

WORKPLACE POLICY

Policy Name: It is the primary means of identifying, locating, and referring to a policy. It should be clear and concise and accurately represent the policy content.

Section #: The section number assigned by the CEO Board of AW.

Section Title: The section title assigned by the CEO Board of AW.

We are very short staffed at AW. We are always hiring for employees, but it is hard to do that as a non-profit organization that cannot pay their employees and depend on donations of others to keep things up and running. Like all established organizations we have a pyramid of authority that staff answer to. We want the members of our community or visitors just passing by to be aware of who is who, their jobs and their positions at AW. A brief overview of our staff can be found on our AW Staff page that highlights our employee's job titles and a basic bio of their duties within the organization.

Approval Authority/CEO/President: This authority [Rachel Wilson] is responsible for final approval of a new or revised policy and approval of any organization investments the CFO presents. In all cases, the Approval Authority will not be the same as the Responsible Office. The Approval Authority is always over the Responsible Office. [Rachel Wilson] bypasses every officer under her, and ultimately, is the final say so on everything.

CFO/Treasurer: The CEO charges this executive officer [Jermiah Webb] with the responsibility to oversee all the organization's financial situations that deal with the organization's bank system offline, online banking, online investments made for the organization and keeping a log of every purchase AW has made offline or online. If staff and Board members need supplies for their assignments and departments, they can request purchases from the organization. It is the Treasure's responsibility to make sure that everyone gets what they

need and adds those transactions to the Log Record and Log Expenses, which is found on AW's OneDrive. It is mandatory that the CFO includes all charity, fundraiser and donation investments in their weekly and annual log report that will be given to the Executive Director when required or at the end of the quarter.

Chairwoman: The CEO charges this officer executive [Whitney Taylor] with the responsibility to presiding over the Board or committee meetings. The Chairwoman's main duties include chairing meetings of the CEO Board, setting meeting agendas in conjunction with the Secretary, managing and providing leadership to the CEO Board. The Chairwoman is constantly acting as a direct liaison between the CEO Board and the organization's Employee Committee.

Representative: The CEO charges this executive officer [Rachel Wilson] with the responsibility to represent the organization's values and CEO's authority in public meetings, at bank meetings when the CEO cannot be present. The Representative speaks officially for a employee, group of employees at manger's meetings, annual meetings, and reports all activity to the Organizer.

Executive Director: The CEO charges this executive officer [Rebecca Barnett] with the responsibility to oversee development of all organization policies, the revision of existing policies as required in his/her area of jurisdiction to ensure that appropriate stakeholders [e.g., senior executives, CEO Board/Board of Directors, Vice Presidents, chancellors, administrators, etc.] are appropriately consulted during business quarters. The ED's top priority is to make sure everyone in the organization is keeping to their contract agreements. The ED also does annual reviews of staff, the Board members and looks to see if they are doing their jobs correctly, efficiently, and accurately. If the ED suspects the staff or a member of the Board are deliberately misusing their authority against hired staff and obtains proof, they can write a notice of offenses and fire the employee if he/she doesn't correct their conduct. Likewise, if the ED suspects hired volunteer employees have breached their contracts more than (2) times and obtains proof, they can write a notice of offense to the employee up and terminate them. Under the direction of the Approval Authority, when anyone of the Board creates a new policy, updates a policy, makes edits to contracts, that Board member must inform the ED and mail them a

digital copy of their work and wait for approval from ED. All major company decisions must be run through the ED and prior to approval, the Board must agree before passing a policy or amending a policy and the employee must be in agreement with changes to their contracts and the ED will ensure these procedures go smoothly.

Registered Agent: The CEO charges this executive officer [Rachel Wilson] with the responsibility to oversee promotions for the organization, presented finished projects to sponsors and acting as a support line for the employees if he/she has an emergency crisis and help the employee solve their problems and answer all questions they may have.

Responsible Office: The CEO charges this executive officer [Jeremiah Webb] to be the supervisor of all RO's in the company.

Vice CEO/Vice President: The CEO charges this executive officer [Lacy Jay Webb] with the responsibility to oversee all the employees needs in the organization to act as the CEO's second in command. If needed, the Vice CEO will help managers train employees. The Vice CEO is over all staff, managers, and the RO Officers [Jeremiah Webb]. Vice CEO can also hire applicants and fire employees if they desire, and he/she can approve legal documents in place of the CEO and representative the CEO's authority in business/team meetings and at public events. The Vice CEO's main purpose is to make sure everyone else is doing their jobs and upholding all organization policies and regulations.

Webmaster: The CEO charges this executive officer [Rachel Wilson] with the responsibility to be the Webmaster of AW's Official Website. A Webmaster is a person responsible for maintaining one or many websites. The title may refer to web architects, web developers, site authors, website administrators, website owners, website coordinators or website publishers. The duties of a Webmaster may include ensuring that the web servers, hardware and software are operating correctly, designing the website, generating and revising web pages, A/B testing, replying to user comments, and examining traffic through the site.

Approved: Date the policy was first posted on the company's website. [2/15/2018].

Reviewed: Date the policy was last reviewed [11/7/2023].

Revised: Date of revisions made to the policy [3/25/2024]

Contact: For questions pertaining to policies, rules, legalities, contracts and the AW procedures, please contact us via email. If our business email doesn't work, please use our free email instead.

Fax: N/A

Phone: N/A

Free Email: anointedworks@outlook.com

Business Email: info@anointedworks.org

SECTION 1

A.) Policy Statement

The purpose of AW is to promote Christianity from a well-received entertainment perspective. What this group is currently in search for is personnel that can promote our messages to the world in a moralist and impactful way. Our contracts are agreements established between the employee and AW. Currently, we offer only one type of contract, a VAP Contract (Volunteer Agreement Plan). When considered for hire applicants will have to read and sign the **Work Conduct Policy** and mail it with their application. If this is not done the applicant's application will be discarded immediately. Prior to signing the WCP and being hired, applicant will have a 90-day trial period known as the "Pre-Hire Phase". During the Pre-Hire Phase, applicant will be trained for the position they applied for, must meet the criteria of their contracts and what the organization expects of them as an employee. If the employee fulfills their criteria, they will be evaluated and if they pass their evaluation, applicant officially hired at the end of their Pre-Hire Phase. If they do not meet the requirements, they will be dismissed.

B.) Performance Policy

On the clock during Facetime calls only, staff must be modest in appearance on the clock. This is important as the Book says to rebuke the very appearance of evil and what could be taken as "wrong" by the public. Do not appear immodest on camera or reveal body cleavage at any time. Employees must be properly dressed, camera angles must stay in appropriate levels, never focusing on body parts for either gender.

Whatever your contract tells you to do, *you must do it*. If you do not, it will be marked against you. There will be performance evaluations, effective immediately all of which will not be announced. The employee will not know when they are being evaluated by the CEO Board or their supervisors. These evaluations can happen at any time, during any month. If a employee is written up (2) times, suspension will follow. If employee continues to be a problem after suspension they will be terminated from AW.

AW does not offer overtime and never will. Work your shift hours stated in your contracts, then clock out. Unless you are asked to work longer by your supervisor or instructed by the Board directly to work longer hours, do not work more than you should. Our labor laws are bound by the Kentucky Labor Laws and will be enforced. In Kentucky people must be given at least a 10-minute break for every (3) hours of work. Both Federal and Kentucky Labor Laws require that these short rest breaks be paid, if they are less than 20 minutes long. We cannot pay our employees, but we are still required to abide by this requirement.

When a employee is speaking to Board members or supervisor, they have the right to address them formally and informally. However, during business meetings or when a employee is being corrected/instructed professionally the employee is not permitted to speak until *after* their supervisor has spoken. Listen to your supervisor, mind what they say, wait for your turn, then state your case. During this time, the supervisor is not permitted to speak until their employee has finished. If neither can come to a reasonable compromise, then the employee *and* their supervisor must take their issue to the Responsible Office [Jeremiah Webb].

A RO Officer will be present, witness the event and help the employee and the supervisor find a solution. If the RO Officer cannot fix the situation, then the employee and the supervisor must go before the CEO Board. The CEO Board will issue a method and the employee, and the supervisor *must* accept whatever method the CEO Board gives them. If problems persist between the employee and their supervisor, the employee will be dismissed from working with that supervisor and assigned to someone else.

Whatever time is marked on a employee's contract, is the time they need to show up for work. No exceptions. Times can be adjusted. If the time on the contract is not working out for the

employee, all the employee needs to do is address their email to the secretary [Rachel Wilson, Lacy Jay Webb] and state what times work for them. The Secretary will happily change the time schedule, a new contract will be made and emailed back to the employee (or mailed to the employee's physical address by request).

When an employee comes to work, they need to be 100% dedicated to their jobs. If employees are caught doing other things that are unrelated to their assignments, a warning will be given. After (1) warning, the employee will be given time to correct their performance. If they fail to do this and are wrote up (3) times, then that employee will be suspended from their job for (5) business days. When the employee returns to work but continues to be distracted or not fully committed during their shift, termination will follow.

There are different Work Methods for AW and Zion Studio. Depending on your roles in AW and Zion Studio, the Work Methods differ. It is the employee's responsibility to pick a method that best fits their home and academic life schedule. Weekends are meant to be used for the sabbath, but if the employee wishes to work weekends, they must ask the Executive Director for permission. Over Time is not ideal, but if a employee finds themselves working overtime for any reason, they must record it and post their OT on Microsoft Teams in our Community in the Log Records channel on the pinned thread up at the top called "Timesheet".

Work Method Guidelines

Method 1: Board and employees shall work a minimum of 60 minutes *or* a maximum of 3 hours (1) day of the week during business hours Monday-Friday and shall not exceed more than (1) day of the week and may pick what day and hours they wish to work.

Method 2: Board and employees shall work a minimum of 60 minutes *or* a maximum of 3 hours (1) day of the week during business hours Monday-Friday or after business hours and shall not exceed more than (1) day of the week and may pick what day and hours they wish to work.

Method 3: Board and employees shall work a minimum of 60 minutes *or* a maximum of 3 hours (3) days of the week during business hours Monday-Friday and shall not exceed more than (3) days of the week and may pick the day of the week and hours they wish to work.

Method 4: Board and employees shall work a minimum of 60 minutes *or* a maximum of 3 hours (3) days of the week and shall not exceed more than (3) days of the week and may pick what day and hours they wish to work.

Method 5: Board and employees shall work a minimum of 60 minutes *or* maximum of 7 hours and can pick what days they want to work. Board and employees are required to work a

Swap Out Disclaimer: If a Board member or employee wants to switch out their work method with another one every now and then that is allowed, but they must be in a position where they can do that and commit to the Work Method they select. If they fail to do this, they will be subject to a write up.

For AW, it is the supervisor's responsibility to make sure common employees have selected a work method and are following all work performance standards for AW. For Zion Studio, it is

Director's responsibility to make sure the Devs, Artists and Writers have selected a Work Method and are following all work performance standards in Zion Studio.

C.) Contact & Email Policy

Business hours are from 9AM-4PM EST, Monday-Friday. Saturday-Sunday are off days for *everyone* at the organization. Any phone calls/emails made during the week after business hours will be addressed when business hours resume. If phone calls/emails are made on the weekends when the organization is closed, they will be addressed at the first of the week on Monday.

Activity on social medias such as, Discord, Instagram, LinkedIn, X, etc. are inactive once business hours are over. If employees have questions about their jobs and require their supervisor's feedback for something, the employee must wait until business hours resume the following day. If the employee feels they need to get in touch with AW or a supervisor right away, the employee can send a email, but the employee must say in the subject field of the email [Emergency]. All emergency emails are sent directly to the Help Desk and an AW Care Team Agent will follow up with the employees inquires.

D.) Contract Policy

By default, AW hires applicants under a VAP (Volunteer Agreement Plan) Contract and can assign them anywhere in the organization if they are under a VAP Contract. Employees (Part-Time/Full-Time) get up to a total of (30) Sick Days and 30 PTO/Vacation Time. Employees receive no compensation whatsoever at any time. A Full-Time Employee is 100% available and can work the full shift schedule in the organization. A Part-Time Employee is 50% available and usually cannot complete a full shift in the company.

SECTION 2

E.) Reason For Policy

The purpose of this Workplace Policy is to set a foundation for the organization, legality of all operations, to enforce the rules, accountability of the staff, employees, and the CEO Board of AW. This policy is constructed if anyone breaks any rule or part of the policy, they're entitled to disciplinary action/termination/suit of law.

F.) Who Should Read This Policy?

The classifications of the individuals stated below must comply with the policy requirements.

- AW & Zion Studio Departments
- CEO Board
- Board Committees
- Faculty & Staff
- Employees
- Freelance Employees
- Clients & Business Partners

SECTION 3

G.) Definitions of Contracts

VAP/FAP

- VAP stands for “Volunteer Agreement Plan”. VAP Contracts are not based on a payroll, they are strictly about setting out to complete something without expecting anything in return, working towards a goal for the sake of wanting to see that goal complete. These contracts can range from organization responsibilities or bigger important roles in the organization depending on what AW needs from the employee.
- FAP stands for “Freelance Agreement Plan”. FAP Contracts are not based on a payroll. Freelance employees are not official staff of AW, they are an independent client, business or independent business owner who will work for a set price and once their work is finished, they are free to move or renew their FAP with AW. All freelance employees employed with AW will be required to sign contracts for legal purposes. If a freelance employee intentionally violates their FAP Contract and their Business Confidentiality Agreement Contract, does not complete their work before their deadline or do a good job and present low-quality work by the end of their deadline, this will result in termination and the freelance employee will not be paid for their service and will be put on our Do Not Hire List.

H.) Tax Policy

AW does not meet the qualifications to be taxed and is a non-profit organization under 501(3)(c). However, if AW was to every become a tax-exempt profit organization in the future, there are some important factors our staff and freelance employees need to be aware of. AW's relationship with the tax authorities is based on transparent communication. This means that AW, in addition to describing all the facts of the case clearly and completely, will address the (intended) tax outcome and any potential points of discussion. We take this approach because we feel that transparent communication forms are an integral part of corporate social responsibility. Tax planning the tax laws of a country determine which revenues are taxable and which costs are deductible. These regulations are mandatory. AW applies all relevant tax regulations in a reasonable manner and will always take the legislator's intentions into account. A reasonable application of the law does not allow for artificial reductions of the effective tax burden. Therefore, AW does not engage in such planning.

The definition of terms such as "fair share" and "a reasonable application of the law" will always be liable to discussion. Where one person observes sufficient "economic substance" in a transaction, another person may not see enough. For this reason, AW transparently presents the choices it has made and any potential points of doubt to the tax office. AW will ensure that the authorities are given adequate time to express their views and will factor these views into its decision-making process.

Transactions may be difficult to understand and may have substantial financial consequences for the parties involved. In those kinds of situations AW would apply specific and long-standing policy procedures to ensure it complies with the aim of the law. Where a transaction entails a tax advantage within the intention of the law that is fine with us. AW is not willing to participate in transactions of which tax reductions are the main purpose. Equally, we expect the tax office to apply the law reasonably and to do justice to the rights of AW as a taxpayer if we should ever change our minds and become a profit organization. AW does not conduct trust activities. We define trust activities as the management and administration of companies on behalf of third

parties. AW does not have the word “trust” in their name, there is no relation to such activities. This does not mean we principally object to clients performing or using trust management services, but it does mean we will review these cases with caution.

The IRS (Internal Revenue Service) defines an “Independent Contractor” as a person who performs services where the payer has the right to control and direct the results of the work, but not how the work is performed. Examples of employees who commonly serve as independent contractors include doctors, dentists, lawyers, accountants, construction contractors and other professionals who sell their services to the public. Companies that hire independent contractors are required to provide the contractors with IRS Form 1099-MISC in some cases. The IRS states that a 1099-MISC form must be filed by companies that pay individuals who are not employees making \$600.00 or more during a year. In addition, payments of \$600.00 or more made to partnerships, estates and corporations for services performed during a trade or business may also require the payer to file a 1099-MISC form.

Form 1099-MISC allows individuals and organizations to report miscellaneous income paid to others. Certain types of miscellaneous income are subject to different filing rules than others. The IRS states that payments of at least \$10.00 in royalties require the payer to file a 1099-MISC. In addition, all gross proceeds of \$600 or more paid to an attorney must be reported in a 1099-MISC.

A different 1099-MISC form must be filed for each person an organization pays who meets the minimum filing requirements. If an organization hires several different independent contractors during the year, it will likely have to file several 1099-MISC forms--one for each contractor that it pays \$600 or more. This is why AW keeps a Timecard for all employees, even those the IRS considered Contract Labor. Keeping detailed financial records helps our organization ensure they have the information necessary to file all required forms.

SECTION 4

I.) Open-Door Policy

The purpose of our **Open-Door Policy** is to encourage *open* communication, feedback, and discussion about any matter of importance to our employees. AW's Open-Door Policy means that employees and freelance employees are free to talk with any RO in the Responsible Office (Human Resources/HR) or with a Board member of their choice. Employees and freelance employees may express their concerns, voice their thoughts and opinions on company policies, their duties as our employees and the agreements established in company contracts.

They are also allowed to report any changes in their current lives that they know of that will impact their performance, their duties, and responsibilities. If employees and freelance employees need time off for any reason, they are required to report to their supervisor and state how long they will be away. If they cannot get in contact with a RO (Responsible Officer) or the RO supervisor, then they must contact a member of the Board directly and inform them instead.

At AW we aim to keep our employees comfortable. If they are not happy with the terms of a contract policy or have questions about their roles in the company, they are welcome to come to the Responsible Office and discuss their concerns with the Responsible Office, RO officers and a Board member of their choice at any given time.

J.) Harassment & Sexual Harassment Policy

AW will always provide a safe environment for all our employees, free from discrimination on any ground and from harassment and sexual harassment at work and other various forms of abuse. AW *will not* tolerate any form of harassment or sexual harassment in the workplace offline or the workplace online on the Discord server. Staff, volunteer staff and RO's will carefully and promptly investigate all allegations of harassment and sexual harassment. Any branch of employee, higher ups included found to have harassed and sexually harassed someone will face disciplinary action that could lead to termination of contracts and dismissal from employment. All complaints of harassment and sexual harassment will be taken seriously, no exceptions. AW will be treated with respect and in confidence.

No one a part of the organization will be victimized for bringing those types of complaints to their manager's attention or to the Responsible Office's attention. Sexual harassment is unwelcome conduct of a sexual behavior or undesired advancements which makes a person feel offended, humiliated and/or intimidated. It includes situations where a person is asked to engage in sexual activity as a condition of that person's employment, as well as situations that create environments which is hostile, intimidating or humiliating for the victim. Sexual harassment can involve one or more incidents and actions constituting harassment may be physical, verbal, and non-verbal.

Examples of conduct or behavior which constitute sexual harassment include, but are not limited to:

- 1) Physical conduct.
- 2) Unwelcome physical contact including patting, pinching, stroking, kissing, hugging, fondling, or inappropriate touching.
- 3) Physical violence, including sexual assault.

- 4) Physical contact, e.g., touching or pinching anywhere on the body.
- 5) The use of job-related threats or rewards to solicit sexual favors.
- 6) Verbal conduct or suggestive comments on an employee's appearance, age, private life, etc.
- 7) Sexual comments, stories, and jokes.
- 8) When told no and sexual advancements made.
- 9) Repeated and unwanted social invitations for dates or physical intimacy.
- 10) Insults based on the sex of the employee or condescending or paternalistic remarks.
- 11) Sending sexually explicit messages, whether that is by phone or by email.
- 12) Non-verbal conduct.
- 13) Display of sexually explicit or suggestive material worn in the workplace, meant to be noticed by victim.
- 14) Sexually suggestive gestures, such as whistling, unnecessary leering.
- 15) Stalking, online or offline.

All statements define sexual harassment. If examples are included, it is important to note that they are not exhaustive, and that sexual harassment can include any conduct of a sexual nature which is unwanted and unwelcome by the victim. Anyone can be a victim of sexual harassment, regardless of their gender and of the gender of the harasser. AW understands that sexual harassment may also occur between people of the same gender, even though as a Christian organization, AW does not condone such activities as commanded to us by God and the Word that we stand upon. Ill-regardless of individual lifestyles or personal beliefs, if that person is working for AW, that individual *will* be protected under the requirements of the law. To us, the sexual conduct is unwanted and unwelcome by the person against whom the conduct is directed.

AW recognizes that sexual harassment is a manifestation of power in the relationship and often occurs within unequal/unbalanced relationships in the workplace, both online and offline. This can happen between managers, supervisors, and employees. Anyone part of this Christian organization such as clients, customers, casual employees, contractors, fans, Discord community members, or applicants being interviewed by managers who sexually harasses someone else will be terminated in accordance with this internal policy.

Although it can be difficult for any organization to deal with sexual harassment when it is perpetrated by third parties, the organization is still responsible for the well-being of its employees if the harassment occurs during and after business hours—online communities included. All sexual harassment is prohibited whether it takes place on AW premises or outside gatherings. This means social events, business trips, training sessions or conferences sponsored by AW.

Complaints procedures adopting to specific complaints that deal with sexual harassment are set up a certain way at AW so we can respond better to the needs of victims and to ensure that investigations are carried out properly. Victims who deal with sexual harassment complaints should be trained specifically on this issue and on the nature of sexual harassment. Victims of sexual harassment may want to resolve the matter in different ways. Some may be happy with an informal resolution and for the matter to stop, others may want more formal measures. In addition, informal resolution mechanisms may be inappropriate where the allegation is serious or where the harasser is also the victim's manager.

It is important that the organization's complaints procedures reflect these different needs and provide a way to resolve conflict. Anyone who is subject to sexual harassment should, if possible, inform the alleged harasser that the conduct is unwanted and unwelcome. AW recognizes that sexual harassment may occur in unequal relationships between a manager, supervisor, the CEO, and his/her employee and that it may not be possible for the victim to inform the alleged harasser. If a victim cannot directly approach an alleged harasser, the victim can approach one of the designated AW Staff members responsible for receiving complaints of

sexual harassment. This person could be another manager, supervisor, a member of the human resources department, RO Officer, etc.

When a designated person receives a complaint of sexual harassment, they will:

- 1) Immediately record the dates, times, and facts of the incident(s).
- 2) Ascertain the views of the victim as to what outcome he/she wants.
- 3) Ensure that the victim understands the organization's procedures for dealing with the complaint.
- 4) Discuss and agree the next steps: either informal or formal complaint, on the understanding that choosing to resolve the matter informally does not preclude the victim from pursuing a formal complaint if he/she is not satisfied with the outcome.
- 5) Keep a confidential record of all discussions.
- 6) Respect the choice of the victim.
- 7) Ensure that the victim knows that they can lodge the complaint outside of the organization through the relevant country/legal framework.

AW believes it is important to give the victim options for reporting an incident. Depending on the need for options for reporting will vary. If for example, the harasser is also the designated person, the designated person is away on leave or the victim would rather report it to a woman than a man or to a man than a woman and the designated person is a man, woman etc., AW will adjust to fit the needs of the victim. Throughout the complaint's procedure, a victim is entitled to be helped by a counsellor within the organization. AW will nominate two chancellors, one male and one female in the future and provide them with special training to enable them to assist victims of sexual harassment. AW understands sexual harassment can occur in unequal

relationships within the workplace, victims often feel that they cannot come forward and AW desires to meet the needs to support victims when he/she makes complaints.

If the victim wishes to deal with the matter informally, the designated person will:

- 1) Give an opportunity to the alleged harasser to respond to the complaint.
- 2) Ensure that the alleged harasser understands the complaints mechanism.
- 3) Facilitate discussion between both parties to achieve an informal resolution which is acceptable to the complainant or refer the matter to a designated mediator within the organization to resolve the matter.
- 4) Ensure that a confidential record is kept of what happens.
- 5) Follow up after the outcome of the complaints mechanism to ensure that the behavior has stopped.
- 6) Ensure that the above is done speedily and within (3) days of the complaint being made.

If the victim wants to make a formal complaint or if the informal complaint has not led to a satisfactory outcome for the victim, the formal complaint should be used to resolve the matter. The designated person who initially received the complaint will refer the matter to a RO Officer to instigate a formal investigation. The Approval Authority may deal with the matter and refer the matter to an internal or external investigator or refer it to a committee of three others in accordance with this policy:

- 1) Interview the victim and the alleged harasser separately.
- 2) Interview other relevant third parties separately.

- 3) Deciding whether the incident(s) of sexual harassment took place.
- 4) Producing a report detailing the investigations, findings, and any recommendations.
- 5) When harassment took place, deciding an appropriate remedy for the victim, such as an apology, a change to working arrangements, a promotion if the victim was demoted because of the harassment, training for the harasser, discipline, suspension, dismissal.
- 6) Follow up to ensure that the recommendations are implemented, that the behavior has stopped, and that the victim is satisfied with the outcome.
- 7) If the Approval Authority or Responsible Office cannot determine that the harassment took place, he/she may still make recommendations to ensure proper functioning of the workplace.
- 8) Keep a record of all actions taken.
- 9) Ensure that all records concerning the matter are kept confidential.
- 10) Ensure that the process is done as quickly as possible and in any event within (3) days of the complaint being made.

A person who has been subject to sexual harassment can also make a complaint outside of the organization. Some employees may not feel comfortable bringing a complaint through the disciplinary measures at work and they should be informed of their right to seek redress elsewhere. They can do so through the law office we have provided. There are more branches available, however AW is in Kentucky, therefore we offer Kentucky law offices.

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The internal policy of an organization cannot prevent an employee from also using the national mechanisms available to him/her. Anyone who has been found to have sexually harassed another person under the terms of this policy is liable to any of the following sanctions:

- 1) Verbal or written warning.
- 2) Adverse performance evaluation.
- 3) Reduction in wages.
- 4) Department transfer.
- 5) Demotion, suspension, or dismissal.

The nature of the sanctions will depend on the gravity and extent of the harassment, but please keep in mind we have a **Zero Tolerance Policy** that also expresses what will happen to someone who is found guilty with a harassment or sexual harassment charges. Our Zero Tolerance Policy clearly states if a person of the AW organization is found guilty of a harassment or sexual harassment crime, it is an automatic dismissal and contract termination. However, some harassment or sexual harassment cases are not always extreme violations and AW has to take that into consideration as well. For those kinds of cases, this section of the Organization Policy is to better explain what would happen if a victim filed a complaint about a harassment or sexual harassment incident that is not extreme.

Suitable deterrent sanctions will be applied to ensure that incidents of sexual harassment specifically are not treated as trivial. Certain serious cases, including physical violence, will result in the immediate dismissal of the harasser. This rule will be applied consistently throughout the organization and all departments should be based on the gravity of the conduct. The community can read on this policy and be aware of what consequences will follow if they engage in such activities. For offline employees, policies on sexual harassment will be posted on

the bulletin board at the office to ensure that incidences of sexual harassment are not treated as trivial events. AW will ensure that this policy is widely disseminated to all relevant persons.

It is the responsibility of every supervisor to ensure that all their employees are aware of the organization policies. This is mandatory for supervisors and the staff and will be an obligation for the organization to ensure that all employees are aware of the sincerity of this policy. AW acknowledges the importance of monitoring this Sexual Harassment Policy and will ensure that it anonymously collects statistics and data as to how it is used as needed.

Supervisors and those responsible for dealing with sexual harassment cases will report on compliance with this policy, including the number of incidents, how they were dealt with, and any recommendations made. This will be done on a yearly basis. As a result of this report, the organization will evaluate the effectiveness of this policy and make any changes if the Approval Authority finds it necessary.

K.) Personal Files

VAP and FAP employee personnel files include the following:

- 1) Job application.
- 2) Job description.
- 3) Résumé or cover letter.
- 4) Driver License ID
- 5) Government ID
- 6) Digital/Physical signed contracts.
- 7) Records of participation in training events.

- 8) Voucher history. (This applies to FAP employees only)
- 9) Records of disciplinary action.
- 10) Documents related to employee performance reviews, coaching and mentoring.
- 11) Digital/Physical documents of written content, such as blog posts, forum posts, newsletters, dev reviews, etc.

Personnel Files are the property of AW, UA, and VAP and FAP employees who apply the copyright © stamp in their work. Access to this information is restricted. Management personnel of AW, ZS and UA who have a legitimate reason to review VAP and FAP files are allowed to do so.

VAP employees who wish to review a physical hard copy or digital copy of their personal file should contact their supervisor or the Organizer. If neither is available, then they must contact a member of the CEO Board. With reasonable advance notice, a VAP employee may review his/her personnel file in organization's office in the presence of their supervisor or the Organizer. VAP employees can request to have the physical hard copy or digital copy of their copyrighted content they submitted to AW or UA while employed with the organization. However, if the VAP employee is going to resign and leave the organization, he/she must ask to have their personal file and copyrighted content sent to them via email or to their physical address *before* the date of their resignation. If the VAP employee fails to do this, their Personal File and copyrighted content will be permanently erased from our records. This action is *irreversible*, so it is very important VAP employees request their copyrighted materials before leaving the organization.

It is the responsibility of VAP and FAP employees to promptly notify their supervisor or the Organizer of any changes in personnel data such as: mailing address, telephone numbers, name and number of dependents and individuals to be contacted in the event of an emergency. A VAP and FAP employee's personnel data should be accurate and current at all times.

L.) Termination Policy

If a VAP employee is fired and dismissed for any from AW for any reason, their personal files and copyrighted works, such as blog posts, forum posts, reviews, outlines, scenes, artwork, etc. are removed and deleted from the AW Database the same day of their termination. Former employees will be sent a formal and final notice of dismissal from the Secretary or the Approval Authority to their inbox or physical address that will state a brief overview of their termination. If the former employee has been placed on our Do Not Hire List, the email/physical letter will state they can never apply to work for AW again and may no longer re-apply.

Termination can happen for a few reasons. Lack of commitment, poor work quality, bad work ethics, too many suspensions, failure to respect supervisors or the Approval Authority, calling the Board or Approval Authority degrading names, not following policies, lying to co-employees or the Approval Authority, manipulating others, faking your skills and expertise on your application just to get a job position, coming to work under the influence of drugs/prescribed drugs or intoxicated, failure to obey orders, breach of contracts or governing policies for AW and Zion Studio, proving time and time again to be problematic and bad for the organization in general. All these things can and will result in termination.

If a VAP employee wishes to terminate their business contracts with AW they may do so, but a VAP employee is required to put in a one or two weeks' notice of their resignation and mail their resignation notice to the secretary. If they do not have access to internet, then the employee is required to mail their resignation notice to the corporate's address:

Anointed Works

P.O. Box 12

Lost Creek KY, 41348

If a FAP employee wishes to terminate their business contracts with AW and quit in the middle of a job, the FAP employee will not receive their payment for that job, as the contract is breached, and their voucher becomes void once the FAP employee decides to resign. It does not matter the date of the resignation. Once a FAP employee makes it known they are quitting the organization to their supervisor or the Organizer, their voucher is no longer active. Just like a employee with a VAP contract, employees with FAP contracts must requests their personal file and copyrighted works the day they quit their contract, for FAP employees do not need to turn in a one two weeks' notice.

If he/she does not request their personal file or copyrighted materials to their supervisor or the Organizer, then all their content will be removed and deleted from the AW Database the same day he/she decides to quit.

J.) Accountability Policy

1. Work Method Selection:

All AW employees will be required to pick a work method that aligns with their capabilities and personal preferences. This Work Method should ensure that they can carry out their responsibilities effectively and efficiently.

2. Social Media Engagement:

AW employees will be responsible for engaging with AW's social media platforms, including content from sponsors, post from the Board on Facebook, LinkedIn, Rumble and Instagram. The engagement will involve liking, reposting, and genuinely commenting on posts, when led to comment. You must make a minimum of 10 comments within a month.

3. Time Allocation:

A specific time frame will be allocated for each employee to complete their social media engagement tasks. The time allocated should be reasonable and should allow employees to fulfill these responsibilities without negatively impacting their regular work duties.

4. Completion of Tasks:

If an employee is unable to complete the assigned social media engagement tasks within the allocated time frame, they can interrupt their activity and defer it to their next workday. It is important for employees to prioritize their regular work responsibilities.

5. Sickness, Leave, or Personal Circumstances:

In case an employee experiences sickness, goes on leave, or faces personal circumstances that prevent them from fulfilling their social media engagement responsibilities for a period longer than 30 days, the following guidelines will apply:

a. Sickness:

If an employee is sick and unable to engage on social media, it is understood that they may not be able to fulfill their duties. They should focus on taking care of their health and not be obligated to engage during this time.

b. Leave:

When an employee is on authorized leave, they may not be required to complete their social media engagement tasks. The responsibility will resume upon the employee's return.

c. Personal Circumstances:

In the event of personal circumstances such as a death in the family or any other significant event, the employee will not be expected to engage on social media. A compassionate and understanding approach will be taken, allowing the employee time to cope and recover.

6. Catching Up on Missed Engagement:

Once an employee returns from sickness, leave, or personal circumstances, they will be required to catch up on missed social media engagement activities. This includes liking, reposting, and genuinely commenting on social media posts, as per the accountability policy.

7. Genuinely Commenting:

It is crucial that all employees provide genuine comments when engaging with AW UA's social media posts. This means that comments should be relevant, constructive, and reflective of the employee's genuine thoughts and opinions.

8. Review & Feedback:

AW will periodically review the effectiveness of this accountability policy and gather feedback from employees to ensure that it remains fair and reasonable. Adjustments can be made based on these reviews to accommodate any unforeseen challenges or changes in circumstances.

By implementing this Accountability Policy, AW ensures a fair and balanced approach to social media engagement while respecting the well-being and responsibilities of its employees.