



# Staff Guide

**GLOBALTRUST**  
PARTNERS

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# INTRODUCTION

**A**n exciting and challenging experience awaits you as a staff member of Global Trust Partners (GTP). We have written this staff guide in order to answer some of the questions you may have concerning the policies of our organization. Please read it thoroughly and retain it for future reference. Should you have any questions regarding these policies, please ask your supervisor for assistance. This policy is intended for all staff members. None of the policies or guidelines in the staff guide are intended to give rise to contractual rights or obligations, or to be construed as a guarantee of employment or secondment for any specific period of time, or any specific type of work.

The personnel policies of GTP are established by the board, which has delegated the authority and responsibility for their administration to the President & Chief Executive Officer (CEO). The President & CEO may, in turn, delegate authority for administering specific policies. Staff members are encouraged to consult the President & CEO for additional information regarding the policies, procedures, and privileges described in this staff guide. Questions about personnel matters also may be reviewed with the President & CEO.

GTP will provide each staff member a copy of this staff guide upon signing agreements of employment or secondment. All staff members (as defined below) are expected to abide by this staff guide, GTP policies, confidentiality obligations, and the terms of their employment offer or secondment offer, including the GTP Code of Conduct and the Lausanne Covenant, as applicable. The highest standards of personal and professional ethics and behavior is expected of all GTP staff members at all times. Further, GTP expects each staff member to display good judgment, diplomacy, cultural sensitivity, and courtesy in their professional relationships with members of the GTP board, committees, supporters, staff members, and the general public.

All staff members are to exhibit alignment with the guiding statements and religious beliefs of GTP.

- Our **mission:** empowering national workers and building trust in churches and ministries to grow local, generous giving to God's work
- Our **vision:** faithful stewardship and peer accountability increasing local support for God's work in every nation
- Our **purpose:** In obedient service to Jesus Christ, GTP multiples faithful stewards and mobilizes peer accountability groups to build trust and grow local, generous giving to God's work.
- Our **priorities:** prayer, fasting, and confession

- Our **values** are found in the following ten statements which appear in our hiring documents to clarify our religious beliefs and reinforce our witness:

1. **Christian commitment:** Attend to your relationship with Jesus Christ by practicing inward (meditation, prayer, fasting, study), outward (simplicity, solitude, submission, service), and corporate (confession, worship, guidance, celebration) disciplines. Our care for our own soul will position us to care for others.
2. **Listening:** Be quick to listen, slow to speak, and slow to become angry in face-to-face interaction, while exhibiting grace and patience in correspondence through other channels such as video conferences, phone calls, email, and other forms, and uphold confidentiality, when needed, to maintain trust between persons.
3. **Humble service:** Exhibit a posture of humble service in personal interaction and in correspondence by seeking to understand the needs of others and minister to them to the best of your ability while doing everything in love. This may require you to engage others in efforts that exceed your ability or capacity.
4. **Global diversity:** Honor others above yourself with unselfish awareness regardless of age, race, ethnicity, color, nationality, gender, and status. Show mutual respect to one another within the GTP organization and the global network we serve because each person has been made in the image of God and has equal value.
5. **Partnership:** Collaborate in partnership with each other using the gifts and goods that God has entrusted to each one of us to make known the gospel of Jesus Christ. GTP will partner with like-minded organizations that resonate with our gospel-centered purpose and values.
6. **Biblical Teaching:** Demonstrate through our study and our behavior that we believe that God's Word is the final authority on all matters of faith and practice. We will teach it regularly to receptive groups as it transforms our lives and shapes the lives of all we serve.
7. **Empowerment:** Help others in a manner that builds them up and positions them to help others. We do this through training, intercessory prayer, and ongoing conversations, realizing that our work aims to multiply faithful stewards. We will also seek to resource all those we serve.
8. **Transparency:** Preserve God's honor by aiming to live beyond reproach personally and professionally. We will have accountability partners within the organization and agree to maintain appropriate boundaries with others so that we do not manipulate or abuse any relationships through our words or actions.
9. **Accountability Standards:** Uphold standards of responsible stewardship in our administration and urge others all over the world to join in this work. We do this because we believe when we are faithful to follow God's design, we position God's workers to be fruitful and to endure suffering with peace and joy.
10. **Sustained Interdependence:** Give a hand-up by building stewards who trust in God and know that obedience is the path to sustainability rooted in God's abundance. We will not give hand-outs that create dependency on human support. Our role is to help each other follow God's design and serve each other.

GTP has a unique culture summed up by two words from rugby. In that sport, players must work together to move forward. When a player runs down the field with the ball, teammates will let him know he can toss the ball to them by running behind him and shouting, “With you!” Likewise, GTP’s board, staff members, and regional facilitators aim to run together. Founding board chair, René Palacio, loves the “With you!” focus of GTP. In his first meeting as chair, he recounted how it matches the famous African proverb: “If you want to go fast, go alone. If you want to go far, go together.” Founding President & CEO Gary Hoag adds that these two words also appear in many famous verses of Scripture.

This “With you!” culture has two dimensions. Vertically with God, we remind one another regularly that Christ is with us and we can do all things through Christ who gives us strength. Horizontally with each other, we remind each other that we are running together with these words. Thus, board, staff members, and regional facilitators often end correspondence with the words, “With you!” though miles and time zones separate us.

# Definitions

- **GTP:** Global Trust Partners
- **Staff Guide:** This document in its entirety
- **Staff Member:** This term includes employees, seconded persons, and interns.
- **Employee:** An employee is a staff member who is paid directly by GTP in the U.S. and is covered by the Fair Labor Standards Act (“FLSA”).
- **Seconded Staff:** A seconded staff member is one that is employed by an external entity with whom GTP has an MOU (memorandum of understanding), who provides services to GTP for a fee. The seconded staff is covered by the employing organization’s employment policies and relevant employment standards and laws of the country where they are domiciled and employed.
- **Contract Labor:** An individual employed or seconded, either on a full-time or part-time basis, for a specific period of time (usually less than six months) to provide some form of professional service. These persons are entitled only to those benefits required by statute or as otherwise stated in the staff guide.
- **Intern:** An individual employed or seconded, either on a full-time or part-time basis, for a specific period of time (usually less than six months), with the aim of learning about the work of GTP, completing placement as part of their formal education and contributing to projects needing assistance. These persons are entitled only to those benefits required by statute or as otherwise stated in the GTP staff guide.
- **Supervisor:** A staff member designated to oversee staff in a specified discipline within GTP. The supervisor may, at his or her discretion, delegate responsibilities contained in these policies to other personnel within their discipline.
- **Regional Facilitator:** A volunteer that signs an annual agreement to fulfill the job description of the regional facilitator for one of the 12 regions of the Lausanne Movement.
- **Volunteer:** A person that agrees to perform tasks or responsibilities for a defined or limited timeframe for no compensation other than to reimburse direct costs incurred in the role.
- **Workplace:** Any space or environment that a GTP staff member, or representative (of GTP) operates from, not necessarily a geographical location.

# EMPLOYMENT POLICIES

## Global Trust Partners Code of Conduct

With a mission of empowering national church and ministry workers, Global Trust Partners believes its staff members are an integral part in carrying out that mission and is committed to a work environment in which all individuals are treated with respect and dignity. As such, each staff member is expected to exhibit deep Christian commitment in accordance with the Code of Conduct, which aims to reinforce GTP's ten values: Christian commitment, listening, humble service, global diversity, partnership, biblical teaching, empowerment, transparency, accountability standards, and sustained independence.

In addition, GTP believes each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits taking part in any form of discrimination, harassment, abuse, intimidation or exploitation, or in any other way infringes the rights of others. This Code of Conduct is a comprehensive guide to acting with integrity and honesty in all matters.

## Equal Employment Opportunity

GTP is committed to equal employment and secondment opportunity globally. GTP shall follow the spirit and intent of all U.S. federal, state and local employment and secondment laws. Employment opportunities shall be without regard to ethnicity, denominational affiliation, national origin, gender, age, marital status, disability, medical condition, political affiliation, personal appearance, veteran status, family responsibilities, area of higher education, or any other characteristic protected under U.S. federal, state or local law. Each person is evaluated on the basis of personal attributes and professional merit. GTP complies with all international, country, local, and regional laws governing nondiscrimination in employment or secondment in every location where the organization has staff members. To that end, GTP will not discriminate against any staff member or applicant in a manner that violates biblical principles or laws or those principles set out in the by-laws and board policies manual.

GTP's policy regarding equal employment and secondment opportunity applies to all aspects of employment and secondment, including recruitment, hiring, job assignments, promotions, working conditions, scheduling, benefits, wage and remuneration package administration, complaint investigation, conflict resolution, remediation, staff discipline or termination, and also covers staff



social, educational and recreational activities. The President & CEO shall act as the responsible agent in the full implementation of the equal employment and secondment opportunity policy.

GTP will not tolerate any form of unbiblical or unlawful discrimination. All staff members are expected to cooperate fully in implementing this policy. In particular, any staff members who believe that any other staff members may have violated this equal employment and secondment opportunity policy should report the possible violation to the President & CEO or follow the steps in the GTP Whistleblower Policy.

If GTP determines that a violation of this policy has occurred, it will take appropriate remedial action against the offending party, which can include counseling, warnings, suspensions, and if necessary, termination. Staff members who report, in good faith, violations of this policy and staff members who cooperate with investigations into alleged violations of this policy will not be subject to retaliation. Upon completion of any investigation, GTP will inform the staff member who made the complaint of the results of the investigation.

## Disability and Employment

GTP is also committed to complying fully with applicable disability discrimination laws, and ensuring that equal opportunity in employment and secondment exists at GTP for qualified persons with disabilities. All employment and secondment arrangements as well as activities are conducted on a non-discriminatory basis. Reasonable accommodations will be available to all qualified disabled staff, upon request, in accordance with applicable law. Staff members who believe that they may require such an arrangement should discuss such needs with the President & CEO.

## Notice Regarding Rights of Pregnant Workers

Staff members and applicants have the right to be free from discriminatory or unfair employment practices because of pregnancy, a health condition related to pregnancy, or the physical recovery from childbirth. GTP may require a staff member or applicant to provide a note stating the necessity of a reasonable accommodation from a licensed health care provider before providing such accommodation. If an applicant or a staff member requests an accommodation, GTP and the applicant or staff member shall engage in a timely, good-faith, and interactive process to determine effective, reasonable accommodation for the applicant or staff member for conditions related to pregnancy, physical recovery from childbirth, or a related condition.

# HARASSMENT, DISCRIMINATION, AND GRIEVANCES

## Right to Procedural Fairness

All staff members, board members, regional facilitators, and other volunteers have a right to procedural fairness when a grievance is lodged. This follows the biblical example of Matthew 18:15-20 and related texts and, as such, shapes these procedures. Staff members, board members, regional facilitators, and other volunteers are bound by these policies and are also protected by them. If an associated individual feels harassed, discriminated against, or aggrieved then they have the right to a fair investigation and those that the allegations are raised against have a right to a fair investigation as well. Four procedures, taken from Peacemaker Ministries, must be kept in view.

1. **Glorify God:** Instead of focusing on our own desires or the desires of others, we will rejoice in the Lord and bring Him praise by depending on His forgiveness, wisdom, power, and love as we seek to faithfully obey His commands and maintain a loving, merciful, and forgiving attitude.
2. **Get the Log Out of Your Eye:** Instead of blaming others or resisting correction, we will trust in God's mercy and take responsibility for our own actions—confessing our sins to those we have wronged, asking God to work in us, and seeking to repair any harm we have caused.
3. **Gently Restore:** Instead of pretending that conflict doesn't exist or talking about others behind their backs, we will talk graciously with those whose offenses seem too serious to overlook, seeking to restore rather than condemn them. When a conflict cannot be resolved in private, we will ask others in the body of Christ to help us settle the matter in a biblical manner.
4. **Go and Be Reconciled:** Instead of accepting premature compromise or allowing relationships to wither, we will actively pursue genuine peace and reconciliation—forgiving others as God, for Christ's sake, has forgiven us, and seeking just and mutually beneficial solutions to our differences.

## Discrimination

1. Depending on the circumstances, the following conduct may constitute discriminatory harassment: epithets, slurs, stereotyping, jokes, or threatening, intimidating, or hostile acts that relate to ethnicity, color, gender, religion, sexual orientation, age, national origin, or disability; and
2. Written or graphic material that denigrates or shows hostility toward an individual or group because of ethnicity, gender, religion, sexual orientation, age, national origin, or disability and that is circulated in the workplace, or distributed anywhere within GTP's networks.

Other conduct may also constitute discriminatory harassment if it falls within the definition of discriminatory harassment set forth above. It is also against GTP's policy to retaliate against any staff member for filing a complaint of discriminatory harassment or for cooperating in an investigation of a complaint of discriminatory harassment.

## Harassment

Any staff member of GTP who feels harassed or discriminated against is encouraged to immediately inform the alleged harasser that the behavior is unwelcome. In many instances, the person is unaware that his or her conduct is offensive and when so advised can easily and willingly correct the conduct so that it does not recur.

If the informal discussion with the alleged harasser does not remedy the problem or if you do not feel comfortable with such an approach, it is the responsibility of the person feeling harassed to bring such a problem to his or her supervisor's attention or the President & CEO so that the necessary steps can be taken to correct it. We cannot help resolve a harassment problem unless we know about it. The report should include all facts available to the staff member regarding the harassment or sexual harassment. If the President & CEO is involved, you should follow the steps in the GTP Whistleblower Policy.

Staff members of GTP are responsible for ensuring that a workplace free of harassment is maintained. Any staff member may file a harassment complaint regarding incidents experienced personally, or observed in the course of performing their duties. GTP strives to maintain a biblical, lawful, and pleasant work environment (which is typically a remote environment) where all staff members are able to effectively perform their work without interference of any type and requests the assistance of all staff members in this effort.

# Sexual Harassment

GTP is committed to providing a work environment for all staff members that is free from sexual harassment and other types of discriminatory harassment. Staff members are expected to conduct themselves in a professional manner and to show respect for their co-workers.

GTP's commitment begins with the recognition and acknowledgment that sexual harassment and other types of discriminatory harassment are, of course, both unbiblical and unlawful. This policy applies to all work-related settings and activities, whether inside or outside the workplace, and includes business trips and business-related social events.

GTP's property including electronic devices may not be used to engage in conduct that violates this policy. GTP's policy against harassment covers all stakeholders who have a relationship with GTP which enables GTP to exercise some control over the individual's conduct in places and activities that relate to GTP's activities, which includes board members, staff members, regional facilitators, contractors, interns, and other volunteers.

Prohibition of Sexual Harassment: GTP's policy against sexual harassment prohibits sexual advances or requests for sexual favors or other physical or verbal conduct of a sexual nature, when:

1. Submission to such conduct is made an express or implicit condition of employment or secondment;
2. Submission to or rejection of such conduct is used as a basis for employment or secondment decisions affecting the individual who submits to or rejects such conduct; or
3. Such conduct has the purpose or effect of unreasonably interfering with a staff member's work performance or creating an intimidating, hostile, humiliating, or offensive working environment.

While it is not possible to list all of the circumstances which would constitute sexual harassment, the following are some examples:

1. Unwelcome sexual advances – whether they involve physical touching or not;
2. Requests for sexual favors in exchange for actual or promised job benefits such as favorable reviews, remuneration package increases, promotions, increased benefits, or continued employment or secondment; or
3. Coerced sexual acts.

Depending on the circumstances, the following conduct may also constitute sexual harassment:

1. Use of sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life;

2. Sexually oriented comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess;
3. Displaying sexually suggestive objects, pictures, cartoons;
4. Unwelcome leering, whistling, deliberate brushing against the body in a suggestive manner;
5. Sexual gestures or sexually suggestive comments;
6. Inquiries into one's sexual experiences; or
7. Discussion of one's sexual activities.

While such behavior, depending on the circumstances, may not be severe or pervasive enough to create a sexually hostile work environment, it can nonetheless make co-workers uncomfortable. Accordingly, such behavior is biblically inappropriate and may result in remediation regardless of whether it is unlawful. It is also unlawful and expressly against GTP policy to retaliate against any staff member for filing a complaint of sexual harassment or for cooperating with an investigation of a complaint of sexual harassment.

If you believe that you have experienced or witnessed sexual harassment or other discriminatory harassment by any staff member, board member or appointed representative of GTP, you should report the incident immediately to the President & CEO or by following the steps in the GTP Whistleblower Policy. Possible harassment by others with whom GTP has a social or business relationship, including supporters and contractors, should also be reported as soon as possible so that appropriate action can be taken.

## Reporting and Investigating Incidents

GTP will promptly and thoroughly investigate all reports of harassment as discreetly and confidentially as practicable. The investigation would generally include a private interview with the person making a report of harassment. It would also generally be necessary to discuss allegations of harassment with the accused individual and others who may have information relevant to the investigation. GTP's goal is to conduct a thorough investigation, to determine whether harassment occurred, and to determine what action to take if it is determined that improper behavior occurred.

If GTP determines that a violation of this policy has occurred, it will take appropriate remediation against the offending party, which can include counseling, warnings, suspensions, and termination. Staff members who report violations of this policy and staff member who cooperate with investigations into alleged violations of this policy will not be subject to retaliation. Upon completion of the investigation, GTP through the staff member's supervisor will inform the staff member who made the complaint verbally and in writing the results of the investigation.

Compliance with this policy is a condition of each staff member's employment or secondment. Staff are encouraged to raise any questions or concerns about this policy or about possible discriminatory harassment with the President & CEO. In the case where the allegation of harassment is against the President & CEO, staff members must follow the steps outlined in the GTP Whistleblower Policy.

## Confidentiality and Right of No Retaliation

All reports of harassment and/or sexual harassment will be treated seriously. If you make your identity known, GTP will take every reasonable precaution to keep your identity confidential, consistent with conducting a thorough and fair investigation. However, absolute confidentiality is not promised and is particularly challenging in small organizations. To help maintain confidentiality, avoid discussing these issues, or any investigation, with other staff members.

GTP will conduct an investigation of any complaint of misconduct, inappropriateness, harassment or sexual harassment, which may require limited disclosure of pertinent information to certain parties, including the alleged harasser. Because we strive to maintain confidentiality in all investigations, we may not be able to inform you of the specifics that lead to the outcome of an investigation. Any retaliation against a staff member who raises an issue honestly is a violation of this policy. A staff member's honest concern, or participation in an investigation, cannot be the basis for any adverse employment action, including separation, demotion, and suspension, loss of benefits, threats, harassment, or discrimination.

# FULFILLMENT OF DUTIES AND EMPLOYMENT

## Duties of Staff Members and Supervisors

The duties and roles of each staff member are outlined in their respective job descriptions and spelled out in more detail in their annual discerning direction document (3D). It is the role of each staff member to be accountable to their supervisor and President & CEO in the work they undertake.

As there is also a large degree of separation between staff members and no set working hours, each staff member is accountable to Christ and must be committed to regular fasting, praying, and reading of the Scriptures. Staff members will also note that while we are all equals in Christ we do have a level of hierarchical structure as well as succession. The succession process for a vice president or executive staff member is accounted for in the relevant GTP Succession Plan.

## Classifications of Employment

These classifications are based on U.S. law and only apply to employees. For purposes of remuneration package administration and eligibility for overtime payments and employment benefits, GTP classifies its staff members as follows:

- **Full-time Regular Staff members:** Staff members hired to work the organization's normal, full-time, 30-hour or more workweek on a regular basis. Such staff members may be "exempt" or "nonexempt" as defined below.
- **Part-time Regular Staff members:** Staff members hired to work fewer than 30 hours per week on a regular basis. Such staff members may be "exempt" or "nonexempt" as defined below. Part-time staff members who work less than 30 hours a week will receive 50 percent of their time-off benefits.
- **Nonexempt Staff members:** Staff members who are required to be paid minimum wage and are eligible for paid overtime at the federal or state prescribed wage rate, whichever is higher.
- **Exempt Staff members:** Staff members who are not required to be paid minimum wage and are not eligible for overtime pay, in accordance with applicable federal wage and hour laws, for work performed beyond 40 hours in a work week.

## Staff Member Files

GTP maintains a staff member file on each staff member containing employment and remuneration package history. A current staff member may review his or her staff member file upon written request. To ensure that a staff member's file is up-to-date at all times, the staff member must notify his or her supervisor of any changes in name, telephone number, home address, marital status, number of dependents, beneficiary designation, and individuals to notify in case of an emergency.

Staff member files are the property of GTP, and access to the information they contain is restricted and confidential. A personnel file is required by law and shall be kept for each staff member and should include the staff members's job application, copy of the letter of employment or secondment and position description, Discerning Direction Documents (3Ds), remediation records, records of remuneration package, secondment increases and any other relevant personnel information relating to the staff member or their emergency contacts.

Each position shall have a written job description and 3D updated annually. In general, these documents will include the: purpose of the position, areas of responsibilities, immediate supervisor, and planned tasks for the financial year. A separate contract of employment or secondment will stipulate any working conditions affecting the job, e.g., specific working hours, expected travel, plans for professional development.

The President & CEO or supervisor for staff members that do not report to the President & CEO shall evaluate the faithful activities of the prior fiscal year with each staff member using their respective 3D in the first month of the new fiscal year while also working to develop their annual 3D after a process of evaluation and reflection at that time. Compensation changes for employees or seconding organization shall be set after those evaluations are completed and go into effect in the first month of the calendar year.

## Personal Identifying Information - Data Disposal

During the course of your employment, GTP will collect certain information that is classified as "personally identifiable information" or "PII". Such information may include, but is not limited to:

- Your first and last name or initials;
- Social security number (for U.S. residents);
- Drivers or identification card number;
- Medical documentation;
- Passport information;
- Phone numbers;



- Residential or mailing addresses;
- Internet messaging names or handles and
- Username(s) and password(s)

We may keep these records in paper and/or electronic format. When such documentation is no longer needed, pursuant to records retention requirements and best practices, we will either (a) destroy the records or (b) arrange for their destruction.

# CONFLICTS OF INTEREST AND PERFORMANCE

Conflicts of interest arise when our personal or financial interests interfere or appear to interfere with our professional judgment or objectivity. It is not unethical to have a conflict of interest. Conflicts are inevitable. How conflicts of interest are resolved is the measure of our ethics. Staff members are required to disclose to their supervisor both actual and apparent conflicts of interest. When dealing with conflicts, disclosure is critical, and timely disclosure about a conflict can avert an embarrassing situation.

If something does not feel quite right, you should ask for guidance. Timely disclosure to all affected parties resolves most conflicts of interest. If a staff member is considering taking up a board position with an outside organization, they are to seek consent from the President & CEO before accepting any such position to help determine if a conflict of interest exists.

A personal conflict of interest exists whenever individuals may be—or even appear to be—biased or influenced by their own personal interests or relationships in making a corporate decision. For example, if a staff member has a close relative in another company or organization, our staff member has a personal conflict of interest with respect to any decision he or she may make on behalf of GTP to do business with that other company or organization.

An apparent conflict of interest can be just as much a problem as an actual conflict of interest. While you may be perfectly capable of avoiding bias and making objective decisions, if the appearance of a conflict of interest exists, someone outside Global Trust Partners may feel differently. Such appearance of a conflict can undermine the integrity of the activity just as if such conflict actually existed. Confidence in our integrity and ability to be free from bias, by itself, does not resolve an apparent conflict of interest. An apparent conflict of interest should be disclosed and resolved just as if it were an actual conflict of interest.

Individuals engaged by GTP may hold outside jobs as long as they maintain the performance standards of their role with GTP. Staff members should consider the impact that outside employment or secondment may have on their ability to perform their duties at GTP. All staff members will be evaluated by the same performance standards and will be subject to GTP scheduling demands, regardless of any outside work requirements.

If GTP determines that a staff member's outside work interferes with their job performance or their ability to meet the requirements of GTP, as they are modified from time to time, the staff member may be asked to terminate the outside employment or secondment if he or she wishes to remain employed or seconded by GTP.

## Non-Disclosure of Confidential Information

Any information that a staff member learns about GTP, or its supporters or givers, as a result of working for GTP that is not otherwise publicly available constitutes confidential information. Staff members may not disclose confidential information to anyone who is not employed by GTP or to other persons employed by GTP who do not need to know such information to assist in rendering services.

The protection of privileged and confidential information, including funding relationships, is vital to the interests and the success of GTP. The disclosure, distribution, electronic transmission or copying of GTP's confidential information is prohibited. Such information includes, but is not limited to the following examples:

- Compensation data
- Program and financial information
- Partnership information related to givers or prospects
- Details regarding projects and proposals

Staff members are required to agree to this as part of their contract letter as a condition of employment or secondment. Any staff member who impermissibly discloses confidential GTP information will be subject to remediation (including possible separation), even if he or she does not actually benefit from the disclosure of such information, unless GTP had given prior written approval for the disclosure or that disclosure was made in accordance with or mandated by applicable laws.

Discussions involving sensitive information should always be held in confidential settings to safeguard the confidentiality of the information. Conversations regarding confidential information generally should not be conducted on mobile phones in public places, or in elevators, restrooms, restaurants, or other places where conversations might be overheard.

## Performance Reviews

Staff members will be evaluated with respect to the job they are performing for GTP. Generally, performance reviews of staff members will be conducted annually. Performance reviews are intended to

identify both those aspects of the job which are being performed well and those aspects that need attention by both peers/observers and supervisors.

The annual staff evaluation process using the 3D is a formal opportunity for the President & CEO and other supervisors to exchange ideas with staff member to strengthen their working relationship, review the past year, and plan contributions to GTP in the coming year. The purpose of the review is staff member affirmation and development. To that end, it is dependent upon both parties to have an open, and honest discussion concerning the staff member's faithfulness or lack thereof and its impact on GTP.

It is further dependent upon the President & CEO or other supervisors to clearly communicate the faithful activities expected of the staff member in contributing to the flourishing of GTP for the coming year. In addition to staff member performance evaluation, both President & CEO and other supervisors must collaborate to develop the 3D for the coming year. The President & CEO will also annually review the supervision efforts of all supervisors or revisit this as frequently as quarterly if necessary.

## Review of Personnel Action

Staff members may request a review of the yearly evaluation or an unsatisfactory performance review. Staff are expected first to discuss their concern with their immediate supervisor. If further discussion is desired, the staff member may then discuss the situation with the President & CEO. The decision of the President & CEO must be respected as final.

# SEPARATION FROM EMPLOYMENT

## Terminating the Employment Relationship

A staff member may be separated from employment voluntarily or involuntarily, by retirement, resignation, lay-off, position elimination, or involuntary termination. Consistent with long-standing law in the United States, employment with GTP is at-will. In addition, many seconded staff have the equivalent of an at-will relationship with GTP, per their individual offer and commitment agreements. For such at-will staff members, the organization has the absolute right to terminate the employment relationship for any reason, or no reason, provided it is not an improper reason, including but not limited to presence in a protected class. At-will staff members are free to leave the employment or secondment of GTP with or without cause.

Either GTP or the eligible staff member may initiate separation. GTP encourages eligible staff members to provide at least one month (30 days) written notice prior to intended separation. After receiving such notice, an exit interview will be scheduled by the President & CEO or his or her designee which shall include a formal written exit questionnaire. The President & CEO has authority to employ or separate all other staff.

For seconded staff, GTP reserves the right to terminate the contract between itself and the seconding employment organization through the rules set out in the offer and commitment form signed at the time of joining GTP as seconding staff.

## Retirement

Any staff member who voluntarily retires is asked to provide GTP with advance written notice of at least ninety (90) days, so that the organization may appropriately plan for hiring replacement staff, celebrating the staff member's work, and future retirement, etc. If different than the above, seconded staff and contract labor shall comply with the terms of their contract with GTP in providing written notice to GTP and in ending their secondment or engagement with GTP.

## Resignation

Any employee or eligible staff member who voluntarily resigns is expected to provide GTP with advance written notice of no less than thirty (30) days. Failure to provide such notice will result in the staff member's ineligibility for rehire or any severance that may be due to him or her in the offer and commitment form signed at the time of joining GTP. If an employee or eligible staff member has accrued unused vacation time upon their last day of employment, he or she will be paid for that time at the staff member's regular base pay.

## Layoff Due to Position Elimination

Business conditions and workforce requirements sometimes change to the point that a layoff or position elimination of one or more roles is in the best interests of the company. Should such a situation occur, the workforce may be reduced by laying off the number of staff members over and above those needed to perform the work available or eliminating certain positions due to changing corporate needs. Layoffs will be determined by the ability of the affected staff members to adequately perform the available work with a minimum of retraining. Length of service and non-medically related absences or tardiness may also be considered where relative ability is equal. Position eliminations occur routinely based upon changes in organizational needs and strategies, as well as external factors beyond the organization's control.

## Involuntary Termination

At times staff members may face involuntary termination where they are terminated from the services of GTP due to poor performance or gross misconduct or ongoing poor conduct. The termination is considered involuntary when the staff member does not agree with the outcome and does not willingly consent to termination.

Reasons for termination may include, but are not limited to:

- Falsifying or withholding information on your employment or secondment application that did or may have affected GTP's decision to hire you (this conduct will result in your immediate termination);
- Falsifying or withholding information in other personnel records including personnel questionnaires, performance evaluations or any other records;
- Diligence at work below a level acceptable to GTP or the failure to perform assigned and mutually agreed upon duties;
- Insubordination or open descent;

- Refusing to work reasonable hours;
- Negligence in the performance of duties likely to cause or actually causing personal injury or property and reputational damage;
- Fighting, arguing or attempting to injure another;
- Destroying or willfully damaging the personal property of another, including GTP's property;
- Breach of confidentiality;
- Criminal conviction;
- Using or appearing to use for personal gain any information obtained on the job, which is not readily available to the general public or disclosing such information that damages the interests of GTP or its supporters or contractors;
- Placing oneself in a position in which personal interests and those of GTP are or appear to be in conflict or might interfere with the ability of the staff member to perform the job as well as possible;
- Using GTP property or services for personal gain or taking, removing or disposing of GTP material, supplies or equipment without proper authority;
- Gambling in any form on or using GTP property;
- Dishonesty;
- Theft;
- The possession, use, sale or being under the influence of drugs or other substances at any time in violation of GTP's policies;
- Carrying or possessing firearms or weapons on GTP property;
- Excessive lack of diligence or commitment whether excused or unexcused; and
- Engaging in discriminatory or abusive behavior, including sexual harassment.

## Exit Interviews

Staff members are entitled to an exit interview and are expected to complete the accompanying formal exit questionnaire to discuss reasons for leaving and any other impressions the staff member may have about GTP. During the exit interview, the staff member may provide insights into areas of improvement for the organization and his or her specific position.

# FIDELITY OF SERVICE TO GTP AND STEWARDSHIP OF RESOURCES

## Expense Reports

All expenses must be incurred in accordance with the GTP Travel and Expense Policy. Expense reports must be submitted within seven (7) days of return from a business trip or incurring an individual expense. Any reimbursement request submitted more than sixty (60) days after it is incurred, is required by law to be treated and taxed as income to the staff member. All money owed from a travel advance (if applicable) must be returned to GTP within seven days of return.

Expenses must be detailed on the expense report, and receipts must be included for all expenses. GTP works in some parts of the world where receipts are difficult to obtain. In such circumstances, staff members are expected to provide a written account of the expenses incurred. If staff members cannot provide a receipt, they must complete a Lost Receipt Affidavit and provide this with their expense report.

Failure to submit a timely expense report may result in the staff member being held financially liable for charges incurred and may result in disciplinary action. GTP will provide at a convenient and economical time a phone with a global data plan for each staff member's use. Seconded staff will need to pay for their own SIM card for making calls in the country in which they live. Staff members should get written approval from their supervisors for any mobile phone reimbursement for special circumstances.

## Reimbursements

Reimbursement is authorized for reasonable and necessary expenses incurred in carrying out job responsibilities. Transportation, parking fees, business telephone calls, and meal costs when required to attend a meeting scheduled around a meal, are all illustrative of reasonable and necessary expenses.

Staff members serving in an official capacity for GTP at conferences and meetings are reimbursed for actual and necessary expenses incurred, such as travel expenses, meal costs, lodging and registration fees. When attending meetings that have been approved by the President & CEO, staff members are



reimbursed for travel expenses, course fees, and costs of meals and lodging at the actual cost of the expense. Staff members also may be granted leave to attend a conference or professional meeting related to their professional development, and/or GTP's current and anticipated work. Expenses for these purposes can be paid by GTP, if funds are available, and the staff member obtains prior written approval of such expenses.

Forms are provided to request reimbursement for actual expenses and advance payment for travel. Receipts must be provided for all expenditures made in order to claim reimbursement or staff member must complete a Lost Receipt Affidavit and provide this with their expense report. Where possible expenses should be paid for on the organization's credit cards and the standard process followed.

## Return of GTP Property

Staff members are responsible for GTP equipment, property and work products that may be issued to them and/or are in their possession or control, including but not limited to:

- Mobile phones,
- Credit cards,
- Identification badges,
- Computers (and other electronic devices such as iPads), storage devices, and
- Intellectual property (e.g., written materials, work products).

In the event of separation from employment or secondment, or immediately upon request by the President & CEO or his or her designee, Staff members must return all GTP property that is in their possession or control. Where permitted by applicable law(s), GTP may withhold from the staff member's final paycheck the cost of any property, including intellectual property, which is not returned when required. GTP also may take any action deemed appropriate to recover or protect its property.

## Hours of Work

The GTP work-week for staff members is based on 40 hours a week, eight hours a day, Monday through Friday for U.S. based staff members, unless otherwise specified in a staff member's offer and commitment agreement. If international, national, or local laws conflict with the provisions herein, GTP shall follow such regulations. Seconded staff are to refer to local laws and policies of their seconding organization.

As GTP is a global organization that operates within multiple time zones and as such has no set hours throughout the week that work activities are to occur. Staff members may choose the hours during the week that they work with a level of flexibility required around availability for online meetings that may occur outside of ‘normal’ working hours. Full-time staff are to work the maximum number of hours permitted local to their residence and part-time staff are to work hours at an amount negotiated with the President & CEO.

## Exempt Staff Members

Exempt employees and eligible staff members are paid on a salary basis and, in general, are paid their full salary for any week in which they perform work. Their remuneration package may be reduced only in certain circumstances.

- **Leave or Absences:** Exempt employees and eligible staff members who are absent from work for at least a full day for illness, disability, military leave, or personal reasons will not be paid for that day unless they have accrued paid time off or qualify under GTP leave policies. Additionally, exempt employees and eligible staff members may request an unpaid leave in advance if they do not have accrued paid time off, and if approved, will not be paid for time during the unpaid leave.
- **First or Last Week of Employment:** Employees or eligible staff members who work less than 40 hours during their first and/or last week of employment will be paid a proportionate part of their full salary for the time actually worked.

## Nonexempt Staff Members

Time worked includes all time that a nonexempt staff member requires to perform their duties for the company.

- **Remote Work Environment:** Because GTP relies on a disbursed work force, work performed by a staff member will be counted as time worked regardless of location.
- **Break time for Nonexempt Staff members:** 2 rest periods of 15 minutes or less are counted as time worked over a continuous work period of 8 hours.
- **Paid leave:** Approved paid absences, including sick leave, vacation leave, personal leave, holiday leave, military leave, jury and witness duty, funeral or bereavement leave, and voting time off are not counted as time worked.
- **Lunch or dinner periods:** Uninterrupted time off for lunch or dinner is not counted as time worked.

In the event there are different applicable national, state, regional, or local requirements where staff members are located, GTP will comply with all such requirements.

## Absenteeism and Tardiness

Diligence is a key factor in your missional effectiveness. Commitment and regular diligence are expected of all staff members. If you are absent for prolonged periods of time or plan to take periods of leave, you must notify your supervisor or the President & CEO as far in advance as possible. When reporting an absence, you should indicate the nature of the problem causing your absence and your expected return-to-work date so that the team can pray for your situation.

Except as provided in other policies, any staff member who is absent from work for 3 consecutive days without notifying his or her supervisor or the President & CEO will be considered to have voluntarily suspended his or her employment or secondment.

Excessive absences or lack of commitment will be grounds for remediation up to and including termination. Depending on the circumstances, including the staff member's length of employment or secondment, GTP may counsel the staff member prior to termination for excessive absences, lack of commitment, or diligence.

## Time Reporting

Accurately reporting time worked is the responsibility of every staff member and is particularly important because of GTP disbursed remote workforce. GTP keeps accurate records to calculate staff member pay and time off benefits. In the event of an error in reporting time, staff members must immediately report the problem to their supervisor.

## Overtime for Nonexempt Staff Members

Overtime will be paid to eligible, nonexempt staff members in accordance with applicable federal and state law or the applicable national, regional, or local law where the staff member is located. The pay for regular overtime will be at the highest applicable prescribed wage rate. All overtime must be authorized by a supervisor prior to being performed.

# WAGE AND REMUNERATION PACKAGES

## Wage and Remuneration Package Setting

GTP's staff members are distributed around the world. We follow compensation practices in accordance with all applicable federal, state, national, and local laws and practices which support our mission and purpose and are fairly and consistently administered. Within the parameters of a function, staff members shall be paid similarly for similar work.

Any wage increases or adjustments in pay will be awarded on an individual basis dependent upon the staff member's performance and commitment to the success of GTP. Any salaried exempt staff member whose remuneration package is reduced in violation of Fair Labor Standards Act will be reimbursed. GTP also commits to review salaries every six (6) months in order to account for economic conditions and exchange rates as a separate matter to that of performance. The CEO is expected to hire, train, motivate, compensate, and terminate staff members in a professional and caring fashion. Salaries and benefits will be set at competitive levels based on the cost of living for organizations of similar size, budget, in the country of employment or secondment.

If a staff member feels his or her remuneration package has been negatively impacted by global markets or GTP operating procedures, he or she should notify their supervisor. The staff member will not be penalized in any way for making a report. The President & CEO in conjunction with the board treasurer will determine levels of deductibility and co-payments for all insurance related benefits annually for U.S. based staff members. All staff members outside of the U.S. under a secondment agreement are the responsibility of their employing organization.

GTP currently does not provide individual health and dental insurance benefits for U.S. based or international full-time and part-time staff including those who are insured through their spouse, retired military, or other plans. Eligible staff members may elect to participate in available health plan(s) offered by GTP as they become available. GTP may require eligible staff members to pay a portion of insurance premium in the future.

GTP participates in the provisions of the Social Security, Medicare, and Medicaid programs for U.S. employees; contributions are deducted from each paycheck. GTP contributes at the applicable wage base as established by federal law. U.S. based employees are covered for benefits under the Workers' Compensation Law. Absences for which worker compensation benefits are provided are not charged against the eligible employee's sick leave.

To assure proper protection for staff members and GTP, any accident that occurs on the job must be reported, even if there are no injuries apparent at the time. Forms for this purpose are available from GTP. To care for staff while engaged in work-related travel, GTP will pay for personal travel or trip insurance in accordance with the parameters of the Travel and Expense Policy.

## Payday

Paychecks or secondment fees are distributed on the 21st of each month (normally cleared by the 25th of each month), except when those days fall on a Saturday, Sunday or holiday, in which case paychecks will be distributed on the preceding workday. All salary deductions for U.S. staff members directly employed by GTP are itemized and presented to the staff member with the paycheck. Approved salary deductions may include: federal and state income taxes; social security, Medicare, and state disability insurance; voluntary medical and group hospitalization insurance premiums (if in force and if paid by staff member); other benefits (e.g., life insurance, retirement); and any other salary deductions in accordance with applicable secondment contracts and which are required by applicable law.

Final settlement of services or wages will be made no earlier than the next regular pay cycle, or in accordance with state law, whichever is sooner. If a staff member is terminated, a check will be issued on the next regular payday, or in accordance with applicable state law, whichever is earlier. Final settlement of payment for seconded staff or contracted labor shall be made in accordance with the applicable contract governing the terms of that relationship.

# HOLIDAYS, VACATION AND OTHER LEAVE

## Holidays

GTP observes nine (9) paid holidays annually for staff members based in the U.S. Staff members working 20 or more hours per week are eligible for paid holidays. When a holiday falls on a Saturday, it is observed on the Friday preceding the holiday. When the holiday falls on Sunday, it is observed on the Monday following the holiday. Full-time staff members receive eight hours of holiday pay at their regular rate of pay. Staff members who are based overseas will adhere to in-country holidays and are not eligible for U.S.-based holidays. Temporary staff members do not qualify for time-off benefits (vacation, sick, or personal time), including holiday pay.

Full-time staff members based in the U.S. are eligible for holidays each year as follows:

- New Year's Day
- Martin Luther King, Jr.'s Birthday
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving Day
- The Day After Thanksgiving Day
- Christmas Eve
- Christmas Day

Full-time staff (staff who regularly work at least 35 hours per week) receive one (1) paid day off for each full day of holiday time. Holiday benefits for part-time staff will be prorated in accordance with the hours regularly worked by the staff member. Temporary staff are ineligible for holiday leave benefits. In those years when Independence Day, Christmas Eve and Christmas Day, and New Year's Day fall on Saturday or Sunday, the President & CEO will designate the work day that will replace the weekend holiday. Staff members seconded from outside of the U.S. are to refer to their local laws regarding holidays under the oversight of the employer through which they are seconded.

## Vacation

Employees and staff members with contracts allowing for vacation time and who work 20 or more hours per week will accrue vacation biweekly based on their length of service and employment status. The limit on vacation is 1.5 times the annual accrual.

Accrual is based on the following vacation eligibility schedule:

Years of Service: 0-4 years			
Hours worked per week	Percentage Awarded	Total Annual Vacation Eligibility	Bi-weekly Accrual Rate
40 hours	100%	120 hours	4.62 hours
30-39 hours	75%	90 hours	3.47 hours
20-29 hours	50%	60 hours	2.31 hours
Years of Service: 4 or more years			
Hours worked per week	Percentage Awarded	Total Annual Vacation Eligibility	Bi-weekly Accrual Rate
40 hours	100%	160 hours	6.15 hours
30-39 hours	75%	120 hours	4.61 hours
20-29 hours	50%	80 hours	3.08 hours

Employees and eligible staff members are eligible to accrue vacation from the first day of employment and may take vacation as soon as it is accrued. GTP maintains the right to designate times of the year for staff members to take their vacation and the length of time staff members are allowed to be away on vacation.

If an employee or eligible staff member leaves GTP, he/she will be paid for accrued, unused vacation calculated at their current, regular base rate of pay at the time of separation. Employees and eligible staff members may carry over vacation to the next fiscal year at a maximum of 180 hours for staff members with 0-4 years' service and 240 hours for staff members with over 4 years' service based on

40 hours worked per week. Employees and eligible staff members are encouraged to use a minimum of two weeks' vacation each fiscal year to maintain work-life balance. GTP appreciates as much notice as possible when scheduling a vacation.

## Sick Leave

Global Trust Partners provides paid sick leave to employees and staff members with contracts providing for sick leave and who are working 20 or more hours per week (“Sick Leave”), unless a staff member works in a state, region, or country where statutory sick time benefits exceed this, in which case state law will prevail. If a staff member leaves GTP, he/she will not be paid for accrued, unused Sick Leave.

Employees and eligible staff members are eligible for sick leave as follows:			
Hours Worked per Week	Percentage Awarded	Total Annual Sick Leave Eligibility	Bi-weekly Accrual Rate
40 hours	100%	104 hours	4.00 hours
30-39 hours	75%	78 hours	3.00 hours
20-29 hours	50%	52 hours	2.00 hours



Employees and eligible staff members are eligible for sick leave as follows:			
Hours Worked per Week	Percentage Awarded	Total Annual Sick Leave Eligibility	Bi-weekly Accrual Rate
40 hours	100%	104 hours	4.00 hours
30-39 hours	75%	78 hours	3.00 hours
20-29 hours	50%	52 hours	2.00 hours

Employees and eligible staff members accrue Sick Leave from the first day of employment and may take Sick Leave as soon as it is accrued. Sick Leave may be accrued to a maximum of 800 hours (100 days), at which point Sick Leave will not accrue further, until the staff member reduces their balance. If Sick Leave is exhausted, any available Vacation time or Personal Leave time will be used in its place at the discretion of the CFO & Strategy Catalyst.

## Military Leave of Absence

A leave of absence without pay for military or reserve duty is granted to full-time regular and part-time regular staff members. If a staff member is called to active military duty or the Reserve or National Guard training, or if a staff member volunteers for the same, the staff member should submit copies of military orders, if available, to his or her supervisor as soon as possible. The staff member will be granted a military leave of absence without pay for the period of military service, in accordance with applicable federal and state laws. If the staff member is a reservist or a member of the National Guard, the staff member is granted time off without pay for required military training. The staff member may, however, use any accrued but unused Personal Leave or vacation time. Eligibility for reinstatement after military duty or training is completed is determined in accordance with applicable federal, state, national, and local laws. Staff members seconded from outside of the U.S. are to refer to their local laws regarding military leave under the oversight of the employer through which they are seconded.

## Jury Duty and Witness Leave

GTP recognizes jury duty as a civic responsibility. When summoned for jury duty, staff members are granted jury duty leave to perform duty as a juror and must inform their supervisor. All staff members

are allowed unpaid time off if summoned to appear in court as a witness. To qualify for jury or witness duty leave, a staff member must submit to his or her supervisor a copy of the summons as soon as it is received. In addition, proof of service must be submitted to the staff member's supervisor when the period of jury or witness duty is completed. Staff members seconded from outside of the U.S. are to refer to their local laws regarding jury duty and witness leave under the oversight of the employer through which they are seconded.

## Voting Leave

It is the policy of GTP to permit staff members to be absent from work to vote in local, state, or national elections. Staff members who cannot reach their polling place outside of work hours will be permitted paid time off to vote. This time off to vote may not exceed two hours. Staff members seconded from outside of the U.S. are to refer to their local laws around voting leave under the oversight of the employer through which they are seconded.

## Compassionate and Bereavement Leave

Staff members shall be entitled to Compassionate & Bereavement leave with pay of five (5) days in the event of serious illness or a death in the staff member's immediate family (spouse/life partner, child or parent) and three (3) days for grandparent, sister or brother, father-in-law, mother-in-law, or grandchildren. If the staff member wishes to take time off due to the death of an immediate family member, the staff member should notify the President & CEO immediately. Approval of bereavement leave will occur in the absence of unusual operating requirements. A staff member may use, with the President & CEO's approval, available paid leave for additional time off as necessary and in accordance with operating needs.

## Unpaid Leave

Employees who have been employed by GTP for at least four years may apply for unpaid leaves of absence for up to eight weeks. Unpaid leaves are unpaid and are discretionary with the management of GTP. When considering a request for a unpaid leave, GTP will consider factors such as the employee's position, the employee's length of service, the employee's performance record including diligence, the purpose of the leave, the needs of the team in which the employee works, the effect of the leave on other staff members, and GTP's general business needs. Unpaid leaves generally are unpaid. However, accrued vacation or unpaid time may be used to continue an employee's salary during the leave. Vacation and sick time will not continue to accrue during the leave of absence. Medical and life insurance benefits will continue at the same basis as if the employee were actively working. Staff

members seconded from outside of the U.S. are to refer to their local laws regarding unpaid leave under the oversight of the employer through which they are seconded.

# IMPORTANT NOTICE

At GTP, neither the staff member nor GTP is committed to an employment relationship for a fixed period of time. employment with GTP is at-will. Either the employee or management has the right to terminate the employment relationship at any time, for any reason or no reason. The termination of a seconded staff or contract labor agreement will be in accordance with the terms and conditions of the applicable agreement. The language used in this staff guide and any verbal statements by management are not intended to constitute a contract of employment, either express or implied, nor is there a guarantee of employment for any specific duration. No representative of GTP has authority to enter into an agreement of employment for any specified period.

The contents of this guide are summary guidelines for U.S. staff members and therefore are not all inclusive. Except for the at-will nature of the employment, GTP reserves the right to suspend, terminate, interpret, or change any or all of the guidelines mentioned, along with any other procedures, practices, benefits, or other programs of GTP. These changes may occur at any time, with or without notice.

# STAFF MEMBER GUIDE

## ACKNOWLEDGMENT

I have received a copy of the staff guide, approved by the board in April 2021. If I am an employee, I understand that neither I nor GTP is committed to an employment relationship for a fixed period of time. Employment with GTP is at-will. Both I and management have the right to terminate this employment at any time for any reason. If I am seconded staff, I understand and acknowledge the expectations set by this staff guide, together with the applicable contract(s). The language used in this guide and any verbal statements of management are not intended to constitute and do not constitute a contract of employment, either express or implied, nor are they a guarantee of employment for any specific duration.

I further acknowledge that I have read and understand my confidentiality obligations, as outlined on page 18 of this staff guide. By signing this acknowledgment, I am committing to abide by these confidentiality obligations, which will survive my employment or contracted agreement with GTP.

I understand that no representative of GTP has authority to enter into an agreement of employment for any specified period. We have not entered into such an agreement. Further, I understand that the contents of this staff guide are summary guidelines for staff members and therefore not all inclusive. This guide supersedes all previously issued editions. except for the at-will nature of employment, GTP reserves the right to suspend, terminate, interpret, or change any or all of the guidelines mentioned, along with any other procedures, practices, benefits, or other programs of GTP. These changes may occur at any time, with or without notice.

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*Signature*

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*Date*

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*Employee name printed*

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*Signature*

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*Date*

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*President & CEO name printed*

