work well organized and materials in good order at all times.
10. Report to your supervisor about any equipment is in need of repair or replacement.

If employees have any questions about how hazardous waste should be handled or stored, they should see their supervisor or contact the VA NYHHS Safety officer.

Telephone Usage

Use of the Narrows Institute or VA Medical Center Internet and Narrows' equipment in general such as photocopier machines etc. phones for personal calls should be for emergencies only. Calls should be made during lunch hours or authorized breaks. If it is necessary to make or receive a call during working hours, keep it as brief as possible.

Suggestions

Management maintains an open mind with regard to the improvement of operating procedures. Employees are encouraged to make suggestions on such subjects as safety and ways to save labor, money, energy, time and materials.

All suggestions should be submitted in writing. Narrows Institute management will be happy to discuss any suggestions with the originator.

Complaints should be directed first to your supervisor. If you feel that the complaint has not been adequately addressed by your supervisor, you may submit the complaint, in writing, to the Executive Director with a copy to your supervisor.

Supervisor's Role in the Corporation

We all know that good, sound leadership is important in any organization. Effective, sound leadership requires that subordinates get the job done in the safest, least expensive, and most effective way and still achieve the quantity and quality of production desired. To do this, supervisors are ever mindful of the importance of trying to meet the subordinates; individual and personal needs. Through cooperation and team effort, the Narrows Institute for Biomedical Research Inc. goals and the needs of the employees are achieved.

Training and Education

The assessment of training needs is a natural and essential part of the process of objective-setting and appraisal. Such an assessment is the determination of what additional competencies are required by each staff member to carry out work effectively. Our training program also plans for the personal growth and advancement of staff toward meeting the future needs of the organization.

Genuine development requires effort and commitment on the part of both the supervisor and the employee. The supervisor, and the employee together decides what experiences – changes of assignment, training, etc. – are needed and how best to get them. This joint commitment to a training plan will maximize opportunities for personal and corporate growth.

Employment Status of Individuals With Life-Threatening Illnesses

It is recognized that employees with life-threatening illnesses, such as cancer, heart disease and AIDS, may wish to continue their normal pursuits, including work, to the extent that their conditions allows. The decision to continue work will be based on the ability to meet normal performance standards and on the receipt of satisfactory medical evidence that the employees do not present an immediate threat to themselves or others. Evaluation of the potential dangers

presented by individuals with life-threatening diseases will occur on a case-by-case basis and will consider existing medical and scientific evidence.

An Employee's medical information is confidential. Disclosure of employee medical information is restricted to limited situations where a manager or supervisor has a job related reason to know it. Employees who disclose employee medical information without proper authorization will be subject to disciplinary action up to and including termination.

Ethical practices and Procedures Dealing With Alleged Violations of Ethical Standards in Research

The Narrows Institute follows the VA "Policy and Guidelines for Ethical Practices and Procedures for Dealing with Instances of Alleged Violation of Ethical Standard in Research," as described in VA Circular 10-87-111 (dated September 28, 1987) and the NIH guide, "Responsibilities of Awardee And Applicant Institutions For Dealing With and Reporting Possible Misconduct in Science", as described in Vol.18, No. 30, September 1, 1989, Special Issue of NIH Guide for Grants and Contracts.

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