



# Employee Handbook

Updated: June 11, 2024

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## About This Handbook

We prepared this handbook to help employees find the answers to many questions that they may have regarding their employment with the Delaware Sustainable Energy Utility, Inc. (d.b.a Energize Delaware). Please take the necessary time to read it.

For this handbook's purposes, the Delaware Sustainable Energy Utility, Inc. operates under the trade name Energize Delaware. This handbook serves as a guide for employees of Energize Delaware.

We do not expect this handbook to answer all questions. The Executive Director also serves as a major source of information.

Neither this handbook nor any other verbal or written communication by a management representative is, nor should it be, an agreement, contract of employment, express or implied, or a promise of treatment in any particular manner in any given situation, nor does it confer any contractual rights whatsoever. Energize Delaware adheres to the policy of employment at-will, which permits the Organization or the employee to end the employment relationship at any time, for any reason, with or without cause or notice.

No organization representative other than the Executive Director may modify at-will status and/or provide any special arrangement concerning terms or conditions of employment in an individual case, or generally, and any such modification must be in a signed writing.

This handbook states only general organizational guidelines. The organization may, at any time, in its sole discretion, modify or vary from anything stated in this handbook, with or without notice, except for the rights of the parties to end employment at-will, which may only be modified by an express written agreement signed by the employee or the Executive Director.

This handbook supersedes all prior handbooks.

## A Note from the Executive Director

Welcome to Sustainable Energy Utility, Inc. d.b.a. Energize Delaware. Our mission is to inspire sustainable energy solutions for a thriving environment and economy. As a non-profit 501c3 organization, we pride ourselves on being nimble, innovative, collaborative, transparent, and accountable. As an employee of our organization and member of our team, we expect staff to support our mission, vision, values, and goals.

One of the only ways to achieve our results-oriented goals, to reduce greenhouse gas emissions by five percent year over year, is through our staff, programs, partners, and collaborators. We offer a comprehensive array of programs including energy audits for homes and buildings, rebates on recommended energy savings upgrades, low-interest energy efficiency and renewable energy loans for residents and businesses, and many more.

We know the effects of climate change – sea level rise, increasing intensity of storms – are here. It's not a distant future but reality today as we see tornadoes, hurricanes, earthquakes, and major flooding across our state, region, and nation. Energize Delaware is an integral part of the solution to reduce and eliminate greenhouse gas emissions.

We are excited to welcome you as part of our team and look forward to your perspective, ideas, and experience to spur new ideas, innovation, and improvements.



Drew Slater  
Executive Director

## Guiding Principles

### ***Mission, Vision & Values***

#### ***VISION STATEMENT***

“Powering tomorrow with clean, efficient and affordable energy.”

#### ***MISSION STATEMENT***

“Inspiring sustainable energy solutions for a thriving environment and economy.”

#### ***VALUES***

These values were created with input from all members of the Energize Delaware Oversight Board and reflect best practices for publicly funded 501(c)3 organizations.

As an organization Energize Delaware will be:

Innovative  
Nimble  
Results Oriented  
Collaborative  
Transparent  
Accountable  
Mission Focused

The programs and services we develop and provide will be:

Community Oriented  
Effective  
Socially Equitable  
Environmentally Sustainable  
Economically Feasible  
Customer Friendly  
A Pleasure to Use

### ***Equal Opportunity Employment***

Energize Delaware is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived gender; sex; gender identity; sexual orientation; reproductive health decisions; pregnancy, childbirth, or related medical conditions; race (including traits historically associated with race, such as hair texture and protective hairstyles including locks, braids, or twists); color; religion; national origin; age; disability; genetic information; marital status; family responsibilities; status as a victim of domestic violence, stalking or sexual offense; past, current, or prospective military service; and service as a volunteer emergency responder, or any other

characteristic protected by applicable federal, state or local laws and ordinances. Energize Delaware's management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities, access to facilities and programs and general treatment during employment.

The Organization will grant reasonable accommodations to allow an otherwise qualified applicant or employee to perform the essential functions of his or her job, where performance is affected by an individual's: physical or mental disability; sincerely held religious beliefs and practices; limitations related to an employee's pregnancy or pregnancy related limitation; and/or any other reason required by applicable law, unless doing so would impose an undue hardship upon the Organization's business operations.

Any applicant or employee who needs an accommodation to perform the essential functions of the job should contact the Executive Director to request such accommodations. Employees are encouraged to come forward as soon as possible, before performance is adversely affected. The individual should specify what accommodation is needed to perform the job and submit supporting documentation explaining the basis for the requested accommodation, to the extent permitted and in accordance with applicable law. The Organization will then review and analyze the request, including engaging in an interactive process with the employee or applicant, to identify if such accommodation can be provided. The Organization will evaluate requested accommodations, and as appropriate, identify other possible accommodations, if any. The individual will be notified of the Organization's decision regarding the request within a reasonable period. The Organization treats all medical information submitted as part of the accommodation process in a confidential manner.

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of the Executive Director. The Organization will not allow any form of retaliation against individuals who raise issues of equal employment opportunity. If employees feel they have been subjected to any such retaliation, they should contact the Executive Director. To ensure our workplace is free of artificial barriers, violation of this policy including any improper retaliatory conduct will lead to discipline, up to and including termination of employment. All employees must cooperate with all investigations conducted pursuant to this policy.

### ***At-Will Employment***

It is the policy of Energize Delaware that all employees who do not have a written employment agreement with Energize Delaware for a specific, fixed term of employment are employed at the will of Energize Delaware for an undefined period. Employees voluntarily enter employment with Energize Delaware.



Accordingly, the employee is free to resign at any time, with or without cause. Similarly, Energize Delaware may terminate the employment relationship at-will at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law. Likewise, all employment conditions, including demotion, promotion, transfer, compensation, benefits, duties, and location of work, may be changed by Energize Delaware at any time. There is no agreement, express or implied, between Energize Delaware and the employee to continue the employment relationship for any length of time.

Policies set forth in this handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between Energize Delaware and any of its employees. The provisions of the handbook have been developed at the discretion of management and, except for its policy of Employment-At-Will, may be amended or cancelled at any time at Energize Delaware's discretion.

### ***Affirmative Action Policy***

It is the policy of Energize Delaware to implement affirmatively equal opportunity to all qualified employees and applicants for employment without regard to race, creed, color, religion, sex, marital status, age, sexual orientation, physical or mental disability, or national origin to the extent required by law. Positive action shall be taken to ensure the fulfillment of the policy. The policy is applicable in the following situations:

- Recruitment, advertising or solicitation for employment.
- Hiring for employment.
- Treatment during employment.
- Rates of pay or other forms of compensation.
- Selection of training.
- Layoff or termination.

### ***Diversity, Equity & Inclusion***

At Energize Delaware, we are committed to fostering a diverse, equitable, and inclusive workplace where all individuals are respected, valued, and empowered to contribute their unique perspectives and talents. We believe that diversity strengthens our organization, drives innovation, and enhances our ability to serve our customers and communities effectively.

## ***How We Define DEI***

*Diversity:* The presence of differences within our workforce, including race, ethnicity, gender, sexual orientation, age, disability, religion, nationality, and socio-economic background.

*Equity:* Fair treatment, access, opportunity, and advancement for all individuals, while striving to identify and eliminate barriers that have prevented the full participation of some groups.

*Inclusion:* An environment that respects and values the perspectives and contributions of all individuals, creating a sense of belonging, involvement, and empowerment.

This policy applies to all employees, contractors, volunteers, and stakeholders associated with Energize Delaware. It encompasses all aspects of employment, including recruitment, hiring, training, promotion, compensation, benefits, and termination.

## ***Core Principles***

At Energize Delaware, we are guided by the following core principles:

*Equality:* We provide equal opportunities for all individuals, regardless of their background or characteristics.

*Respect:* We treat all employees with dignity and respect, fostering a culture of mutual understanding and appreciation.

*Fairness:* We ensure fairness in all employment practices and decision-making processes, striving to eliminate bias and discrimination.

*Accessibility:* We provide reasonable accommodations for employees with disabilities, ensuring that everyone can fully participate in the workplace.

*Non-discrimination:* We prohibit discrimination, harassment, and retaliation based on protected characteristics, as outlined by applicable laws and regulations.

*Inclusive Culture:* We cultivate an inclusive environment where everyone feels valued, supported, and empowered to succeed.

It is the responsibility of management, HR personnel, and all employees to uphold the principles of diversity, equity, and inclusion in the workplace. This includes:

- Leading by example and demonstrating a commitment to DEI initiatives.

- Participating in training and education programs to increase awareness and understanding of diversity-related issues.
- Promoting a culture of inclusion and respect within the organization and in interactions with external stakeholders.

### ***Recruitment and Hiring***

We strive to attract a diverse pool of candidates for all job openings, utilizing inclusive recruitment practices and partnerships with diverse organizations and communities.

We ensure that recruitment and hiring processes are free from bias and discrimination, implementing strategies to mitigate unconscious bias and promote diversity.

We encourage the use of diverse hiring panels and inclusive language in job postings to attract candidates from all backgrounds.

### ***Harassment & Discrimination Prevention***

We maintain a zero-tolerance policy for harassment, discrimination, and retaliation of any kind.

We provide multiple channels for reporting complaints of harassment or discrimination, ensuring confidentiality and impartial investigation of all allegations.

We take appropriate disciplinary action against individuals found to have violated the DEI policy, up to and including termination of employment.

### ***Accommodations***

We provide reasonable accommodation to employees with disabilities, in accordance with applicable laws and regulations. We encourage open communication between employees and management regarding accommodation needs, striving to create an accessible and inclusive work environment for all.

### ***Commitment to Continuous Improvement***

We are committed to continuously improving our diversity, equity, and inclusion initiatives, seeking input from employees, stakeholders, and experts in the field. We recognize that creating a truly inclusive workplace requires ongoing effort and dedication from all members of our organization.

At Energize Delaware, diversity, equity, and inclusion are not just words — they are fundamental values that guide our actions and decisions every day. By embracing diversity and fostering an inclusive culture, we strengthen our organization and create opportunities for all individuals to thrive.

### ***Pregnancy Accommodations***

In compliance with Delaware law, Energize Delaware will not discriminate against an applicant or the employee because of pregnancy, childbirth, or related conditions. The Organization will not discriminate against applicants and employees, whom the employer knows or should know are pregnant.

The Organization will provide a reasonable accommodation to known pregnancy-related limitations of applicants and employees unless the accommodation would impose an undue hardship on the operation of the business.

Accommodations may include:

- providing periodic rest, including more frequent or longer breaks
- acquisition of equipment for sitting providing light-duty assignments, temporary transfer to less strenuous or hazardous work, or a modified work schedule
- time off to recover from childbirth
- providing break time and appropriate facilities for expressing breast milk

Applicants or employees will not be required to accept an accommodation if they do not have a known pregnancy-related limitation or if the accommodation is not necessary for performance of the essential duties of the job, nor will the pregnant employee be forced to take paid or unpaid leave if another reasonable accommodation is available which will permit the employee to continue working.

The Organization will not deny employment opportunities or take adverse action against a pregnant employee with respect to the terms, conditions or privileges of employment, or for requesting or accepting a reasonable accommodation.

Employees who have questions or concerns about the policy or who wish to request an accommodation should contact the Executive Director.

### ***Non-Harassment***

It is Energize Delaware's policy to prohibit intentional and unintentional harassment of or against job applicants, interns, or employees by another employee, or any third party on the basis of actual or perceived gender; sex; gender identity; sexual orientation; reproductive health decisions; pregnancy, childbirth, or related medical conditions; race (including traits historically associated with race, such as hair texture and protective hairstyles including locks, braids, or twists); color; religion; national origin; age; disability; genetic information; marital status; family responsibilities; status as a victim of domestic violence, stalking or sexual offense; past, current, or prospective military service; and service as a volunteer emergency responder, or any other

characteristic protected by applicable federal, state or local laws (referred to as “protected characteristics”). Such conduct will not be tolerated by Energize Delaware.

The purpose of this policy is not to regulate our employees' personal morality, but to ensure that no one harasses another individual in the workplace, including while on Organization premises, while on Organization business (whether or not on Organization premises) or while representing the Organization. In addition to being a violation of this policy, harassment or retaliation based on any protected characteristic as defined by applicable federal, state, or local laws also is unlawful. For example, sexual harassment and retaliation against an individual because the individual filed a complaint of sexual harassment or because an individual aided, assisted or testified in an investigation or proceeding involving a complaint of sexual harassment as defined by applicable federal, state, or local laws are unlawful.

### ***Harassment Defined***

Harassment is generally defined in this policy as unwelcome verbal, visual or physical conduct that denigrates or shows hostility or aversion towards an individual because of any actual or perceived protected characteristic or has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Harassment can be verbal (including slurs, jokes, insults, epithets, gestures or teasing), visual (including offensive posters, symbols, cartoons, drawings, computer displays, text messages, social media posts or e-mails) or physical conduct (including physically threatening another, blocking someone's way, etc.). Such conduct violates this policy, even if it does not rise to the level of a violation of applicable federal, state or local laws. Because it is difficult to define unlawful harassment, employees are expected to always behave in a manner consistent with the intended purpose of this policy.

### ***Sexual Harassment Defined***

Sexual harassment can include all of the above actions, as well as other unwelcome conduct, such as unwelcome or unsolicited sexual advances, requests for sexual favors, conversations regarding sexual activities and other verbal, visual or physical conduct of a sexual nature when:

- submission to that conduct or those advances or requests is made either explicitly or implicitly a term or condition of an individual's employment; or
- submission to or rejection of the conduct or advances or requests by an individual is used as the basis for employment decisions affecting the individual; or
- the conduct or advances or requests have the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Examples of conduct that violate this policy include:

- unwelcome flirtations, leering, whistling, touching, pinching, assault, blocking normal movement

- requests for sexual favors or demands for sexual favors in exchange for favorable treatment
- obscene or vulgar gestures, posters or comments
- sexual jokes or comments about a person's body, sexual prowess or sexual deficiencies
- propositions or suggestive or insulting comments of a sexual nature
- derogatory cartoons, posters and drawings
- sexually explicit e-mails, text messages or voicemails
- uninvited touching of a sexual nature
- unwelcome, sexually-related comments
- conversation about one's own or someone else's sex life
- conduct or comments consistently targeted at only one gender, even if the content is not sexual
- teasing or other conduct directed toward a person because of the person's gender.

### ***Reporting Procedures***

If the employee has been subjected to or witnessed conduct which violates this policy, the employee should immediately report the matter to any member of management. If the employee is unable for any reason to contact this person, or if the employee has not received an initial response within five (5) business days after reporting any incident of what the employee perceives to be harassment, the employee should contact the Executive Director. If the person toward whom the complaint is directed is one of the individuals indicated above, the employee should contact any higher-level manager in the reporting hierarchy.

You can also file a complaint, alleging discrimination, harassment, or retaliation, with the Delaware Department of Labor, Office of Anti-Discrimination. Contact information for the Office of Anti-Discrimination is below:

4425 N. Market Street, 3rd Fl.  
 Wilmington, DE 19802  
 (302) 761-8200  
[https:// dia.delawareworks.com/discrimination/](https://dia.delawareworks.com/discrimination/)

Failure to report workplace harassment is considered a serious breach of policy and may result in disciplinary action.

### ***Investigation Procedures***

Every report of perceived harassment will be promptly investigated, and corrective action will be taken where appropriate. All complaints will be kept confidential to the extent maintaining confidentiality does not impede the Organization's ability to investigate and respond to complaints. All employees must cooperate with all investigations conducted pursuant to this policy.

No employee will be subjected to retaliation, intimidation or corrective action due to reporting a threat in good faith under this policy.

### ***Retaliation Prohibited***

In addition, the Organization will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. If the employee has been subjected to any such retaliation, the employee should report it in the same way the employee would report a claim of perceived harassment under this policy.

Violation of this policy including any improper retaliatory conduct will result in corrective action, up to and including termination.

### ***Drug-Free & Alcohol-Free Workplace***

To help ensure a safe, healthy, and productive work environment for our employees and others, to protect Organization property, and to ensure efficient operations, Energize Delaware has adopted a policy of maintaining a workplace free of drugs and alcohol. This policy applies to all employees and other individuals who perform work for the Organization.

The unlawful or unauthorized use, abuse, solicitation, theft, possession, transfer, purchase, sale or distribution of controlled substances (including medical marijuana), drug paraphernalia or alcohol by an individual anywhere on Organization premises, while on Organization business (whether or not on Organization premises) or while representing the Organization, is strictly prohibited. Employees and other individuals who work for the Organization also are prohibited from reporting to work or working while they are using or under the influence of alcohol or any controlled substances, except when the use is pursuant to a licensed medical practitioner's instructions and the licensed medical practitioner authorized the employee or individual to report to work and has certified that use of the controlled substance will not impact the employee's ability to perform their job or otherwise pose safety concerns to the employee or any other individual. Notwithstanding the foregoing, no employee may use or be under the influence of alcohol or medical marijuana while on Organization premises, while on Organization business (whether or not on Organization premises) or while representing the Organization. This restriction does not apply to responsible drinking of alcohol at business meetings and related social outings.

Violation of this policy will result in corrective action, up to and including termination of employment.

The Organization maintains a policy of non-discrimination and will endeavor to make reasonable accommodations to assist individuals recovering from substance and alcohol dependencies, and those who have a medical history which reflects treatment for substance abuse conditions. However, employees may not request an accommodation to avoid discipline for a policy

violation. We encourage employees to seek assistance before their substance abuse or alcohol misuse renders them unable to perform the essential functions of their jobs or jeopardizes the health and safety of any Organization employee, including themselves.

An employee must submit to drug and alcohol testing when there is reasonable suspicion that they have alcohol, a controlled substance, or its metabolites in their system. A determination that reasonable suspicion exists shall be based upon specific observations concerning the actions, appearance, behavior, conduct, speech, or body odors of the employee, documented in writing by a manager who has observed the evidence leading to the requirement for testing. Prior to testing, the employee will be required to sign a consent form. Refusal to complete the consent will be considered a positive test, and the employee will be subject to disciplinary action, up to and including termination.

No employee believed to be under the influence of drugs or alcohol will be required to drive a vehicle to a designated testing site or home. Transportation will be arranged by a supervisor or manager. Employees tested upon “reasonable suspicion” will be taken to a designated testing site by at least one of the supervisors or managers observing the conditions or behavior that constitute “reasonable suspicion.”

Any employee who is found through drug or alcohol testing to be under the influence of an illegal drug or alcohol during working hours or while on Organization premises will be subject to discipline up to and including termination.

### ***Workplace Violence***

Energize Delaware is strongly committed to providing a safe workplace. The purpose of this policy is to minimize the risk of personal injury to employees and damage to Organization and personal property.

Energize Delaware does not expect employees to become experts in psychology or to physically subdue a threatening or violent individual. Indeed, Energize Delaware specifically discourages employees from engaging in any physical confrontation with a violent or potentially violent individual. However, Energize Delaware does expect and encourage employees to exercise reasonable judgment in identifying and reporting potentially dangerous situations.

### ***Prohibited Conduct***

Threats, threatening language or any other acts of aggression or violence made toward or by any Organization employee will not be tolerated. For purposes of this policy, a threat includes any verbal or physical harassment or abuse, any attempt at intimidating or instilling fear in others, menacing gestures, flashing of weapons, stalking or any other hostile, aggressive, injurious or destructive action undertaken for the purpose of domination or intimidation. Regardless of permit status, no weapons are permitted on Organization premises.



### ***Procedures for Reporting a Threat***

All potentially dangerous situations, including threats by co-workers, should be reported immediately to any member of management with whom the employee feels comfortable. Reports of threats may be maintained confidential to the extent maintaining confidentiality does not impede Energize Delaware's ability to investigate and respond to the complaints. All threats will be promptly investigated. All employees must cooperate with all investigations. No employee will be subjected to retaliation, intimidation or corrective action due to reporting a threat in good faith under this policy.

If the Organization determines, after an appropriate good faith investigation, that someone has violated this policy, the Organization will take swift and appropriate corrective action.

If the employee is the recipient of a threat made by an outside party, that employee should follow the steps detailed in this section. It is important for the Organization to be aware of any potential danger in its offices. Indeed, the Organization wants to take effective measures to protect everyone from the threat of a violent act by employees or by anyone else.

### ***Whistleblower Policy***

Energize Delaware is accountable to its funders, customers, and stakeholders. As such, the Organization maintains the highest standards of financial integrity and organizational ethics. In order to assure this, Energize Delaware fosters an environment in which all employees work and strive for the best interests of the organization. This policy is an important way of protecting an employee who becomes aware of any wrongdoing that could compromise those standards.

Energize Delaware shall be governed by and subject to the Delaware Whistleblowers' Protection Act, Title 19 of the Delaware Code, Chapter 17.

Any employee who becomes aware of, or reasonably believes that corporate theft, fraud, illegal activity, or any violation as that term is defined in Title 19 of the Delaware Code, Section 1702(6) has occurred is encouraged to disclose or report such wrongdoing by taking the following steps:

- Should the employee become aware of, or reasonably believe that another employee, not the Executive Director, is responsible for or involved in theft, fraud, illegal activity, or a violation, the employee shall report such misconduct to the Executive Director. The Executive Director shall inform the SEU's Oversight Board Chair, the Chair of the Finance Committee, and the SEU's General Counsel. The Executive Director shall promptly investigate the allegation and take appropriate action.
- Should the employee become aware of, or reasonably believe that the Executive Director is involved in, or through collusion is responsible for, theft, fraud, illegal activity, or a violation, the employee shall report such misconduct to the Chair of the SEU's Oversight Board of Directors. The Oversight Board Chair shall inform the Chair of the Finance Committee and the SEU's General Counsel, and the Oversight Board

Chair shall promptly have an investigation conducted of the allegation and take appropriate action.

- Should the employee become aware of, or reasonably believe that a member of the Board of Directors is responsible for or involved in theft, fraud, illegal activity, or a violation, the employee shall report such misconduct to the SEU's General Counsel. The General Counsel shall promptly inform the two most senior Board members not associated with the reported activity, who shall promptly have an investigation conducted and take appropriate action.

All allegations shall be investigated promptly. In conducting its investigations, the Organization shall strive to keep the identity of the complaining individual as confidential as possible, while conducting an adequate review and investigation. Legal action in the best interest of the Organization shall be pursued where appropriate.

Energize Delaware prohibits retaliation against any employee who discloses or reports corporate theft, fraud, other illegal activity, or a violation, and shall afford the employee the protections set forth in Title 19 of the Delaware Code, Section 1703.

## Payroll & Compensation

It is the policy of Energize Delaware to develop and implement a fair, consistent, and competitive Compensation Administration program to attract, motivate, and retain qualified employees. The program is designed to compensate employees based on their performance, consistent with Energize Delaware's needs and financial capabilities.

Energize Delaware will administer its compensation program without regard to gender, age, race, color, religion, creed, national origin, disability, or any other protected group or status. Energize Delaware will adhere to all federal and state laws and regulations regarding job classification, amount of pay, and equitable compensatory treatment of employees. Please see the full Compensation Program under the official compensation policy as listed on Energize Delaware's website.

### ***Employee Classifications***

For purposes of this handbook, all Energize Delaware employees fall within one of the classifications below.

**Full-Time Employees** - Employees who regularly work at least 37.5 hours per week who were not hired on a short-term basis.

**Part-Time Employees** - Employees who regularly work fewer than 37.5 hours per week who were not hired on a short-term basis.

**Short-Term Employees** - Employees who were hired for a specific short-term project, or on a short-term freelance, per diem or temporary basis. Short-Term employees generally are not eligible for Organization benefits but are eligible to receive statutory benefits.

In addition to the above classifications, employees are categorized as either "**exempt**" or "**non-exempt**" for purposes of federal and state wage and hour laws. Employees classified as exempt do not receive overtime pay; they generally receive the same weekly salary regardless of hours worked. Such a salary may be paid less frequently than weekly. The employee will be informed of these classifications upon hire and informed of any subsequent changes to the classifications.

### ***Safe Harbor***

It is Energize Delaware's policy and practice to accurately compensate employees and to do so in compliance with all applicable state and federal laws. To ensure proper payment and that no improper deductions are made, employees must review pay stubs promptly to identify and report all errors.

Those classified as exempt salaried employees will receive a salary which is intended to compensate them for all hours they may work for Energize Delaware. This salary will be established at the time of hire or classification as an exempt employee. While it may be subject to review and modification from time to time, such as during salary review times, the salary will be a predetermined amount that will not be subject to deductions for variations in the quantity or quality of the work performed.

Under federal and state law, salary is subject to certain deductions. For example, unless state law requires otherwise, salary can be reduced for the following reasons:

- full-day absences for personal reasons
- full-day absences for sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing wage replacement benefits for such absences (deductions also may be made for the exempt employee's full-day absences due to sickness or disability before the employee has qualified for the plan, policy or practice or after the employee has exhausted the leave allowance under the plan)
- full-day corrective suspensions for infractions of our written policies and procedures
- to offset amounts received as payment from the court for jury and witness fees or from the military as military pay
- the first or last week of employment in the event the employee works less than a full week
- any full work week in which the employee does not perform any work.

An employee's salary may also be reduced for certain types of deductions such as a portion of health, dental or life insurance premiums; state, federal or local taxes; social security; or voluntary contributions to a 401(k) or pension plan.

In any work week in which the employee performed any work, salary will not be reduced for any of the following reasons:

- partial day absences for personal reasons, sickness or disability
- an absence because the Organization has decided to close a facility on a scheduled workday
- absences for jury duty, attendance as a witness, or military leave in any week in which the employee performed any work (subject to any offsets as set forth above)
- any other deductions prohibited by state or federal law.

However, unless state law provides otherwise, deductions may be made to accrued leave for full- or partial-day absences for personal reasons, sickness or disability.

If an employee believes they have been subject to any improper deductions, they should immediately report the matter to a supervisor. If the supervisor is unavailable or if the employee believes it would be inappropriate to contact that person (or if the employee has not received a prompt and fully acceptable reply), they should immediately contact the Executive Director or any other supervisor in Energize Delaware with whom the employee feels comfortable.

### ***Your Pay***

Pay periods are bi-weekly unless those dates fall on a holiday or weekend day in which case the employee will be paid the preceding weekday before the holiday or weekend.

Energize Delaware is required to make deductions for Social Security, federal income tax and any other appropriate taxes. Required deductions also may include any court-ordered garnishments.

If there is an error in any employee's pay, the employee should bring the matter to the attention of the Executive Director immediately so the Payroll Administrator can resolve the matter quickly and amicably.

Paychecks will be given only to the employee, unless the employee requests that they be mailed or authorizes in writing that another person may accept the check.

### ***Overtime***

Any non-exempt employee who works overtime will be compensated at the rate of one and one-half times (1.5) their normal hourly wage for all time worked in excess of 40 hours each week, unless otherwise required by law.

Employees may work overtime only with prior management authorization.

### ***Direct Deposit***

Energize Delaware encourages all employees to register for direct deposit at the time of hire while completing their onboarding paperwork. Any employee who declines to be paid by direct deposit will be issued a live check.

## General Operations

### ***Introductory Period***

The first six (6) months of employment are considered an introductory period for the purpose of managerial and self-evaluation within the working environment. Such a period is designed as a time for a new employee to determine their compatibility with the job as well as time for management to likewise evaluate job performance of assigned job duties in a harmonious & mutually beneficial manner. As a general rule, only one introductory period will be necessary, however, under certain circumstances management reserves the right to extend such period if it is deemed in the interest of Energize Delaware or individual employee.

During any introductory period, the employee will be granted no time off with pay with the exception of observed holidays.

### ***Operating Hours***

Normal operational hours for the Energize Delaware are designated as 8:30 a.m. to 4:30 p.m., Monday through Friday.

### ***Dress***

It is important for Energize Delaware to establish guidelines for appropriate dress and appearance, which reflect professionalism, comfort, and alignment with the organization's culture and values.

Employees are expected to dress neatly, cleanly, and appropriately for their role and responsibilities. The dress code at Energize Delaware is smart casual, which allows for a relaxed yet professional appearance.

Smart casual attire typically includes a combination of casual and more formal clothing items. Examples of acceptable "smart casual" attire include:

- Tops: Collared shirts, blouses, sweaters, or casual button-down shirts.
- Bottoms: Dress pants, khakis, chinos, or neat jeans without excessive distressing.
- Footwear: Closed or open-toe shoes such as loafers, sandals, dress shoes, boots, or clean and neat sneakers.
- Accessories: Tasteful accessories such as belts, scarves, or jewelry are permitted.
- Outerwear: Blazers, cardigans, or other lightweight jackets may be worn as needed.

Occasionally, specific events or activities may require different attire such as formal business meetings or client presentations.

### ***Employee Personnel Records***

It is the employee's responsibility to provide current information concerning address, telephone number, insurance beneficiaries, change in dependents, marital status, and emergency contact information, etc. Changes in exemptions and withholdings for tax purposes will only be made upon the receipt of a completed W-4 form.

Employees may view contents of one's personnel folder by appointment during regular business hours. Since the contents of the folder are the Organization's property, these materials cannot be kept by the employee. The Executive Director will be present while the employee reviews his or her personnel folder.

### ***Use of Telephone***

Although there are situations when personal calls must be made or received, they should be held to an absolute minimum. Incoming personal calls, visits or personal transactions while at the office should be limited. Cell phone usage while driving is prohibited in accordance with federal, state and local laws. However, should an employee need to use their cell phone while driving, a "hands free" alternative should be for used as needed.

A pattern of excessive personal phone calls, personal visits, and/or private business dealings is not acceptable and may lead to disciplinary action.

### ***Absences from Work***

Energize Delaware recognizes that some absences from work can be planned in advance while other absences, such as illness, cannot. Employees are expected to notify the Executive Director, or, in their absence, another staff member, as soon as possible in the event of necessary absences. If an employee is unable to reach any staff member, please call the office and leave a voicemail message. Failure to properly contact the Executive Director will disqualify the employee from any sick leave payment for that day, and the day off will then be counted as an unexcused absence for disciplinary purposes. Please refer to the Time Off policy for further information.

Excessive absenteeism and/or tardiness are sufficient causes for termination of employment. Absence from work for 3 consecutive days without proper notification to the Executive Director will be considered a voluntary resignation.

### ***Lunch Breaks***

Energize Delaware aims to provide a healthy work-life balance for employees, encouraging all employees, exempt or non-exempt, to take a minimum of 30 minutes each workday away from their workstation. Lunch breaks should be taken with consideration of operational requirements and the employees' workflow.

### ***Lactation Breaks***

Energize Delaware will provide a reasonable amount of break time to accommodate employees desiring to express breast milk for their infant child, in accordance with and to the extent required by applicable law. The break time, if possible, must run concurrently with rest and meal periods already provided. If the break time cannot run concurrently with rest and meal periods already provided, the break time will be unpaid, subject to applicable law. Employees should work with their managers to schedule lactation breaks to minimize disruptions to business operations.

The Organization will provide employees with a room or location other than a toilet stall to express milk in private. This location may be the employee's private office, if applicable. Please consult the Executive Director with questions regarding this policy.

Employees should advise management if they need break time and an area for this purpose. Employees will not be discriminated against or retaliated against for exercising their rights under this policy.

### ***Inclement Weather***

In the case of inclement weather, the Executive Director will contact all employees by Teams message or text to inform them if the office will be closed or open and what the working hours will be. Employees are to use their best discretion on how safe it is to travel. All participants in scheduled meetings/appointments must be called and notified of cancellation. If the prediction is for severe weather the day before, it is encouraged that employees take laptops home and can work from home.

### ***Telecommuting***

Telecommuting is a pre-determined work arrangement in which some, or all work is performed at an off-site location such as the home or in office space near home. Energize Delaware may find it necessary for its employees to work from the corporate office or client site based on business needs. Telecommuting may be appropriate for some employees and positions but not for others.

Telecommuting is not an entitlement or an Energize Delaware-wide benefit, and it does not change the terms and conditions of employment with Energize Delaware. Energize Delaware may require employees to report to the Energize Delaware office or designated location as needed for work-related meetings or other events or may meet with employees in the alternate work location as needed to discuss work progress or other work-related issues.

Employees must maintain their home workspace safely, free of safety hazards. Injuries sustained by the employee in a home office location and in conjunction with his or her regular



work duties are normally covered by the Energize Delaware's workers' compensation policy. Telecommuting employees are responsible for notifying the employer of such injuries as soon as practicable. The employee is liable for any injuries sustained by visitors to their home worksite.

### ***Virtual Meeting Conduct***

Employees are expected to maintain a professional appearance when on calls with clients and other business partners. Employees are expected to utilize the following best practices in all virtual meetings.

- Please be prepared to be on video for all client meetings
- If the client is on video, turn your video on.
- If you are presenting (kickoff calls, training, etc.) have your video turned on, even if you are the only person on video
- Please blur your background, or use an approved Energize Delaware background
- If you are not on video, please use your headshot or the Energize Delaware logo

### ***Open Door Policy***

Energize Delaware fosters an environment where employees feel valued, respected and heard. Energize Delaware encourages open communication, collaboration and transparency at all levels within the organization. Such suggestions, recommendations, questions, and concerns should be made to the Executive Director for development and initiation if such is deemed warranted.

### ***Security***

It is only through the cooperation and diligence of all employees that a secure workplace can be provided. The first employee to leave the building after hours should lock the front door. The last employee to leave the building is responsible for turning off all machines and lights and locking all doors. Employees should promptly report any instances which may pose a threat to the workplace to the Executive Director.

### ***Performance Evaluations***

Energize Delaware reviews the performance of each employee on an annual basis. The annual review is an opportunity for the employee and Energize Delaware to evaluate achievements over the previous year and to discuss ways to enhance performance and contributions. Performance increases are based on merit, individual initiative and job duties. The performance process also provides an opportunity for the employee to provide a self-evaluation of their performance, as well as provide suggested goals for the upcoming performance period.

Energize Delaware may, in special circumstances; conduct performance evaluations on a more frequent basis if, in its sole discretion, the Energize Delaware determines that such evaluations would be beneficial to the Organization and/or employee.

## Code Of Conduct

All employees are expected to observe certain standards of behavior while at work and at organization sponsored events. These standards are not intended to restrict but to ensure a consistent application of the policies and procedures for all employees. These standards include, but are not limited to:

- Completion of all work accurately.
- **Carrying out assigned duties and following reasonable instructions or requests from supervisors.**
- **Not possessing weapons or firearms on the premises.**
- Not possessing, using or being under the influence of any intoxicating and/or controlled substance or beverage when reporting to work, while on Organization property or on a client site.
- Not having excessive absenteeism or tardiness.
- **Not being absent three consecutive days without notice, which is considered to be voluntary termination.**
- **Not violating safety or ethical rules.**
- Refraining from fighting, threatening, intimidating, or coercing fellow employees during working hours or at organization sponsored functions.
- **Not disclosing or using confidential or proprietary information without proper authorization.**
- Not falsifying or misrepresenting records, documents or time sheets or knowingly making false statements in relation to work related matters.
- Refraining from misuse, theft, or destruction of organization time and/or property or another employee's property.
- Not gambling on organization property.
- Refraining from any manner or form of discrimination and/or harassment, regardless of whether it is sexual, racial, religious or related to another's gender, age, sexual orientation, or disability.
- Refraining from actions that damage Energize Delaware's business or reputation or the morale of co-workers.

Those items listed in **bold** are examples of behaviors which if displayed in the negative are grounds for immediate termination under the appropriate circumstances.

## Employee Benefits

### ***Health Benefits***

Energize Delaware will enroll all full-time employees in a Qualified Small Employer Health Reimbursement Assistance Program (QSEHRA) that provides tax-free funds for health care reimbursements for eligible expenses incurred during a calendar year. QSEHRA funds are not set aside in a specific account for employees, and unused amounts do not roll over for future use. Any unused QSEHRA funds revert to the employer.

Each year, the annual reimbursement amount for employees and their eligible dependents is approved by the Oversight Board, within the maximum reimbursement limits set by the IRS.

As employees accrue QSEHRA funds throughout the year, they can choose to request reimbursement at regular intervals—for example, after they pay their monthly health insurance premium. They can also request reimbursement all at once from their accrued funds.

Employees have three months after the end of the calendar year or their termination date to submit expenses for reimbursement.

The Organization also provides dental and vision insurance, life insurance, short- and long-term disability insurance, to all full-time employees. Please see the full summary plan description for further details.

### ***Retirement Benefits***

Energize Delaware provides contributions to 403(b) Retirement Savings Account in accordance with IRS rules for non-profit organizations. Please see the full summary plan document for future details.

### ***Vacation***

Full-time employees of Energize Delaware are authorized to paid annual vacation days in accordance with the following satisfactory service schedule unless authorized by the Executive Director.

- After six (6) months of service – 10 days per year
- After one (1) years' service – 15 days per year
- After five (5) years' service – 18 days per year
- After ten (10) years' service 24 days per year

All vacations must have the prior approval of the Executive Director.

Unless specified elsewhere, up to two weeks of accrued vacation may be carried over to the next calendar year.

In the event of separation from employment, the employee shall be entitled to payment for accumulated vacation time prorated for the year of separation based on the number of months worked against eligible vacation. Should the employee have taken more days than actually earned, this may result in a negative balance which will be adjusted in the final paycheck.

### ***Sick Days***

Energize Delaware encourages the health and wellbeing of all employees. Employees who have been with the Energize Delaware for 6 months continuous employment are eligible to receive ten (10) days paid sick per calendar year with a maximum amount of 675 hours (90 days based on 37.5-hour weekly schedule) to be carried over from year to year.

Whenever foreseeable, Energize Delaware requests advanced notification for sick days. Sick days lasting 3 consecutive days or more require a doctor's note/excuse from work.

No payment for accrued sick leave will be made upon the separation of employment.

### ***Observed Holidays***

Energize Delaware observes the following holiday's: New Year's Day, Martin Luther King Jr.'s Birthday, President's Day, Good Friday, Memorial Day, Juneteenth, Independence Day, Labor Day, Presidential Election, Veteran's Day, Thanksgiving Day, Day After Thanksgiving, and Christmas Day. Note that the organization's day of observance may differ from the date of the holiday. In this instance, the Executive Director will communicate these deviations to all employees in advance.

### ***Flexible Work Arrangements***

Energize Delaware recognizes the need for a healthy work-life balance or a flexible work arrangement in extraordinary circumstances. Examples of such circumstances could be extended attendance at a work event during non-operational hours or extensive hours worked to achieve the completion of a project or task.

Employees interested in a flexible work arrangement should submit a written request to the Executive Director outlining the proposed arrangement and how it will not hinder their ability to fulfill job responsibilities.

Supervisors will review requests in consultation with HR to assess feasibility and ensure business needs are met. Approval will be based on factors such as job requirements, employee performance, and impact on team collaboration.

***Workers Compensation***

Job-related injuries are covered by Energize Delaware's Workers' Compensation Insurance policy, provided to employees at no cost. If employees are injured on the job, accidents must be reported to the Executive Director within twenty-four (24) hours of occurrence. Failure to follow Organization procedures may affect the ability of employees to receive Workers Compensation benefits.

## Leaves of Absence

Leaves of Absence other than as otherwise provided for herein may be granted on an individual basis upon review and approval by the Executive Director.

### ***Sick Leave***

Any employee absent due to illness for a period exceeding three consecutive working days must present a doctor's note to the Executive Director. In addition, employees may be required to present documentation from a medical provider permitting an employee to return to work. In the event an employee requires an accommodation to return, the Executive Director and employee will engage and evaluate the employee's requests. While Energize Delaware strives to accommodate each of its employees in coordination with the Americans with Disabilities Act, there may be circumstances when the organization is unable to do so.

In a circumstance where an extended absence is required for medical reasons, the Executive Director may authorize a leave of absence.

### ***Personal Leave***

If employees are ineligible for any other organization leave of absence, Energize Delaware, under certain circumstances, may grant a personal leave of absence without pay. A written request for a personal leave should be presented to the Executive Director at least two (2) weeks before the anticipated start of the leave. The request will be considered based on staffing requirements, the reasons for the requested leave, and performance and attendance records. Normally, a leave of absence will be granted for up to four (4) weeks. During the leave, employees will not earn PTO, or sick days. Energize Delaware will continue health insurance coverage during the leave if employees submit their share of the monthly premium payments to the Organization in a timely manner, subject to the terms of the plan documents.

When the employee anticipates returning to work, they should notify the Executive Director of the expected return date. This notification should be made at least one (1) week before the end of the leave.

Upon completing the personal leave of absence, the Organization will try to return employees to their original job or a similar position, subject to prevailing business considerations. Reinstatement, however, is not guaranteed.

Failure to advise Energize Delaware of availability to return to work, failure to return to work when notified or a continued absence from work beyond the time approved by the Organization will be considered a voluntary resignation of employment.

### ***Paid Caretaker Leave***

“Primary Caretaker Leave” as used in this policy refers to time off for pregnancy, birth, adoption, or foster placement of a child under 17 years of age.

“Secondary Caretaker Leave” as used in this policy refers to leave during the pregnancy of an employee’s spouse or partner for leave following the birth, adoption, or foster placement of a child for those employees who designate themselves as the “secondary caretaker” in their household, partnership, or union in connection with a pregnancy, birth, or adoption of a child. This leave is not intended to supplement the weeks of leave available to a “primary caretaker.”

Employees are also eligible for the benefit of “Secondary Caretaker Leave” in the event an employee must assist with the care of a spouse, child, elderly parent or family member

### ***Eligibility***

An employee may take primary caretaker leave if that employee is/was pregnant or, if in connection with the birth, adoption, or foster placement of a child, the employee is designated as the “primary caretaker” in the employee’s household, partnership, or union. Employees who work a regular, full-time schedule of 37.5 or more hours per week are eligible for primary caretaker leave after one year of continuous employment with Energize Delaware.

An employee may take secondary caretaker leave if that employee is/was pregnant or, if in connection with the birth, adoption, or foster placement of a child, the employee is designated as the “secondary caretaker” in the employee’s household, partnership, or union. Employees who work a regular, full-time schedule of 37.5 or more hours per week are eligible for secondary caretaker leave after one year of continuous employment with Energize Delaware.

### ***Leave Period***

For eligible employees, Energize Delaware provides up to twelve (12) weeks of primary caretaker leave, with six (6) of those weeks being paid, and the option to use combined PTO and/or sick leave to supplement pay for the remaining weeks of unpaid leave, at the employee’s discretion. Primary caregivers pregnant or given birth are entitled to part of their compensation through Energize Delaware’s short-term disability (STD) insurance. This STD benefit will run concurrently with any statutory paid family leave to which the employee is entitled. You may take primary caretaker leave at any time during pregnancy or within one year after the birth or adoption of a child. Primary caretaker leave may be taken continuously or intermittently.

For eligible employees, Energize Delaware provides two (2) weeks of secondary caretaker leave, with one (1) of those weeks being paid, and the option to use combined PTO and/or sick leave to supplement pay for the remaining weeks of unpaid leave, at the employee’s discretion. You may take secondary caretaker leave at any time during pregnancy or within one year after the birth or adoption of a child. Secondary caretaker leave may be taken continuously or intermittently.



***Notice of Leave***

Employees should provide Energize Delaware with as much notification as possible but, no later than thirty (30) days' notice of their intention to utilize primary or secondary caretaker leave, unless circumstances make such advance notice difficult, in which case employees should provide Energize Delaware with as much notice as reasonably practical.

***Benefits During Leave***

Employees shall continue to receive health insurance on the same basis during primary caretaker and secondary leave as they would if they were actively working.

***Job Status After Leave***

Upon conclusion of the leave period, the employee will return to the same position at Energize Delaware or a position with equal pay, benefits, working conditions, and status.

***Bereavement Leave***

Energize Delaware will provide time off for the employee upon the death of an immediate family member. Employees who have been with Energize Delaware for six (6) months of continuous employment are eligible to receive up to three (3) days paid leave per calendar year. At the discretion of the Executive Director, other accommodation may be made depending on the circumstances. Appropriate documentation of this event may be necessary to support unusual requests. Members of the employee's immediate family includes spouse, partner, parents, children, siblings, grandparents, grandchildren and in-laws.

***Jury Duty***

All employees summoned for jury duty are paid the difference between their normal rate of pay and jury duty pay for up to two (2) weeks. Thereafter the leave is unpaid. Employees must provide Energize Delaware with a copy of the court payment records to be compensated. Energize Delaware reserves the right to request proof of jury service issued by the Court either prior to taking time off or upon return to work.

Arrangements should be made with the Executive Director as soon as a summons for jury duty is received. All employees are expected to return to work immediately when excused from jury duty during regular working hours.

***Military Leave***

Due to the voluntary nature of our nation's military program, time off will be granted to employees who voluntarily enlist in one of the military services and they will be recognized for all re-employment privileges granted by the appropriate laws governing such service. For employees who currently are obligated to meet summer encampment requirements because of duties mandated upon them through induction or enlistment into the military service under the

selective service act, sufficient time will be granted to meet such encampment in accordance with State and Federal laws.

### ***Voting Leave***

In the event employees do not have sufficient time outside of working hours to vote in a statewide election, the employee may take off enough working time to vote. Such time will be paid if required by state law. This time should be taken at the beginning or end of the regular work schedule. Where possible, supervisors should be notified at least two (2) days prior to the voting day.

### ***Conflicts of Interest***

Employees may not work outside of the work being performed for Energize Delaware during regular hours without the permission of management. Management may regulate the outside activities of full-time workers to the extent that these endeavors of outside employment affect regular work time performance. Energize Delaware employees will not be granted the privilege of off hour work time employment for a competitor, nor supplier, or in an environment which could be rated as detrimental to the image of Energize Delaware. Employees shall not have any direct or indirect interest in any other business similar to Energize Delaware's business or related trade, without the Organization's prior written consent.

### ***Confidentiality***

The nature of the Energize Delaware's activities requires complete confidentiality. No private or personal communication shall occur by any officer or employee with any third party not an employee of the Organization about matters affecting or related to the professional or personal business of its members or employees, unless expressly authorized in advance by the Executive Director or Chairman of the Oversight Board. This includes information about staff salary or personal data. Breach of confidentiality may result in discipline up to and including immediate termination.

### ***Use of Communications and Computer Systems***

Energize Delaware's communication and computer systems are intended primarily for business purposes; however limited personal usage is permitted if it does not hinder performance of job duties or violate any other Organization policy. This includes voice mail, e-mail and Internet systems.

Energize Delaware may access the voice mail and e-mail systems and obtain the communications within the systems, including past voice mail and e-mail messages, without notice to users of the

system, in the ordinary course of business when the Organization deems it appropriate to do so. The reasons for which the Organization may obtain such access include but are not limited to: maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; complying with legal and regulatory requests for information; and ensuring that Organization operations continue appropriately during the employee's absence.

Further, Energize Delaware may review internet usage to ensure that such use of Organization property, or communications sent via the Internet with Organization property, are appropriate. The reasons for which the Organization may review employees' use of the Internet with Organization property include but are not limited to maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; complying with legal and regulatory requests for information; and ensuring that Organization operations continue appropriately during the employee's absence.

The Organization may store electronic communications for a period of time after the communication is created. From time to time, copies of communications may be deleted.

The Organization's policies prohibiting harassment and discrimination, in their entirety, apply to the use of Organization's communication and computer systems. No one may use any communication or computer system in a manner that may be construed by others as harassing or offensive based on gender; sex; gender identity; sexual orientation; reproductive health decisions; pregnancy, childbirth, or related medical conditions; race (including traits historically associated with race, such as hair texture and protective hairstyles including locks, braids, or twists); color; religion; national origin; age; disability; genetic information; marital status; family responsibilities; status as a victim of domestic violence, stalking or sexual offense; past, current, or prospective military service; and service as a volunteer emergency responder, or any other characteristic protected by federal, state or local law.

Further, since the Organization's communication and computer systems are intended for business use, all employees, upon request, must inform management of any private access codes or passwords.

Unauthorized duplication of copyrighted computer software violates the law and is strictly prohibited.

No employee may access, or attempt to obtain access to, another employee's computer systems without appropriate authorization.

Violators of this policy may be subject to corrective action, up to and including termination.

## ***Use of Social Media***

Energize Delaware respects the right of any employee to maintain a blog or web page or to participate in social networking on sites such as X (formerly Twitter), Facebook, Instagram, LinkedIn, and similar sites. However, to protect Organization interests and ensure employees focus on their job duties, employees must adhere to the following rules:

Employees may not post on a blog or web page or participate on a social networking platform, that is not related/supported by Energize Delaware during working hours when not conducting Organization-related business.

All rules regarding confidential and proprietary business information apply in full to blogs, web pages and social networking platforms, such as X (formerly Twitter), Facebook, Instagram, LinkedIn, or similar sites. Any information that cannot be disclosed through a conversation, a note or an e-mail also cannot be disclosed in a blog, web page or social networking site.

Whether the employees are posting something on their own blog, web page, social networking, X (formerly Twitter) or similar site or on someone else's, if the employee mentions the Organization and also expresses either a political opinion or an opinion regarding the Organization's actions that could pose an actual or potential conflict of interest with the Organization, the poster must include a disclaimer. The poster should specifically state that the opinion expressed is his/her personal opinion and not the Organization's position. This is necessary to preserve the Organization's goodwill in the marketplace.

Any conduct that is impermissible under the law if expressed in any other form or forum is impermissible if expressed through a blog, web page, social networking, X (formerly Twitter) or similar site. For example, posted material that is discriminatory, obscene, defamatory, libelous or violent is forbidden. Organization policies apply equally to employee social media usage.

Energize Delaware encourages all employees to keep in mind the speed and manner in which information posted on a blog, web page, and/or social networking site is received and often misunderstood by readers. Employees must use their best judgment. Employees with any questions should review the guidelines above and/or consult with their manager. Failure to follow these guidelines may result in discipline, up to and including termination.

## ***Grievances***

A grievance is defined as a disagreement between an employee and management as to the interpretation or application of Energize Delaware's official policies and procedures, decisions, or other disagreements perceived to be unfair or inequitable relating to discipline, treatment, or other conditions of employment.

It is the policy of Energize Delaware to ensure that employee's questions, grievances, and complaints arising from misunderstandings and the application of policies, procedures, and work

rules that will inevitably develop in the day-to-day are to be promptly heard, answered, and action taken to resolve or clarify the particular situation.

All employees, including probationary, shall have the right to file a grievance without prejudice. No employee shall be disciplined, harassed, or treated unfairly in any manner as a result of filing a grievance or testifying in a grievance hearing, unless the employee gives false testimony.

### ***Grievance Steps***

#### ***Step 1. Executive Director***

An employee with a grievance shall file it in writing with the Executive Director. In order for a grievance to be recognized, it must be filed within five (5) working days from the date of the incident giving rise to the grievance. The Executive Director shall investigate the grievance and shall provide a solution or explanation in writing within five (5) working days of the date on which the grievance was submitted. In those situations where the grievance is with the Executive Director, the grievance shall be handled under Step 2 of the Grievance Procedure.

#### ***Step 2. Oversight Board***

If the grievant is not satisfied with the response from Step 1, the grievant may pursue the matter by presenting the original copy of the grievance along with a copy of the Step 1 response to the Chairperson of the Oversight Board, within three (3) working days of receipt of the Step 1 response. The Chairperson or designee will review the grievance and the responses within ten (10) working days following the day the grievance was received. If the Chairperson or designee determines that the responses were adequate and proper, they will inform the grievant by letter. The Chairperson or designee's decision shall be final and binding on the parties.

There are three (3) possible responses to any grievance:

- **Grievance granted.** The decision is to grant the remedy requested.
- **Grievance denied.** The decision is that the grievance is untimely, that the findings of fact do not support the allegations(s), or that the Organization cannot grant the remedy and no other remedy is appropriate, and, therefore, the grievance and remedy requested are denied. If the Executive Director or Chairperson denies a grievance, he or she may reserve the right to deal with any associated problem as an administrative matter outside the procedure.
- **Compromise.** The Employee has a legitimate grievance, but the remedy requested is improper. Prior to a compromise decision, the person responsible for hearing the grievance should call the grievant in and ask if they will accept the proposed offer. If not, option #2 may be exercised, but the employee should be informed beforehand of the alternative options.

Responses should always be based on sound management principles and logical thought.

### ***Procurement Policy***

Energize Delaware is committed to providing an established purchasing policy. Please refer to the full Procurement Policy under official documents as listed on the Energize Delaware website. Purchasing Threshold amounts are approved by the Oversight Board. Threshold increases are reviewed annually or as needed and adjusted in accordance with market conditions and type of services being procured.

### ***Internal Control: Segregation of Duties***

Internal controls of an organization assist in making sure the monthly and annual requirements of the organization are being met in an efficient, effective and reliable manner. Controls also assist in protecting the organization from fraudulent activity.

The foundation upon which all other components of internal control are based is the tone at the top. The attitudes of management, owners and the board of directors are a key factor in how employees will handle their duties. And while the tone in the organization is key; there are other things that should be done to make sure that transactions are recorded appropriately and to protect from fraud and errors.

A basic but fundamental concept in a good system of internal control is the segregation of duties. The chart detailing this separation of key tasks can be reviewed under official documents as listed on the Energize Delaware website.

## Leaving Energize Delaware

Should any employees decide to leave the Organization, we ask that they provide their leadership team with at least two (2) weeks advance notice of departure. Thoughtfulness will be appreciated. All Organization property including, but not limited to, keys, security cards, parking passes, laptop computers, organization owned mobile devices, etc., must be returned at separation. Employees also must return all of the Organization's Confidential Information upon separation. To the extent permitted by law, employees will be required to repay the Organization (through payroll deduction, if lawful) for any lost or damaged Organization property. As noted previously, all employees are employed at-will and nothing in this handbook changes that status.

### ***Voluntary Separation***

When an employee decides to leave for any reason, the manager or Executive Director would like the opportunity to discuss the resignation before it is final. If, however, after full consideration the employee decides to leave, it is requested that a Senior Manager provide Energize Delaware with a written four (4) week advance notice and all other employees provide Energize Delaware with a written two (2) week advance notice (bear in mind that, absent prior approval, vacation days, sick days and personal days may not be included in the notice period). Energize Delaware will compensate employees for unused vacation, however unused Sick Days have no cash value upon separation/termination unless otherwise required by applicable state or local law. If, as sometimes happens, the employee's supervisor wishes for the employee to leave prior to the end of the employee's notice, the employee may, at Energize Delaware's discretion, be paid for the remainder of that notice period.

### ***Involuntary Separation***

Energize Delaware employee has the status of "employee-at-will," meaning that no one has a contractual right, express or implied, to remain in the Organization's employ.

Energize Delaware may terminate an employee's employment, or an employee may terminate his or her employment, with or without cause, and with or without notice, at any time for any lawful reason. No supervisor or other representative of Energize Delaware has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the above.

### ***Exit Interviews***

The Organization is responsible for scheduling an exit interview with a terminating employee on the employee's last day of employment and, with the assistance of the employee's supervisor or the Executive Director, will arrange for the return of the organization's property including:

- Security card and/or office keys
- Company-issued credit cards
- Organization documents and information
- Any additional organization-owned or issued property, such as laptop computers, phones, PDAs, or other devices.
- All related usernames and passwords

### ***Benefits***

For QSEHRA, employees have three months (90 days) after their termination date to submit expenses for reimbursement for healthcare expenses incurred on or before the termination date.

Dental and vision benefits will terminate at the end of the month following the last date of employment with Energize Delaware. These benefits may be continued under COBRA (Consolidated Omnibus Budget Reconciliation Act) if the employee so chooses. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance. Please see the COBRA Continuation of Insurance Notice for more information.

### ***Final Paycheck***

Final paychecks will be issued during the next normal pay period following termination or sooner if required by applicable state law. If there are unpaid obligations to Energize Delaware, the final paycheck will reflect the appropriate deductions if permitted by state law.

### ***Return of Organization Property***

All organization property, including but not limited to keys, security cards, parking passes, laptop computers, cell phones, etc., must be returned at separation. Employees also must return all the organization's Confidential Information upon separation. To the extent permitted by law, employees will be required to repay the organization (through payroll deduction, if lawful) for any lost or damaged organization property.

### ***References***

Disclosure of information on current employees for reference checks will be provided only upon written authorization or as required by law. Energize Delaware will not honor oral requests for references. Generally, Energize Delaware only confirms employees' dates of employment and job title.



Under no circumstances should any employee provide another individual with information regarding current or former employees of our organization. If you receive a request for reference information, please forward the request to the Executive Director immediately.

## Closing Words

This handbook is intended to give employees a broad summary of things they should know about Energize Delaware. The information in this handbook is general in nature and, should questions arise, any member of management should be consulted for complete details. While we intend to continue the policies, rules and benefits described in this handbook, Energize Delaware, in its sole discretion, may always amend, add to, delete from, or modify the provisions of this handbook and/or change its interpretation of any provision set forth in this handbook. Employees should not hesitate to speak to management if they have any questions about the organization or its personnel policies and practices.

# Delaware Sexual Harassment Notice

**Takes effect January 1, 2019**

MAIN OFFICE:  
THE RENAISSANCE CENTRE  
405 NORTH KING STREET, SUITE 507  
WILMINGTON, DELAWARE 19801-3700  
(302) 255-0090 / FAX (302) 255-2217



STATE OF DELAWARE  
ADMINISTRATIVE OFFICE OF THE COURTS

AMY ARNOTT QUINLAN  
STATE COURT ADMINISTRATOR

38 THE GREEN, ROOM 107  
DOVER, DELAWARE 19901  
(302) 674-7480

1 SOUTH RACE STREET  
GEORGETOWN, DELAWARE 19947  
(302) 856-5406

***This notice must be distributed to all new judicial branch employees at the commencement of employment and to all existing employees by July 1, 2019***

## DELAWARE JUDICIAL BRANCH SEXUAL HARASSMENT NOTICE

### The Delaware Discrimination in Employment Act

The Delaware Discrimination in Employment Act protects all individuals against discrimination in the workplace based on gender. Sexual harassment is a form of gender discrimination. A new law against sexual harassment passed in 2018 extends protections to all individuals, in all workplaces, including employees, applicants, apprentices, staffing agency workers, independent contractors, elected officials and their staff, agricultural workers, domestic workers, and unpaid interns.

### Sexual Harassment and the Law

Sexual harassment of an employee is unlawful when the employee is subjected to conduct that includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an employee's employment; (2) submission to or rejection of such conduct is used as the basis for employment decisions affecting an employee; or (3) such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile, or offensive working environment.

### Some Examples of Sexual Harassment

- Unwelcome or inappropriate touching
- Threatening or engaging in adverse action after someone refuses a sexual advance
- Making lewd or sexual comments about an individual's appearance, body, or style of dress
- Conditioning promotions or other opportunities on sexual favors
- Displaying pornographic images, cartoons, or graffiti on computers, emails, cell phones, bulletin boards, etc.
- Making sexist remarks or derogatory comments based on gender

### Retaliation Is Prohibited Under the Law

It is a violation of the law for an employer to take action against you because you oppose or speak out against sexual harassment in the workplace. The Delaware Discrimination in Employment Act prohibits employers from retaliating or discriminating against any person because that person opposed an unlawful discriminatory practice. Retaliation can occur through direct actions, such as demotions or terminations, or more subtle behavior, such as an increased work load or being transferred to a less desirable location. The Delaware Discrimination in Employment Act protects individuals against retaliation who have a good faith belief that their employer's conduct is illegal, even if it turns out that they were mistaken.

If you have witnessed or experienced sexual harassment inform a manager or human resources as soon as possible.

Supreme Court, Court of Chancery, Administrative  
Office of the Courts and Non-Judicial Agencies  
[Helen.McKinley@delaware.gov](mailto:Helen.McKinley@delaware.gov) – 255-0096  
Superior Court  
[Lori.Smith@delaware.gov](mailto:Lori.Smith@delaware.gov) – 255-0798

Family Court  
[Andre.Boggerty@delaware.gov](mailto:Andre.Boggerty@delaware.gov) – 255-0066  
Court of Common Pleas  
[Rebecca.Hammerer@delaware.gov](mailto:Rebecca.Hammerer@delaware.gov) – 255-2646  
Justice of the Peace Court  
[Patty.Moore@delaware.gov](mailto:Patty.Moore@delaware.gov) – 323-4530

## Acknowledgement Receipt Form

I have received the current Energize Delaware Employee Handbook and related Appendices and have read and understand the material covered. I have been allowed to ask questions and realize that the Executive Director will clarify the covered material, should I require it.

I agree to and will comply with the policies, procedures and other guidelines set forth in the Handbook, including confidentiality and I understand that Energize Delaware reserves the right to change, modify, or abolish any or all of the policies, benefits, rules and regulations contained or described in the Manual as it deems appropriate at any time, with or without notice.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Employee Name: [Printed] \_\_\_\_\_

