

Employee Code of Conduct
as stated in the Employee Handbook
of
Public Welfare Foundation, Inc.

To ensure orderly operations and provide an appropriate work environment, the Foundation expects employees to follow certain rules of conduct. In general, an employee must avoid any kind of action or behavior which would impair the Foundation's operations or reflect adversely upon the Foundation or its activities. While it is not possible to list all the forms of behavior that are considered unacceptable in the workplace, minimum standards of conduct include the following:

1. Employees are expected to be familiar with policies of the Foundation, the Board of Directors, and the general operations and policies of the Foundation.
2. Employees are expected to maintain a neat appearance and dress appropriate to their position.
3. Work and public areas should be kept neat and clean at all times.
4. Employees are expected to exhibit concern for the Foundation's assets. Employees are expected to reimburse the Foundation for personal use of photocopiers.
5. Employees must not threaten the rights and safety of others, verbally or physically.
6. Employees may not carry weapons at work.
7. Employees are prohibited from stealing or misusing organizational funds or property or the funds or property of others or incurring unauthorized expenditures.
8. Employees may not use language or engage in actions which are inappropriate to the workplace or which create a racially, sexually, or otherwise harassing environment in violation of the Foundation's anti-harassment policy.
9. Employees are prohibited from reporting to work under the influence of alcoholic beverages or controlled or illegal drugs or possessing or distributing such items on the Foundation property or otherwise violating the Foundation's Drug and Alcohol Use policy.

10. Employees are prohibited from falsifying organization records, such as time sheets, employment applications, expense reports, etc., or from falsifying or misrepresenting personal information such as education, training, or experience.
11. Employees are prohibited from violating safety rules or endangering the safety of themselves or co-workers.
12. Employees may not be absent or late excessively, or without proper notice or excuse.
13. Employees should limit handling of personal matters during business hours.
14. Employees may not release organizational information, during or after employment, without authorization.
15. Employees are prohibited from interfering with other employees' ability to perform their job responsibilities.
16. Employees are prohibited from being insubordinate or refusing to follow the reasonable instructions of supervisors.
17. Employees are prohibited from using their employment position to further their personal interests.
18. Employees should use Foundation property only for work-related purposes and may not remove Foundation property from the office without permission from the supervisor.

In addition, employees are prohibited from engaging in any other conduct not set forth above that could be detrimental to the operations of the Foundation.
