



# PERSONNEL POLICIES

## SECTION 1.1 – FINANCIAL RECORDS AND REPORTING

In May 1998, the board approved six broad policy statements to guide the Colorado Nonprofit Association's personnel policies. This was updated in 2007. The president and CEO is charged with developing a specific personnel policy manual which must be reviewed by Mountain States Employers' Council and/or legal counsel. In addition, the board charged the Finance Committee with conducting a review of the Colorado Nonprofit Association's salary and benefits structure to determine equity within the nonprofit market place and advising the president and CEO on leave time policies. A full copy of the Personnel Policies developed by the president and CEO is available on request.

### 1. Equal Employment Opportunity Policy

The Colorado Nonprofit Association is dedicated to providing equal employment opportunities to all individuals based on job-related qualifications and ability to perform a job, without regard to race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender expression, age, physical or mental ability, veteran status, military obligations, and marital status. It is our policy to maintain a non-discriminatory environment free from intimidation, harassment or bias based upon these grounds.

### 2. Sexual Harassment Policy

The Colorado Nonprofit Association is firmly committed to maintaining a positive working environment and a workplace which is free of inappropriate conduct, including offensive verbal and written communication of a sexual nature.

### 3. Grievance Policy

The Colorado Nonprofit Association will provide a formal Grievance Procedure to any employee who feels that inappropriate corrective action has been taken against him/her and who has been unable to resolve the matter informally by speaking with his/her supervisor. Should an employee have a grievance against the president and CEO, he/she may submit a written complaint to the chair of the Board of Directors under the terms and conditions outlined in the Colorado Nonprofit Association's formal Grievance Procedure.

### 4. Confidentiality Policy

The Colorado Nonprofit Association and its employees have an ethical and legal obligation to respect the privacy of our employees, donors, members, and volunteers and to protect and maintain the confidentiality of all information that we learn about those individuals and agencies in the course of providing services to them.

## 5. Drug-Free Workplace Policy

The Colorado Nonprofit Association is committed to the well-being of our employees, to the safety of the workplace, and to the provision of high-quality services to our clients. For all of these reasons, we cannot tolerate the unlawful possession, use, manufacture, distribution, or dispensation of controlled substances in the workplace or during work time. Moreover, employees must come to work free from the influence of alcohol, illegal drugs, and unlawfully used prescription medications.

## 6. Software Piracy Policy

It is the policy of the Colorado Nonprofit Association to utilize all commercially purchased software in accordance with its individual licensing agreement. Unless otherwise provided in the license, any duplication of copyrighted software, except for backup and archival purposes, is a violation contrary to the Colorado Nonprofit Association's standard of conduct.