

E4C Employers **4** Change

STAFF ORIENTATION MANUAL

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I. Welcome Aboard

Our goal is for our employees to love what you do with purpose and passion.

We believe in a culture of continuous learning, receiving feedback, and personal growth. The most valuable assets you have are your brain, heart, humility, and work ethic. These speak volumes about who you are, your character and your success. It is about perseverance and recognizing that the most valuable thing you have to offer is your heart, mind, and work ethic.

Come in and think about how to solve problems, speak up and share, and see challenges and obstacles as opportunities

Welcome aboard and we look forward to working together! Isabella Johnston,
Founder, CEO, MBA

II. History – The History of Intern Pursuit & Employers 4 Change

In 2024 Employers 4 Change was founded to give both interns and employers a hassle-free experience. We believe in continuous learning, team dynamics and developing leadership skills. With over 70% of the internships in the U.S. unpaid, the best way to protect both student and employer is to create a cloud based platform that helps employers document and manage intern tasks, develop and measure PowerSkills in both the employee mentor and the intern.

III. Intern Job Descriptions – All Departments

We are always recruiting and you can intern in one of our departments in these areas:

Accounting & Finance Department – Bean Counters & Financial Wizards

Graphic Design Department – Graphic Guru

Web Designer/IT Department – Techy Rex

Legal Department – Legal Eagle

Writer/Communications – Wordsmith Extraordinaire

PR/Marketing Department – Diamond League

Game – Programmers, Artists, Riggers, Music Composers

Broadcasting – Associate Producers, Writers, Audio Tech

Instructional Design - Educators + Design = Measurable Learning

IV. Recommended Reading List – Thinking like an Entrepreneur

Always evolving: click on our link to find classics and the latest trends. Click on our link to access our: [Staff Recommended Reading List](#)

V. Team Building – Having fun with the team

We encourage our staff and interns to engage in team building activities. We spend time together enjoying lunch, volunteering as a group, or an online watch party.

VI. Giving Back in Our Community

We believe in giving back and supporting our local community. Some activities we do individually or as a group include volunteering with nonprofits and other events that encourage personal growth. Find a [list of the 12 causes we support on the Employers 4 Change website](#) on the [Get Involved](#) page.

VII. Policies– Every Company has to have them**Sexual Harassment**

The Company will not be not condone, nor permit sexual harassment of any employee or intern in the workplace. All members of the Company are required to abide by this policy.

Definition of sexual harassment – sexual harassment refers to behavior of a sexual nature that is unwelcome, personally offensive, or interferes with the performance and effectiveness of the recipient. Sexual harassment is a form of misconduct that is demeaning to another person and undermines the integrity of the working relationship. Sexual harassment can be committed by, for example, a supervisor, coworker, intern, vendor, or client.

Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature constitute sexual harassment when one or more of the following is true:

- i. Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment.
- ii. Submission to or rejection of such conduct by an individual is used as a basis for an employment decision affecting such individual; or
- iii. Such conduct has the purpose or effect of unreasonably interfering with the employee's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment may be overt or subtle, and may consist of various physical behaviors and verbal and non-verbal communications, e.g., sexual innuendoes,

suggestive comments, jokes of a sexual nature, sexual propositions, threats; display of sexual suggestive objects or pictures, graphic commentaries; suggestive or insulting sounds, leering, whistling, obscene gestures; unwanted physical contact, touching, or pinching.

Complaint Procedure

Any individual who believes that he/she has been the subject of sexual harassment in the workplace or who believes that he/she has knowledge of sexual harassment against another employee should report it immediately to the authorized representative in the Company.

The authorized representative receiving a complaint of sexual harassment will notify Legal Staff, who will take appropriate steps to initiate an investigation. All charges of sexual harassment will be investigated and conducted as expeditiously, discreetly, and confidentially as possible, in consultation with the Company's legal counsel. The results of any such investigation will be communicated at least to the individual complaining of harassment and to the alleged harasser. The Company will take corrective action, if appropriate, up to and including dismissal, based on the outcome of the investigation.

No individual who initiates a complaint of sexual harassment in good faith or who cooperates in the investigation of such a complaint will be subjected to any form of retaliation or otherwise disadvantaged as a result. Any acts of retaliation will be treated as discrimination and will result in appropriate disciplinary action.

Equal Employment Opportunity/Affirmative Action

It is the policy of the Company to recruit, hire, train and promote persons in all job titles without regard to race, color, religion, sex, age, national origin, or sexual orientation.

All employment decisions shall be consistent with the principle of equal employment opportunity, and only valid qualifications will be required.

All personnel actions such as compensation, benefits, transfers, layoffs, return from layoff, organization-sponsored training, education, tuition assistance, social and recreation programs will be administered without regard to race, color, religion, sex, age, national origin or sexual orientation.

It is the policy of the Company not to discriminate on the basis of a physical or mental disability or an individual's status as a disabled veteran or veteran of the Vietnam era with regard to recruitment or recruitment advertising, hiring, training,

promotion and other terms and conditions of employment, provided the individual is qualified to perform the work available. The Company does and will take affirmative action to employ, advance in employment, and otherwise treat qualified disabled individuals, qualified disabled veterans, and qualified veterans of the Vietnam era without discrimination based upon their physical or mental disability or veterans' status in all employment practices.

All personnel actions that affect disabled individuals, disabled veterans, and veterans of the Vietnam era, such employment, upgrading, demotion or transfer, recruitment, advertising, termination, rate of pay or other forms of compensation, and selection for training, will be made without discrimination based upon the individual's physical or mental disability or veterans' status.

The Company makes and will continue to make reasonable accommodations to promote the employment of qualified individuals with disabilities and veterans with disabilities unless such accommodations would impose an undue hardship on the organization's business.

Drug-Free Workplace

The Company will comply fully with the provisions of the 1988 Drug-Free Workplace Act requiring employers to ensure that the workplace is free of illegal use, possession or distribution of controlled substances, specifically:

1. The unlawful manufacture, distribution, dispensing, possession, and use of controlled substances in our workplaces is prohibited.
2. Supervisors and Directors are responsible for informing employees about the dangers of drug abuse in the workplace.
3. Any supervisor who becomes aware of any violation of The Company's drug-free workplace policies must notify the CEO or President so that actions can be taken including appropriate notifications to federal agencies.
4. Any employee or intern who violates the drug-free workplace requirements will face disciplinary action and/or will be required to participate in a drug abuse assistance rehabilitation program as a condition of continued employment. Violation of The Company's drug-free workplace policy is grounds for disciplinary action, up to and including immediate dismissal.
5. An employee or intern must notify either the CEO or President of a criminal drug statute conviction for a violation occurring in the workplace. Such notification must be in writing and must be made within five days after such conviction.

Confidential Information – Protection and Use

Employees and interns shall not divulge any confidential information to anyone, within or outside the Company, not authorized to receive such information.

Confidential information is defined as knowledge, records, or data, in any form (written, electronic, or oral) which the Company has a legitimate interest in protecting from unauthorized disclosure. Examples include contents of project files, strategic plans, terms and conditions of contracts completed or under negotiation, pricing, system implementation, staff & intern personnel information, salaries, contents of official personnel files, and sensitive proprietary data.

Conflict of Interest

The Company will identify real or perceived conflicts of interest involving the Company, to assure that these real or perceived conflicts of interest are fully disclosed, and then to take the appropriate action.

Computer and Electronic Communication Systems

Any computer, email, voice mail, and Internet systems, as well as access to the Internet, the Company Google drive, email accounts, calendar and other on-line resources and platforms are referred to hereafter collectively as “Computer Resources.” The systems are the property of the Company and are in accordance with professional standards and the Company’s policies and procedures. All material transmitted or received by or stored in any of these systems is considered business information, and, as such, must be lawful, accurate, and appropriate. Staff and Interns should assume that all such material is subject to disclosure in legal proceedings.

Users of The Company’s Computer Resources and Intellectual Property should treat communication via these systems as business communication. Accordingly, care should be exercised to ensure that all communication is courteous, professional, and businesslike, and to ensure that the security of the Company’s information and communication is protected.

Staff and interns should have no expectation of privacy with Computer Resources, nor in any activities conducted online with access to the system provided by the Company. The Company will monitor these systems regularly and reserves the right to monitor as appropriate or necessary, as well as to block access to inappropriate and/or illegal on-line material.

Personal use of the Company's Computer Resources, especially during business hours, should be within reasonable limits and should not at any time interfere with or disrupt the conduct of the Company or the furtherance of its mission.

The following activities are unacceptable uses of the Company's Computer Resources:

- Visiting Internet sites containing obscene, pornographic, hateful, or other offensive material.
- Sending or receiving obscene or defamatory material;
- Sending communications intended to annoy, harass, or intimate another person;
- Using the Internet or other systems for any illegal or fraudulent purpose;
- Soliciting business for personal gain;
- Advocating for or against a political candidate, party, or organization;
- Posting defamatory, negative, critical, confidential, or proprietary on any social media site, blog, or other broadcast system/media;
- Representing personal opinions as those of the Company;
- Downloading or otherwise making personal use of copyrighted materials licensed to the Company;
- Interfering with the operation of the Company's computer network, such as through intentional propagation of computer viruses or infected documents.
- Accessing, viewing, altering, or otherwise interfering with another member of The Company's electronic systems without express authorization;
- Intentionally wasting or monopolizing Computer Resources, such as through storing on the network and/or sending large image/audio files for personal purposes;
- Disseminating proprietary information, trade secrets, or other confidential information without proper authorization.

Computer Systems & Network Security

The Company will ensure that appropriate computer and network security measures are implemented and maintained, and that these conform to corporate security standards published by the Company's IT Department.

All staff and interns are responsible for adhering to the security requirements established for the resources they use.

Standard security requirements for the Company's information systems and networks are as follows:

- Access Authorization: Access to and use of the Company's network and computer systems must be based on current need, as determined and approved

by management of the Company. Implementation and management of access to systems and networks is the responsibility of the Company's IT Department, in accordance with applicable standards and guidelines.

- Access Control: All users must be positively identified prior to use of the computer system. Positive identification involves an authentication mechanism, such as a user ID and password pair that is unique to an individual user. System and data integrity must be protected by controls designed to prevent unauthorized changes to the operating environment. Unauthorized tampering of system security mechanisms is prohibited.
- Confidentiality: Access to confidential information must be authorized by the information owner, or by an individual designated by the information owner. Confidential information must be protected against unauthorized access when transmitted or posted to locations outside the Company's private network. Users are responsible for maintaining the confidentiality of their password.
- Physical Security: The Company's computer systems must be physically protected against theft, damage, and disruption of service to the Company's business operations. Controls shall be implemented to prevent unauthorized physical access that is commensurate with the risk to the involved system.
- Virus Protection: All users must keep current versions of virus screening software enabled to prevent the propagation and execution of harmful code (e.g., computer viruses, worms, etc.). Users must not run software that comes from an untrusted source, unless it has been subjected to virus screening.
- Disaster Recovery: All users must make adequate provision to backup critical information and data daily to protect the Company's information.

VIII. Benefits

- The Company offers remote, on-site, and blended work opportunities. Flexible work schedules are offered to interns that allow work/life balance with school and work schedules.
- Our teams work in weekly sprints to ensure our work is completed timely. We find this keeps deliverables on schedule and increases team communication and engagement.
- Interns have a dedicated success mentor to work with them and help document and manage the intern's real-world experience they will earn for their resumes.
- An incentive reward is given to interns that send prospect clients to the Company. If the prospect converts to a client, the Company pays a 5% referral fee to the intern.
- Interns, we encourage you to attend networking events to expand your network.
- When you finish your internship, we will meet and conduct a skills review to assess new skills you have gained as a result of the internship.

IX. Performance Evaluations – Growing & Improving

Each position is compared based on the minimum requirements (i.e. education, work experience, recommendations) duties and responsibilities, and competencies and skills required by one job versus another. Performance evaluations are done annually and staff & interns set goals and objectives to accomplish to ensure the individual grows professionally and personally. Opportunities for advancement are available.

Setting Goals During Your Internship Period:

- All interns hired by The Company serve for a full semester term (traditionally 3-4 months). The length of the period depends on which school term the student is doing their internship. These school terms vary from school to school, the schools calendar should be consulted with the student.
- Introductory goals should be set within the first month of the intern's start date. Interns are mentored to have a clear defined sense of their goals and what expectations in order to work effectively and ensure their performance is fairly appraised. Remember goals are updated monthly.
- It is the student's responsibility to achieve and accomplish goals. Your Success Mentor will provide you with guidance to achieve your goals.
- Once the goals are agreed upon by both the Success Mentor, they will be kept in your Intern document folder. Communication is crucial throughout the internship period. Meetings and conversations take place in real time for progress check-ins and monthly skill assessments.

X. Calendar Info – Important Stuff!

- a) The Company Google Calendar
- b) Weekly Team & Individual Task Reports
- c) Holiday Schedule: We observe these federal holidays as non-work days.
 - **New Year's Day** January 1
 - **Martin Luther King's Birthday** 3rd Monday in January
 - **Washington's Birthday** 3rd Monday in February
 - **Memorial Day** last Monday in May
 - **Juneteenth National Independence Day** June 19
 - **Independence Day** July 4
 - **Labor Day** 1st Monday in September
 - **Columbus Day** 2nd Monday in October
 - **Veterans' Day** November 11
 - **Thanksgiving Day** 4th Thursday in November
 - **Christmas Day** December 25