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ACKNOWLEDGMENT
OF RECEIPT OF EMPLOYEE HANDBOOK AND POLICIES

The Employee named below acknowledges receipt of the Housing Opportunities Employee Handbook and that such handbook does not create a contract of employment between Housing Opportunities and the Employee. Employee acknowledges that Employment is always At Will unless otherwise stated in writing and signed by the Chief Executive Officer. The Employee further acknowledges that the equipment, working areas, break areas, offices and all Housing Opportunities property, services and technology including access to the Internet and e-mail remain at all times the property of Housing Opportunities. The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. Housing Opportunities reserves the right to monitor the workplace, telephone conversations and internet traffic, including e-mail, and retrieve and read any data composed, sent, or received through Housing Opportunities online connections and stored on all computer systems.
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Our Employee Handbook

This Handbook describes some of the policies that have been put in place to more efficiently operate our organization. Consider these policies the “Rules of the Road” for your employment. We believe that having an understanding of these “Rules of the Road” will enable all Employees to understand what is expected of them, what their fellow Employees expect and what is expected from Housing Opportunities. Please familiarize yourself with the policies. This handbook does not create a contract, expressed or implied, between an Employee and Housing Opportunities and does not in any way change the At Will nature of an Employee’s employment.

This Handbook may include certain policies required by law. As for these policies, a brief summary of the law is given so that you can familiarize yourself with the general provisions of the law. The actual provisions of the law govern the implementation of the policy. All forms mentioned in this Handbook are available through the Human Resources/Finance Dept.

Housing Opportunities does reserve the right to revise, add, amend and delete polices at any time at Housing Opportunities sole discretion. Housing Opportunities will not implement policy changes except in writing and will do it’s best to inform Employees of the changes, modifications, deletions or additions of the policies.

If the Handbook conflicts with local, state or federal law, the provision of local, state, or federal law will govern. In all other cases these policies shall apply.
Employees Are Our Greatest Asset

Housing Opportunities believes that its success is dependent to a great extent upon the quality and energy of the people who make up the organization.

Because of this belief, Housing Opportunities seeks to attract superior people at all levels who can develop and apply their knowledge and skills productively for meaningful work and to contribute to the growth and success of Housing Opportunities.

We seek to foster a work environment which recognizes individual performance without discrimination, and to provide our Employees with a sense of satisfaction and accomplishment for their contributions to the goals of Housing Opportunities. We believe in respect for an individual and his or her needs and the recognition that effective working relationships are dependent upon collaboration and teamwork.

We want Employees to enjoy their work and be proud of their accomplishments. Housing Opportunities will support the Employees who have demonstrated the potential and ability to satisfy our business requirements. In return, Housing Opportunities expects its Employees to perform their jobs consistent with the policies as set forth in this Handbook, being always mindful of the high ideals which contribute to the character and reputation of Housing Opportunities.

Should you have any questions concerning any of our policies, you should feel free to speak with your Supervisor or the HR Department.
At Will Employment

Your employment is “At Will.” At Will employment means that either you or Housing Opportunities may terminate your employment at any time, with or without reason and with or without notice. Housing Opportunities reserve the right to change, modify, add and delete policies, at any time with or without notice.
Orientation Period

The first six months of your employment is considered an orientation period. This is a critical period in your development and success with Housing Opportunities. You will be evaluated closely to determine whether you fill the job requirements or meet our standards of performance, attendance, and cooperation. The orientation period may be extended by a supervisor beyond the normal length of time for extenuating circumstances and when the new employee displays a sincere desire to be given another chance.

All benefits are accumulated from the time of employment; however, vacation will not vest or be available for use until the successful end of the orientation period. Insurance coverage begins as stated in our health coverage contract.

The orientation period does not change the nature of the employment relationship as at will. Accordingly, during the orientation period the employee or employer may terminate the employment relationship for any reason.

Promotions or position changes may be subject to the orientation period. All other benefits will be based on the original hire date and not be subject to loss of accumulated vacation or sick leave.
Equal Employment Opportunity

Our employment decisions are based solely on qualifications and merit. We provide equal employment and Opportunities for all employment applicants and Employees. We do not discriminate in employment Opportunities or practices on the basis of age, sex, marital status, sexual orientation, race, color, national origin, military status, or the presence of any sensory, mental, or physical disability or any other protected by federal state. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

We also will seek to reasonably accommodate an Employee or applicant who has or may have a physical or mental impairment so that an applicant for employment or an Employee who is able to carry out the essential functions of the Employee’s job can continue to do so. See Human Resources for an accommodation.
Job Posting Procedure

It is Housing Opportunities’ policy, where possible, to fill job vacancies from within. Housing Opportunities believes in providing eligible and qualified employees with every available opportunity to advance within the authority. Our job posting program gives employees a means of indicating their interest in advancing to higher-level jobs according to their skills and experience.

All internal job openings for hourly and non-exempt positions will be posted at the administrative office for five work days prior to public advertisement. Each notice will include the following information:
* the posting date
* job title
* department and location
* job grade level
* job description (abbreviated)
* job specifications (required skills and abilities)

The hiring manager of the department in which the opening exists makes the final decision for acceptance or rejection.

Any employee may apply for a posted job provided he or she has been continuously employed by the authority for the last six months. There are two exceptions to this rule:
(1) Employees under disciplinary action are not eligible for transfer.
(2) An employee may not change from one job to another, transfer laterally, or move into a lower labor grade more often than once every 12 months.

Employees must otherwise meet employment requirements (insurable within HARRP guidelines, drug testing, etc.)

When an employee transfers from a non-exempt position to another non-exempt position, the employee’s anniversary/leave accrual date and leave balance will not change. When an employee transfers from a non-exempt position to an exempt position, the transfer will be treated as termination of the non-exempt position and a new hiring for the exempt position with the exception of sick leave accrual which will remain intact. Additionally, the C.E.O. will grant either the payout or rollover of any unused annual leave from the non-exempt position.
Classification of Employees

Housing Opportunities follows the federal Fair Labor Standards Act with respect to classification of Employees.

Employees are classified as either exempt or non-exempt.

**Exempt employees:** These are employees who are exempt from the overtime pay requirements of the law. Exempt employees are paid on a salary basis and occupy positions that are primarily executive, administrative, professional, computer-related or in outside sales, as described within the definitions of the Fair Labor Standards Act.

**Non-exempt:** an employee who is not exempt from the overtime provisions of the Fair Labor Standards Act. Non-exempt employees are entitled to receive overtime for all hours worked beyond 40 in a workweek.

A “Full Time Employee” is defined as an employee who has been hired to work a regular schedule of 36 or more hours per week in a regular position established in the Housing Opportunities budget for a period of at least five consecutive months in a calendar year.

A “Part Time Employee” is defined as an employee who has been hired to work a regular schedule of 20 or more hours per week but less than 36 hours per week in a regular position established in the Housing Opportunities budget for a period of at least five consecutive months in a calendar year.

A “Temporary Employee” is defined as an employee who is employed for an indefinite, fluctuating or intermittent work schedule. A Temporary Employee is not entitled to benefits with Housing Opportunities.
Compensation / Pay Periods / Deductions and Offsets

Housing Opportunities believes that Employees should be rewarded for their contributions to Housing Opportunities through appropriate and adequate wages. Housing Opportunities reviews wage rates and compensation periodically as determined by Housing Opportunities management in order to maintain an appropriate and properly compensated workforce.

Housing Opportunities has established a monthly pay period with an optional mid-month advance. The work week begins at 12:01 am Sunday and ends at midnight Saturday.

Pay is subject to state and federal mandated deductions, and where authorized by law, including deductions for child support, alimony, and other garnishment of wages.

In the event that Housing Opportunities receives an order to garnish an Employee’s compensation, the Employee will be promptly notified.

Bonus or incentive pay is prohibited unless it is a part of a Board qualified plan that was approved in advance of the activity the bonus or incentive pay was authorized for.

On occasion, an error in an Employee’s paycheck may occur. In the event of such error, an adjustment will be made right away.


Recording Time Worked

Because of funding requirements and performance tracking an important part of each Employee’s job is to keep accurate time records of the hours worked. With respect to non-exempt Employees, this is necessary so that the Employee receives just pay for the work performed and for Housing Opportunities to be in compliance with the Fair Labor Standards Act and state law.

Each Employee is subject to the requirement of recording their time worked on the official Housing Opportunities time sheet. Time sheets are required to be updated on a daily basis and must be certified by the employee and approved by the appropriate supervisor monthly.

Temporary employees who wish to have a mid-month draw must certify and submit a partial time sheet to the appropriate supervisor for approval by the 16th of each month.

No other person may certify time records for any other Employee. Doing so may result in disciplinary action, including dismissal of both the Employee and the Employee whose timekeeping was performed by another Employee.
Work Schedules/Overtime/Holiday

Work schedules are dependent on our business needs, which may change from day to day. Your supervisor will let you know the work schedule for your job. Should the work schedule change as to starting and ending times or days and hours of work, Employees will be immediately notified.

Housing Opportunities makes every effort to limit overtime work for non-exempt Employees. However, when a business need arises that requires overtime, non-exempt Employees may be requested to work either later or earlier than normal hours.

All overtime authorization requested of a non-exempt Employee and the Employee's acceptance of the overtime must be in writing on a form designated by Housing Opportunities.

The work week for Housing Opportunities begins on Sundays at 12:01 am.

Overtime:

All employees classified as non-exempt employees will receive compensation for overtime work in excess of 40 hours in a work week. For purposes of this determination, all holiday and leave hours will be excluded in the calculation of whether a person has exceeded 40 hours in the work week. Non-exempt employees will receive overtime pay at one and one-half the regular hourly rate of pay. All overtime must receive prior approval of supervisor.

On-Call Work

Housing Opportunities owns rental properties which occasionally require staff to respond to off-hours maintenance emergencies. Since maintenance staff are not exempt from overtime and it is the desire of Housing Opportunities to compensate them fairly for this responsibility and yet not incur unnecessary expense, Housing Opportunities has adopted a policy to clearly outline the method and procedures for assignment, response to, and payment for after-hours calls as follows:

Assignment of On-Call Duties & Response to After-Hour Calls

- The Asset Manager will designate one maintenance employee as the primary On-Call employee for a specific period of time.

- Housing Opportunities employs an answering service to facilitate communication with On-Call workers. The answering service number will be posted for tenants and managers use after hours.
• Reassigning On-Call duties:

• It is the primary employee’s responsibility to arrange for a secondary employee to be On-Call in case of illness, vacation, etc.

• The primary employee will approve the transfer of duties with the Asset Manager he/she reports to.

• The primary employee should arrange for secondary coverage at least 3 days ahead, if at all possible.

• If there is no one in maintenance staff available to be On-Call in case of the primary employee’s absence, the primary employee can ask the Asset Manager to determine what, if any, action will be taken. In no case is it acceptable for there to be no coverage.

• The On-Call employee will stay within hearing distance of the contact phone number supplied to the answering service during all assigned hours.

• The employee is expected to call within ten minutes of being called and, if necessary, be on-site, in an unimpaired condition ready to work, within 45 minutes of the call.

• Response to emergency maintenance needs is an important service provided by Housing Opportunities. Therefore, failure to comply with this policy could result in disciplinary action which may include reprimand, temporary suspension or termination.

Compensation and Record Keeping

• The employee shall record all actual time worked on the proper day on his timecard except, that if a trip to the site is required and total time for the call is less than two hours, then the employee will record 2 hours for pay purposes and indicate “minimum applies” on his timecard.

• In the case that the worker has to take or make phone calls with regards to after-hours calls, but does not actually go to a site to perform work that day, then the worker shall record the actual time of the phone calls on that day on his/her timesheet. If the actual total of phone calls taken or made in one day is less than \( \frac{1}{4} \) hour and calls were taken, the employee will record \( \frac{1}{4} \) hour on his/her timesheet for the day.
• For after hour calls only, compensation start when the employee leaves their residence. If the employee is away from home when called, the employee records the lesser of: a) the actual travel time, or, b) the amount of time it normally takes to travel from the employee’s home to the site.

• All hours physically worked in excess of forty hours per week will be overtime payable at 1 ½ times the compensated rate of pay. At the employee’s option, after receiving the supervisor’s approval the employee may take unpaid time off within the same week, hour for hour, to reduce the total hours in the week to forty. This is not compensatory time as defined in the Employee Handbook. In this case, overtime would not be paid, because total worked hours for the week would not exceed forty.

Holidays:

The following holidays are granted with full pay:

1. New Year’s Day
2. Martin Luther King’s Birthday
3. President’s Day
4. Memorial Day
5. Independence Day
6. Labor Day
7. Veteran’s Day
8. Thanksgiving Day
9. Day after Thanksgiving
10. Christmas Eve
11. Christmas Day
12. One Floating Holiday

The floating holiday is to be scheduled by mutual agreement of the employee and your supervisor. Employees shall not become eligible for the floating holiday until the successful completion of six month’s employment. The floating holiday is accrued at the beginning of each fiscal year, October 1st. Any floating holiday not used by an employee by the end of the fiscal year will be forfeited. The floating holiday must be taken as a single day; it is not payable on an hourly basis spread across more than one day.

If a designated holiday falls on a Saturday, the preceding Friday shall be observed and if the holiday falls on a Sunday, the following Monday shall be observed. This arrangement can only be changed if the federal holiday dates are changed and the Chief Executive Officer gives his/her approval of the change.

All employees must be in a pay status on the workday prior to and the workday following a holiday to be eligible for holiday pay. All holidays are for eight hours only. Preferably those employees whose regular weekly schedule is other than five 8 hour days will convert to a five 8 hour schedule during holiday weeks.

Regular part-time employees shall observe the established holidays only if it falls on their regular scheduled work day. The employee’s regular schedule will determine what level of holiday pay they will receive.
Average weekly hours in regular schedule:
  30 - 35 hrs/week  6 hours
  25 - 29 hrs/week  5 hours
  20 - 24 hrs/week  4 hours
Employee Absenteeism

Employees are expected to report for work promptly and maintain good attendance. Should you be unable to report to work you will need to notify your supervisor as soon as possible each day that you are absent.

Excessive absenteeism or tardiness that is unexcused or excessive is grounds for disciplinary action.

An Employee who has two or more consecutive days of unexcused absences from scheduled work without notification to your Supervisor is deemed to have voluntarily resigned from employment with Housing Opportunities.
Meal Period Breaks

Housing Opportunities will provide non-exempt Employees with a meal period of at least 30 minutes beginning after the second but before the fifth hour of any shift. Housing Opportunities will not require any Employee to work more than 5 consecutive hours without a meal period.

Should Housing Opportunities require an Employee to remain on duty during the meal periods, the Employee will be paid for such time.

Those employees who work 3 or more hours longer than a normal work day will receive at least one 30-minute meal period prior to or during the overtime period.
Rest Period

Housing Opportunities complies with the rest period laws of the State of Washington. Each non-exempt Employee will receive a paid 10-minute rest period for each 4-hour work period which will be scheduled as near as possible to the midpoint of each work period provided that the Employee works for 3 hours or more without a rest period.

For those Employees whose work is of a nature that such Employees can take intermittent rest periods of 10 minutes for each 4-hour work period, such intermittent breaks will be the break periods.
Employee Records

Housing Opportunities maintains Employee records for the purpose of administering our human resource function and to comply with both federal and state law. Employees may review their individual files upon a written request to Housing Opportunities and with reasonable notice once a calendar year.

The Employee’s review will be conducted in the presence of a Housing Opportunities representative at or near the workplace. Should the Employee request a copy of the Employee’s personnel file, Housing Opportunities will make copies of the information requested by the Employee. Housing Opportunities from time-to-time may remove irrelevant or erroneous information in an Employee’s file. If the Employee disagrees with information in the records, the Employee may place a statement in the personnel records of the Employee’s desired correction.

Housing Opportunities also protects the privacy of an Employee’s Social Security number, and uses the number only as required to facilitate payroll, employee reports required by law or for other lawful purposes.
**Violence in the Workplace**

Housing Opportunities is committed to having a safe workplace and environment for its Employees. We are also mindful of the increased violence that is occurring in workplaces as a result of certain Employee behavior.

Housing Opportunities believes in fully complying with all federal, state and local occupational safety and health laws and regulations in order to have our business operate in a safe and healthy environment, to prevent injuries and occupational illness to our Employees and damage to property.

Housing Opportunities will not condone any actual or threatened acts on the part of an Employee that result in violence or threats against another Employee or visitor to our Housing Opportunities. Firearms and other dangerous weapons are expressly prohibited from Housing Opportunities' properties. Housing Opportunities adheres to a zero tolerance level for all such acts. Employees violating this policy are subject to immediate discharge.

Employees who are subject to the prohibited acts outlined in this Policy or see or hear of any of the prohibited behavior or any other out-of-the-ordinary behavior by fellow Employees, visitors to Housing Opportunities or from other sources, should report such activities immediately to Housing Opportunities' management. The confidentiality of notifying a senior member of Housing Opportunities will be maintained to the greatest extent possible.

We cannot overstate Housing Opportunities' commitment to a safe Workplace, and we encourage all Employees to act appropriately to insure such an environment.
Occupational Safety and Health

Housing Opportunities will fully comply with all applicable federal, state and local occupational safety and health laws applicable to our operations.

All of our operations are to be conducted in a safe manner in order to prevent accidents, injuries and occupational illnesses. Employees are to avoid acting in any manner that may pose a danger of injury or illness to themselves or fellow employees. Every Employee is to do the utmost to create an environment where both injuries and occupational illnesses are non-existent or reduced to a minimum.

However, in the event of an injury or occupational illness, an Employee is required to follow Housing Opportunities policy on “Employee Work Related Injuries.”
Employee Work Related Injuries

Housing Opportunities strives to provide a safe and secure working environment for all of our employees. When a work related injury or illness occurs, Housing Opportunities must be immediately notified so the injured or ill Employee can be given immediate and appropriate medical care and treatment.

Proper and timely notification to Housing Opportunities of an injured employee will assure prompt medical attention and verify the illness or injury so a covered Employee may make use of our workers’ compensation program.

Housing Opportunities’ policy requires Employees to report all injuries and work related illnesses, regardless of severity, to their supervisor and complete the necessary Housing Opportunities forms, including Workers’ Compensation forms as soon as is reasonably possible after an occupational injury or illness. Employees must recognize that the failure to promptly report the injury or illness may result in a workers’ compensation claim being denied. Any Employee who witnesses an injury of a fellow Employee must ensure that the injury is immediately reported to the appropriate supervisor.

Housing Opportunities will provide immediate first aid and/or coordinate transportation to an appropriate medical provider depending on the nature of the Employee’s Injury. In case of serious or life threatening injury, Housing Opportunities may arrange transportation to an Emergency Room.

Our Employees who experience an injury or illness which requires care beyond first aid may be required to be seen by a designated workers’ compensation provider. An Employee’s supervisor or immediate manager will provide this information to the injured or ill Employee.

Injured Employees are expected to return to work as soon as is reasonably possible. Housing Opportunities may require the Employee to receive certification from a medical professional that the Employee is able to return to work. An Employee who is unable to report for the Employee’s regular work schedule due to an on-the-job illness or injury, must immediately notify the Employee’s Supervisor or management by telephone. The injured Employee should give Housing Opportunities as much notice as reasonably possible when ready to return to work so that the Employee can be placed back on the work schedule.

Housing Opportunities may require an Employee who has an on-the-job injury or illness to be examined by a medical professional designated by Housing Opportunities. Failure of the Employee to be so examined may result in the Employee being denied those benefits made available to injured Employees.
Workplace Conduct

Housing Opportunities believes that proper workplace conduct among our Employees contributes to a more productive and successful working environment and better serves the companies and people we deal with.

Proper conduct starts with dressing appropriately, being properly groomed and following commonly accepted personal hygiene practices for the work you are doing. “Dress for Success” should be on everyone’s mind when dressing for the workplace.

Housing Opportunities also expects courtesy to fellow Employees and the people and companies we serve. Joking around, off-color jokes, ridiculing other Employees or using offensive language will not be condoned in the workplace. Condescending remarks among Employees and between supervisory personnel and those who are being supervised must be avoided. Reprimanding fellow Employees in public is to be avoided.

Housing Opportunities also expects honesty with Housing Opportunities and when communicating with fellow Employees.

Employees should avoid discussing Housing Opportunities business in public, and engaging in personal discussions in the workplace should also be avoided.

The use of speakerphones so that fellow Employees not participating in the telephone conversation can overhear the conversation is both disturbing and inappropriate for the conduct of our business.

Housing Opportunities desires to maximize a secure, safe and pleasant work environment. Following the above guidelines will be of benefit to all of us.
Anti- Harassment

Housing Opportunities has a workplace that is free from sexual harassment. It is the policy of Housing Opportunities that harassment in the workplace, in any form is strictly prohibited.

Abusive, humiliating or offensive behavior and statements that undermine the integrity and professionalism of the workplace are prohibited under this policy.

Further, harassment or inappropriate conduct on the basis of an employee’s age, sex, marital status, sexual orientation, gender identity, race, religion, color, national origin, military status, or the presence of any sensory, mental, or physical disability or genetic information or any other status or characteristic protected by federal state or local law is a violation of this policy.

Prohibited harassment specifically includes comments, slurs, jokes, innuendoes, cartoons, pranks, physical harassment, etc. that are derogatory on the basis of the employee’s protected class membership, or that are promoted by the employee’s participation and activities identified with or promoting the interest of a protected group.

Sexual harassment is prohibited and includes unwelcome sexual advances, requests for sexual favors and other verbal or physical gender-based conduct or contact of a sexual nature.

Sexual harassment is defined as unwelcome sexual advances and other verbal or physical conduct of a sexual nature when:

- Submission to the conduct is either an explicit or implicit term or condition of employment.
- Submission to or rejection of the conduct is used as a basis of any employment-related decision affecting the person who rejected or submitted to the conduct.
- The conduct has a purpose or effect of unreasonably interfering with a person's work performance or creating an intimidating, hostile or offensive work environment.

Failure of an Employee to adhere to the above policy will result in appropriate disciplinary action, including termination of employment. Should an Employee be subjected to sexual harassment, the Employee should immediately report the harassment to the immediate supervisor or, if the immediate supervisor is the Employee who is acting inappropriately or in violation of the policy, to the Chief Executive Officer of Housing Opportunities. An Employee may also contact the Employee Protection Line. See Reporting Inappropriate Business or Illegal Activity Policy for instructions on using the Employee Protection Line.

All complaints of sexual harassment will be promptly investigated by Housing
Opportunities. Your confidentiality and that of any witness of the alleged harassment will be protected against unnecessary disclosure to the greatest extent possible.
Substance Abuse

The purpose of this policy is to communicate Housing Opportunities’ standards on employee substance abuse, to guide employee conduct in order to ensure a safe and efficient work environment, to protect employees and Housing Opportunities assets from injury or damage caused by an employee who is under the influence of drugs and alcohol, and to promote the greatest efficiency of the work force. Although Washington State has legalized marijuana for medicinal or recreational purposes, Housing Opportunities is not required to allow the medicinal or recreational use of marijuana in the workplace. Marijuana use or being under the influence is strictly prohibited on Housing Opportunities property and while conducting company business.

Any employee using, possessing, selling, distributing, manufacturing or being under the influence of drugs illegal pursuant to state or federal law, or alcohol on the job or when such use adversely affects the employee’s on-the-job performance, behavior or the organization’s reputation or product quality will be subject to disciplinary action, up to and including discharge. The use of prescription or over-the-counter medication that is contrary to its intended use or used on the job without prior advanced notice is also prohibited.

Housing Opportunities reserves the right to require employees to submit to drug testing to detect the presence of alcohol, drugs illegal pursuant to state or federal law, or other controlled substances if it has reason to believe that an employee may be under the influence of such substances or is currently using such substances. Refusal to consent to such a test may result in disciplinary action up to and including dismissal.

Any employee found to be in violation of this policy is subject to immediate discharge. Any employee who is suspected of a policy violation will be immediately suspended pending investigation with intent to discharge.

An employee who voluntarily seeks assistance for a substance abuse program before such a problem results in a violation of this policy, will not be subject to disciplinary action. Housing Opportunities, however, reserves the right to administer appropriate disciplinary action for incidents occurring prior to or after the request for assistance, if such actions or conduct violates this policy, other work rules, or standards of Housing Opportunities.

In lieu of discharge, Housing Opportunities, at its sole discretion, may place the employee on suspension, pending outcome of the employee’s willingness to seek assistance to treat his or her problem. As a condition of continued employment, the employee must enter into a Rehabilitation Agreement, which requires a number of conditions to be met to retain employment with Housing Opportunities.
Telephone, Cell Phone, Computer, E-mail, Social Networking, and Mail Usage

**Phone Usage:**

Housing Opportunities’ telephones are one of its most important business tools and are very busy. All phone lines must be kept open for business purposes. You must restrict the use of Housing Opportunities’ telephones for personal calls to emergency situations.

**Cell Phones:**

Cell phones can be a valuable tool for servicing our clients. However, cell phones (whether company-provided or personal) may not be used to conduct company business while driving. If you have a hands-free telephone device you may use it while driving, otherwise, should you need to use your cell phone, you must pull off the road, park, and make or receive the call. Reading, typing or sending a text message, while driving, is strictly prohibited by law.

During work hours within the office, you must be respectful of your coworkers and take the call to a private location. Calls may not be received or placed on cell phones during your work day or in a work area. If you wish to make an outgoing cell phone call, move away from the work area during your break time and complete the call in a break area.

The presence of camera phones in the workplace presents challenging issues in regards to personal privacy and Housing Opportunities security. Such phones may not be used by an employee to take, distribute, or post pictures, videos or audio recordings while on working time. Capturing the visual image of others without their knowledge or consent in a manner that compromises or invades their personal privacy is prohibited. Capturing the visual image of Housing Opportunities work areas or using a phone’s camera feature in a manner that compromises or invades the Housing Opportunities’ legitimate business privacy, confidentiality or proprietary interests is prohibited, when not done to record concerns regarding health, safety and/or working conditions, or in furtherance of, part of, or related to concerted activity protected by law. Nothing in this policy shall be construed as limiting Housing Opportunities’ right to use camera surveillance equipment, when appropriate.

**Use of Company Computers, Portable Digital Assistants (PDA) & Cell Phones for Electronic Mail, Text Messages and Internet Access:**

Housing Opportunities wishes to establish its expectations of employees who use its computer and communications systems for e-mails, text messaging or to access the Internet.

- The email system is Housing Opportunities’ property and is intended to be used during working time for business purposes only. However, employees may use
the Housing Opportunities email and computer systems for personal, non-business reasons during non-work time such as authorized breaks or meal periods. Solicitation for outside Housing Opportunities during working time is prohibited.

- Housing Opportunities reserves the right to access and review e-mail messages, including text messages, at any time, or any other file, document or item on an individual’s company computer or other electronic communication Systems.

- Messages with offensive or improper language, especially those with sexual, racial, or other inappropriate content, are strictly prohibited.

- Electronic messages should be composed with an eye towards professionalism. Do not assume that your messages are private. They may be read by unintended readers.

- Electronic eaves dropping by employees is prohibited. Employees should not access or read another’s e-mail unless it is necessary in the course of business.

- Be careful when attaching documents that are e-mailed from Housing Opportunities’ offices, since such material may include confidential or proprietary Housing Opportunities information. E-mailing documents increases the ease of reproduction by others and the likelihood that such material may be distributed to unauthorized or unintended persons or companies. Caution: In order to protect the integrity of our computer system from potential viruses, do not open attachments files e-mailed to you from unknown sources. If you do receive such a file, contact the IT department for proper protocol.

- Visiting or accessing any website or other Internet address, or downloading any material, during working time, which is not for business purposes is prohibited. Visiting or accessing sites which contain sexual material or content which is vulgar, obscene, threatening, intimidating, harassing or which otherwise violates Housing Opportunity’s equal employment opportunity and anti-harassment policies are wholly prohibited.

- Accessing social networking websites such as FaceBook, Twitter, LinkedIn or other similar sites, including personal websites (whether using Housing Opportunities’ or your own technological equipment) is prohibited during work time, unless such use is specifically authorized by your supervisor for business purposes.

**Social Media Websites & Blogs:**

Social media are powerful communication tools that facilitate collaboration and information sharing. At the same time, they can have a significant impact on organizational and professional reputations. While Housing Opportunities endorses
the secure use of social media tool to enhance communication, collaboration and information exchange; streamline processes; and foster productivity improvements, their application must not compromise data confidentiality and integrity. Employees who are creating or contributing to blogs, wikis, mash ups, social networks, virtual worlds, or any other kind of social media both on and off Housing Opportunities website must understand and follow these guidelines:

- **Protect Confidential and Proprietary Information:** Do not divulge business secrets, intellectual property, copyright or trade secrets in materials, photos or videos about Housing Opportunities, or its clients.

- **Include a Disclaimer:** When you post about matters relating to Housing Opportunities products or business on a personal website or blog, make it clear to your readers that the views you express are yours alone and that they do not necessarily reflect the views of Housing Opportunities. Example: I work at Housing Opportunities, however, the opinions and positions expressed here are my own and do not necessarily reflect those of my employer.

- **Respect the Law:** Remember that participation online results in your comments being permanently available and open to being republished in other media. Stay within the legal framework and be aware that libel, defamation, copyright and data protection laws apply to communications about Housing Opportunities and co-workers. In this regard, employees must not publish or discuss any work-related information that violates copyright, trade secrets or that is maliciously false (where you know the information is false and you intend to harm the Housing Opportunities or co-workers with the information).

- **Respect Employer Time:** All time and effort spent on your personal site should be done on your personal nonworking time. Do not spend working time using the Housing Opportunities equipment to post to personal sites during working time.

- **Adhere to Employer’s Rules of Conduct:** Be sure to abide by the rules of the employee handbook, especially as it relates to harassment and discrimination. Do not post or display comments that are vulgar, obscene, threatening, intimidating, harassing or a violation of Housing Opportunities’ workplace policies against discrimination or harassment toward a protected class.

- **Personal Online Recommendations:** Supervisors, managers and administrators should exercise caution and consider whether it is prudent to accept “friend” requests or links from current employees for personal social networks. If you wish to offer personal online recommendations for friends and business contacts, (i.e. LinkedIn)
you may do so as long as you: 1) Identify yourself by name; 2) clearly and openly express that the recommendations are strictly for personal purposes, and not on behalf of Housing Opportunities; and 3) is not for anyone whom you directly or indirectly supervise, or otherwise may have responsibility or decision-making capacity affecting their work or role at Housing Opportunities.
Personal Property

Housing Opportunities’ property, including desks and lockers, is furnished by Housing Opportunities as part of the workplace and for the convenience of Employees in performing their jobs. Housing Opportunities has the right to monitor the workplace and to inspect, with or without notice to Employees, all Housing Opportunities property.

Employees should not bring any personal property into the workplace that they do not want to have subject to inspection.

Employees are responsible for their own belongings. Those Employees taking the property of others will be subject to disciplinary action, including termination.
Smoking

Housing Opportunities maintains a tobacco and vaping free environment.

Those Employees who must smoke should do so only before and after business hours or during breaks, outside the workplace. Smoking and vaping cannot occur within 25 feet of any door, window or air intake device. Smoking in the workplace is strictly prohibited.
Paid Jury Duty

Housing Opportunities recognizes the importance of our Employee’s civic obligation to serve on jury duty.

A regular employee will be granted leave at his/her regular rate of pay. Should an Employee’s absence from work while serving on jury duty cause Housing Opportunities an unreasonable hardship, Housing Opportunities may request a delay of the Employee’s jury service. It is therefore important that you inform Housing Opportunities as soon as you receive a notice to serve on jury duty.
Employee Socializing

Housing Opportunities recognizes that from time to time Employees may socialize with one another. Housing Opportunities does not prohibit Employees from socializing with one another outside of the workplace, provided that such socializing does not adversely affect job performance. Employees should be well aware of the strong policies of Housing Opportunities against sexual harassment and harassment of fellow Employees.

Housing Opportunities does not permit Employees with a supervisory role to date Employees who are their subordinates or where one of the Employees approves the wages, overtime or expense accounts of the other Employee involved in the relationship.
Employment of Relatives

Of paramount importance to Housing Opportunities is the hiring of the best personnel available to meet our job requirements.

Housing Opportunities encourages all individuals, regardless of whether a potential Employee has a relative working for Housing Opportunities, to apply for those positions which an applicant believes is suitable and for which the applicant can make a contribution to the continued growth of Housing Opportunities.

Relatives may not have a supervisory role with respect to any relative/employee. This includes direct and indirect supervision, such as approving of expense accounts or making a determination on an Employee’s performance review or compensation.

The term relative is defined as mother, father, wife, husband, domestic partner, child, grandchild, sister, brother, grandparent, stepmother, stepfather, stepchild, in-law, aunt, uncle, or cousin. This policy will also apply to those individuals between whom a “significant other” relationship exists.
Non-solicitation

In order to maintain an orderly workplace, to avoid intrusion upon employees at their work, and to preserve employee safety and security of funds, supplies, records, and confidential information, selling and solicitation on company premise and via the use of company property must be carefully regulated. Accordingly, the following rules will be strictly enforced.

Employees may not solicit anywhere on company premises or property or by using company computers and e-mail during work hours, nor solicit co-workers in person or over the phone during their assigned work hours without approval of the CEO. Approval is generally limited to official company-supported charities and youth-oriented organizations in which children of employees participate. Solicitation for any purpose or cause may include requests for subscriptions, donations, pools, gifts, charities, memberships, or other forms of requests.

Non-employees are prohibited from distributing material or soliciting employees on company premises at any time and must not be provided access to any employee’s company equipment, including e-mail or computer systems, for solicitation.
Business Ethics

Our successful business operations and the reputation we as Housing Opportunities enjoy are built upon the principles of fair dealing and ethical conduct of our Employees just as much as the products and services we provide. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

The continued success of Housing Opportunities is dependent upon our customers' trust, and we are dedicated to preserving that trust. Employees owe a responsibility to Housing Opportunities that will merit the continued trust and confidence of the people with whom we do business as well as the public.

Housing Opportunities is steadfast in its complying with all applicable laws and regulations and expects its Employees to act in accordance with all laws which apply to our business. Any Employee engaging in notoriously, disreputable, or unlawful acts or activities will be immediately dismissed from employment.

Should you become aware of any improper or unlawful conduct of another Employee, or need to discuss decisions or actions you plan to take in regard to Housing Opportunities business, you should immediately inform an appropriate member of Housing Opportunities' management. We will protect your confidentiality to the greatest extent possible.
Conflict of Interests and Outside Activities

Each Employee of Housing Opportunities has a duty to Housing Opportunities to be entirely free from the influence of any personal consideration when dealing on behalf of Housing Opportunities making recommendations with respect to such dealings, or passing judgment on such dealings.

Housing Opportunities expects that each Employee shall perform the Employee’s position solely on the basis of what is in the best interest of Housing Opportunities and wholly free from the influence of personal considerations or relationships. Each Employee should have no business interest outside of Housing Opportunities which in any way conflicts with or could be construed to conflict with the individual Employee’s duties to Housing Opportunities.

We encourage you to avoid any situation which could affect your undivided loyalty and the fiduciary duty you owe to Housing Opportunities or which would reflect upon the integrity of Housing Opportunities or your relationship or the integrity of you as an Employee.

Outside Employment

An Employee may hold a job with another organization or participate in other activities as long as the Employee satisfactorily performs the job responsibilities with Housing Opportunities and the other employment or activities do not have an adverse impact on Housing Opportunities nor present an actual or potential conflict of interest. To avoid any misunderstanding, employees are required to submit an “Acknowledgement of Outside Employment” form to their supervisor within seven days of accepting outside employment. All Employees will be judged by the same performance standards and will be subject to our scheduling demands, regardless of any existing outside work requirements.

If Housing Opportunities determines that an Employee’s outside work interferes with the Employee’s performance or the ability to meet our job requirements, including any future changes in the requirements, the Employee may be asked to terminate the outside employment if the Employee wishes to remain employed by Housing Opportunities.

Political Activities:

Because Housing Opportunities is in part financed by federal funds and because of the sensitive nature of the services that we provide, employees are prohibited from the following political activities:

- Use of your position within authority or influence for the purpose of interfering with or affecting the result of an election or a nomination for office. (This should not be construed to prevent Housing Opportunities from having voter
registration materials available for the public to pick up.)

- Using your position directly or indirectly coercing, attempting to coerce, commanding, or advising a state or local officer or employee to pay, lend, or contribute anything of value to any party, committee, organization, agency, or person for political purposes.

Holding a part time public office in a political subdivision of the State will be prohibited when the holding of such office is incompatible with, or substantially conflicts with, the discharge of the duties of the employee as determined by Housing Opportunities’ Board of Commissioners.
Financial Dealings with Family Members, Customers and Suppliers

Employees have a fiduciary duty to Housing Opportunities. Employees are precluded from having a material financial interest in, a significant indebtedness to, or a personal contract or understanding with any entity with whom Housing Opportunities does business.

An Employee whose duties involve business dealings with a concern in which the Employee or a family member has a material interest or to which the Employee has a significant indebtedness, or one employing a relative or close friend, is to disqualify him/herself from acting on behalf of Housing Opportunities unless properly authorized in writing by Housing Opportunities after a full disclosure to Housing Opportunities of the relationship.

An Employee may not perform work or services for a competitor or an entity doing or seeking to do business with Housing Opportunities and may not be an officer, partner or consultant of such entity nor allow the Employee’s name to be used in a way indicating a business connection with such an entity.

This policy applies equally to family members and other close relatives of each Employee.

An Employee shall not accept for personal use or benefit, or for the benefit of any relative or friend, any payments, loans, services or gifts involving more than an ordinary social amenity, from any Housing Opportunities doing or seeking to do business with Housing Opportunities.
Discoveries and Suggestions

Housing Opportunities seeks to obtain a competitive advantage over our competition. One way of doing this is for Housing Opportunities and its Employees to seek better and more efficient ways to carry on the business and to do each person’s job.

Housing Opportunities counts on Employees bringing to Housing Opportunities attention all suggestions, improvements and discoveries which improve the way we do things or our products and services.

All such improvements, discoveries and suggestions remain Housing Opportunities’ property and are deemed “Works Made for Hire.” Housing Opportunities may in its sole discretion award an Employee recognition for the Employee’s efforts.

Housing Opportunities forms are available to Employees for their submissions.
Military Service

Military leave will be granted to all employees under orders which require them to serve in any of the U.S. Military branches.

Employees, who are currently participants in our health care benefit program and are called to active military duty, may purchase health coverage for up to 24 months under the COBRA program. Employees returning from military leave will be placed in a position at the level of pay and benefits consistent with applicable law.
Military Family Leave

An Employee who has worked for us for an average of 20 or more hours per week and is a spouse of a member of the Armed Forces of the United States, National Guard or Reserves who has been notified of an impending call or order to active duty or has been deployed or on leave during a period of military conflict is entitled to a total of 15 days of unpaid leave per deployment after the military spouse has been notified of the impending call or order to active duty.

During a period of military conflict, an employee who is the spouse of a member of the Armed Forces of the United States, national guard, or reserves who has been notified of an impending call or order to active duty or has been deployed is entitled to a total of 15 days of unpaid leave per deployment after the military spouse has been notified of an impending call or order to active duty and before deployment or when the military spouse is on leave from deployment.

An Employee who seeks to take Military Family Leave under this Policy must provide Housing Opportunities with a notice within 5 business days of receiving an official notice of an impending call or order to active duty or of a leave from deployment of the Employee’s intention to take leave under this Policy.
Family and Medical Leave - Federal

Housing Opportunities is in full compliance with the federal Family and Medical Leave Act.

Under the Act, and provided that an Employee has worked at least 12 months and at least 1250 hours during the previous 12-month period, and at a location where at least 50 Employees are employed at the location or within 75 miles of the location, an Employee is eligible for leave. Housing Opportunities uses the “Rolling Method” when calculating an employee’s available FMLA leave.

An eligible Employee may take leave under any one of the following circumstances:
* Birth of a child, and placement of a child for adoption or foster care.
* Provide care for an Employee’s own parent, including individuals who exercise parental responsibility under applicable state law, a child or spouse with serious health condition.
* Employee’s own serious health condition which is an illness, injury, impairment or physical or mental condition involving incapacity or treatment connected with inpatient care in a hospital, hospice or residential medical/care facility or continuing treatment by health care provider.
* Arising out of the fact that a spouse, son, daughter, parent or next of kin of an Employee is on active duty (or has been notified of an impending call or order to active duty) in the armed forces (“Service Member Leave”) or due to a service member’s service related injuries. Service member Leave is described below.

Housing Opportunities provides up to a total of 12 weeks during a 12-month period of unpaid leave due to a birth, adoption, foster care or to care for a parent with a serious health condition. The leave must be shared by spouses working for us. Either the Employee or Housing Opportunities may elect to require the Employee to use accrued paid leave.

Service Member Leave

Housing Opportunities provides two types of Service Member Leave. The first is for an Employee’s spouse, daughter, son or parent who is a Service Member and suffers a serious illness or injury and where such Service Member is a:

* member of the Armed Forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness or

* veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces (including a
member of the National Guard or Reserves) at any time during the period of 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.

This Leave is available where the serious injury or illness occurred on Covered Active Duty, which means:

- in the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and

- in the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of Federal law

Employees entitled to Service Member’s Leave may take up to an additional 26 weeks of unpaid leave in a single 12 month period to care for a Service member with a serious injury or illness incurred on Covered Active Duty. This Leave is in addition to non-Service Members Leave described earlier in this Policy.

For purposes of this Policy, Serious Injury or Illness of a Service Member means:

- In the case of a member of the Armed Force (including a member of the National Guard or Reserves), an injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or existed before the beginning of the member’s active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member’s office, grade, rank, or rating; and

- in the case of a veteran who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during a period of 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy means a qualifying injury or illness (as defined by the Secretary of Labor) that was incurred by the Service Member in line of duty on active duty in the Armed Forces (or existed before the beginning of the Service Member’s active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that manifested itself before or after the Service Member became a veteran.

Service member’s Exigency Leave

Service Member Leave is also available for qualifying exigency leave where the spouse, son, daughter or parent of the Employee has one of the following qualifying exigencies:

- a) short-notice deployment;
- b) military events and related activities;
c) childcare and school activities  
d) financial and legal arrangements  
e) counseling;  
f) rest and recuperation;  
g) post-deployment activities or  
h) additional activities where Housing Opportunities and Employee agree to the leave.

This exigency leave applies where an Employee’s spouse, son, daughter or parent:

- is a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country and  

- in the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty.

Housing Opportunities may require certification as provided for by law of those Employees seeking to take leave under this policy.

With respect Service Member’s Leave, and when such leave is foreseeable, whether because the spouse, or a son, daughter, or parent, of the employee is on covered active duty, or because of notification of an impending call or order to Covered Active Duty, the Employee must provide such notice to Housing Opportunities as is reasonable and practicable under the circumstances.

Return to Work

When an Employee returns from leave, the Employee will be restored to the same position or one equivalent to it with all benefits. There are certain exceptions involving key Employees that may apply when a key Employee seeks to return to Housing Opportunities. Key Employees should discuss with their supervisor an anticipated leave.

With the birth or adoption of a healthy child, an Employee may take an intermittent leave or reduced leave schedule, subject to the business needs of Housing Opportunities. Employees are required to use any accrued time off benefits before moving to unpaid FMLA Leave. The use of paid time does not lengthen the 12 weeks FMLA period.
Domestic Violence Leave

Housing Opportunities is very sensitive to victims of domestic violence. Our leave policy applies to an Employee or the Employee’s family member, who is a victim of domestic violence, sexual assault or stalking. An Employee may use either accrued leave or take leave without pay.

An employee may take reasonable leave from work, intermittent leave, or leave on a reduced leave schedule, with or without pay, to:

* Seek legal or law enforcement assistance or remedies to ensure the health and safety of the employee or employee's family members including, but not limited to, preparing for, or participating in, any civil or criminal legal proceeding related to or derived from domestic violence, sexual assault, or stalking;
* Seek treatment by a health care provider for physical or mental injuries caused by domestic violence, sexual assault, or stalking, or to attend to health care treatment for a victim who is the employee's family member;
* Obtain, or assist a family member in obtaining, services from a domestic violence shelter, rape crisis center, or other social services program for relief from domestic violence, sexual assault, or stalking;
* Obtain, or assist a family member in obtaining, mental health counseling related to an incident of domestic violence, sexual assault, or stalking, in which the employee or the employee's family member was a victim of domestic violence, sexual assault, or stalking; or
* Participate in safety planning, temporarily or permanently relocate, or take other actions to increase the safety of the employee or employee's family members from future domestic violence, sexual assault, or stalking.

An Employee seeking Domestic Violence Leave under this Policy must provide us with any of the following:

a. A police report indicating that the employee or the employee’s family member was a victim of domestic violence, sexual assault, or stalking.
b. A court order protecting or separating the employee or employee’s family member from the perpetrator of the act of domestic violence, sexual assault, or stalking.
c. Evidence from the court or prosecuting attorney that the employee or the employee's family member appeared, or is scheduled to appear, in court in connection with an incident of domestic violence, sexual assault, or stalking.
d. An employee's written statement that the employee or the employee's family member is a victim of domestic violence, sexual assault, or stalking.
e. Documentation that the employee or the employee’s family member is a victim of domestic violence, sexual assault, or stalking, from any of the following persons from whom the employee or employee’s family member sought assistance in addressing the domestic violence, sexual assault, or stalking: An advocate for
victims of domestic violence, sexual assault, or stalking; an attorney; a member of the clergy; or a medical or other professional.

If the victim of domestic violence, assault, or stalking is the employee’s family member, verification of the familial relationship between the employee and the victim may include a statement from the employee; a birth certificate; a court document; or other similar documentation.
**Annual Leave**

Housing Opportunities recognizes the need for its regular employees to have a healthy balance of work and personal life and the needs to take time off to de-stress and regain perspective. Therefore it offers a competitive leave package with terms that encourage the taking of leave. Employees in the classifications “Regular Full-Time” and “Regular Part-Time” will be given annual leave. Regular Part-Time employees shall accrue vacation based on levels of average weekly hours in a look-back period.

Housing Opportunities has a use-it or lose-it policy. Annual leave not used by the date of the next anniversary (see end of this section for definition of Anniversary Date) is lost when the next year’s accrual is received; no carryover is allowed. Except as noted for Exempt Employees, employees cannot receive payment for unused leave unless they are terminating employment.

Annual leave must be pre-approved and submitted in writing to the appropriate supervisor at least 3 working days in advance and not more than 60 days before the first date of the leave. The Chief Executive Officer or designee shall be authorized to approve annual leave requests made less than 3 working days or earlier than 60 days before the scheduled leave, on a case by case basis. In case of conflict in scheduling annual leave, the Supervisor will determine who will be given the requested leave and will give consideration to the facts and circumstances and to the dates of submission of the requests for leave.

Once accrued annual leave can be used in minimum increments of one hour. Annual leave is paid at the Employee’s base compensation rate at the time of the annual leave and does not include overtime or any special forms of compensation such as commissions, bonuses or shift differentials.

In the event of separation from service, the employee shall be paid for any accrued annual leave on the books. The employee must be in good standing with Housing Opportunities and have no outstanding debt with Housing Opportunities to receive unused annual leave.

Credit may be awarded to individuals possessing applicable prior work experience. Such determination shall be made by the Chief Executive Officer or designee. This determination will have the affect of adding years of service for the employee only for the purpose of determining what amount of leave the employee will accrue at anniversary dates. Credit given will be for up to 3 years for non-exempt hires and 5 years for exempt hires, and will apply starting with the leave accrual determination on the 1st Anniversary Date.

- **Schedule of Annual Leave for Non-Exempt Employees**

  The accrual of annual leave shall be as follows, and no prorated leave is accrued if employee terminates prior to the accrual date:
Prorating for Non-Exempt Employees Working Less than 36 hours per week:

To calculate average weekly hours, the total hours for the 12 months prior to the anniversary date (or 6 months if this is the 1st year) should be used and this answer rounded to the next whole hour. This is called the look-back period. The average hours will determine what percentage level of leave each employee will earn. The levels and percentages to apply to the Annual Leave Schedule below shall be:

If average weekly hours in look-back are: Leave will be this % of the Scheduled amount below, rounded to nearest hr:
36 – 40 hrs/week 100%
30 – 35 hrs/week 85%
25 – 29 hrs/week 70%
20 – 24 hrs/week 60%

Schedule of Annual Leave for Exempt Employees

The accrual of annual leave shall be as follows, and no prorated leave is accrued if employee terminates prior to the accrual date:

<table>
<thead>
<tr>
<th>Applicable Year of Employment</th>
<th>Annual Leave Hours Allowed During This Yr. (Shown for 40 hr/wk. employees-see above)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st of month following 6 mos. of employment</td>
<td>40 hours</td>
</tr>
<tr>
<td>1st Anniversary Date</td>
<td>80 hours</td>
</tr>
<tr>
<td>2nd Anniversary Date</td>
<td>100 hours</td>
</tr>
<tr>
<td>3rd Anniversary Date</td>
<td>120 hours</td>
</tr>
<tr>
<td>4th Anniversary Date</td>
<td>120 hours</td>
</tr>
<tr>
<td>5th Anniversary Date</td>
<td>160 hours</td>
</tr>
<tr>
<td>Each Anniversary Thereafter</td>
<td>160 hours</td>
</tr>
</tbody>
</table>
### Applicable Year of Employment Beginning on Hire or Anniversery Date

<table>
<thead>
<tr>
<th>Annual Leave Days Allowed During This Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st of month following end of probationary period, but not less than 6 mos after hire</td>
</tr>
<tr>
<td>1st Anniversary Date</td>
</tr>
<tr>
<td>2nd Anniversary Date</td>
</tr>
<tr>
<td>3rd Anniversary Date</td>
</tr>
<tr>
<td>4th Anniversary Date</td>
</tr>
<tr>
<td>5th Anniversary Date</td>
</tr>
<tr>
<td>6th Anniversary &amp; Each Anniversary Thereafter</td>
</tr>
</tbody>
</table>

### Annual Leave Buy-Back for Exempt Employees

Because of the nature of exempt work and the responsibility carried by exempt workers whose work may not be able to be covered by other staff or temps while they are absent, exempt employees have the ability to request pay in lieu of annual leave under certain circumstances. Exempt employees may request up to a 45 day extension or pay, at their rate of pay, calculated for these purposes only on a daily basis, for earned and accrued vacation up to a maximum of 5 days per year. Requests will be reviewed against budgetary needs and must receive the Chief Executive Officer’s approval. Payment in lieu of annual leave will be restricted to one payment per employment year and should be requested in writing no later than 15 business days.

### Anniversary Date

One year from the first day of the month following employment unless employee begins work prior to the 16th of the month, in which case the anniversary date is one year from the first day of the month employed.
Sick Leave

Housing Opportunities provides sick leave benefits for all eligible regular Employees for use during illness or injury.

Use of sick leave is not for casual or intermittent use but for times when an employee is unable to come to work due to illness, injury, disability, exposure to contagious disease or in case of medical appointments, wellness checks, and therapeutic treatments.

In order to qualify for sick leave benefits, Employees should contact their immediate Supervisor no later than ½ hour after the scheduled start of the workday, if this is at all possible. If a situation arises where such notification is not possible, the Employee should notify the Employee’s immediate Supervisor as soon as possible.

If an Employee is absent for 3 or more consecutive days, a physician’s statement must be provided to verify the inability of the Employee to report to work including the beginning and expected dates of any such illness or injury.

Sick leave benefits will be based on one hour increments valued on the Employee’s base compensation and will not include bonuses, commissions or shift differentials.

Housing Opportunities allows Employees to accumulate sick leave benefit days until such time as the Employee has accrued a total of 480 hours of sick leave. Once this amount of sick leave has been accumulated, no further sick leave will occur until the Employee has reduced the amount of sick leave below 480 hours.

Full-time regular employees shall accrue sick leave at the rate of eight hours each month worked to a maximum of 480 hours. Regular part-time employees shall accrue sick leave on the same basis as the holiday pay rates.

Sick leave may be taken when:

- You are ill or injured or have been exposed to a contagious disease in which the presence of the employee is considered a possible risk to the health of others, or for medical examination or treatment when such appointments cannot be scheduled outside of working hours. You may use sick leave accruals for family reasons in the situations stated below. The same reporting requirements outlined under Sick Leave above apply to this type of leave.

- Pregnancy:

  A female employee may use any or all of her sick leave during the time she experiences a pregnancy, upon Housing Opportunities receipt of a physician’s certification stating that the employee is unable to work due to pregnancy.

- Maternity/Paternity Leave:
An employee may use up to eighty hours of accrued sick leave in any two year period for the care of a healthy newborn or newly adopted child. This leave is in addition to leave taken by a mother related to pregnancy or childbirth. If you anticipate the need for paid and/or unpaid leave, please inform your supervisor prior to the expected start of the leave so suitable arrangements for temporary replacement staff can be made.

Employee will be returned to original job.

- Care for a Child, Spouse or Family Member:

A regular employee may use any or all of his/her sick leave accruals while caring for his/her child. For this purpose, a “child” is defined as a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis who is (a) under eighteen years of age; or (b) eighteen years of age or older and incapable of self-care because of a mental or physical disability. Persons who are in loco parentis include those with day-to-day responsibilities to care for and financially support a child.

- A regular employee may also use any or all of his/her accrued sick leave to care for the employee’s child who is over 18 and does not meet the disabled requirement in the preceding paragraph, or for care for his/her spouse, parent, parent-in-law, grandparent, or grandparent-in-law if the adult child, parent or grandparent has a serious health or emergency condition.

- A regular employee, subject to the C.E.O.’s approval, may use up to 10 days of his/her sick leave accrual while caring for a family member (sibling) if this family member has a serious health condition.

Under certain circumstances, an Housing Opportunities employee may voluntarily donate to another Housing Opportunities employee, or receive from another employee, accrued sick leave time under a sick leave donation plan as described in the separate Sick Leave Donation Policy. This policy is applicable only to Housing Opportunities employees who are eligible to accrue sick leave based on their employment status.

An employee must use sick time in conjunction with loss-time payments. After sick time is exhausted vacation pay will be used. Any worker’s Compensation leaves will run concurrently to FMLA If the injured employee is FMLA eligible.
Bereavement

Housing Opportunities permits full-time Employees to take time off due to the death of a family member. A family member is defined as father, mother, brother, sister, husband, wife, registered domestic partner, child, step-child, step parent, father-in-law, mother-in-law, or a person living in your residence as part of your household.

Regular full-time Employees will be given up to 5 days of paid leave for bereavement. Employee may request and receive an additional five days of unpaid leave based on business necessity. Bereavement pay will be based on the Employee’s current compensation, not including bonuses, commissions or shift differentials.
Performance Reviews

We believe that affording both Housing Opportunities and an Employee the opportunity to discuss job performance is critical to the Employee having appropriate input into the Employee’s job and for Housing Opportunities to review how the Employee is performing.

The performance review may either be formal or informal. A formal job review will be scheduled at the end of the orientation period and at the anniversary date. Formal job review will be scheduled so that the Employee and Housing Opportunities will have an opportunity to prepare for the review.

Informal reviews may occur after a particular project has been completed or during such project or as Housing Opportunities believes is appropriate in order to discuss issues which may arise from the day-to-day operations of Housing Opportunities.

Reviews may be conducted by Housing Opportunities should an issue arise which may lead to discipline of an Employee for either violating any of the policies in this Manual or other work-related matters.
Government Agency Inspections

From time to time Housing Opportunities may be visited by representatives of the federal, state and local governments for purposes of conducting inspections and gathering information. It is not unusual for these inspections to be unannounced.

When a government inspector arrives at Housing Opportunities, employees are to be courteous to the inspectors.

Housing Opportunities will be fully cooperative with the inspectors, within an inspector’s area of responsibility. Housing Opportunities has identified an individual who should be promptly contacted when an inspector arrives.

Employees being approached by an inspector either on or off the premises should examine the inspector’s credentials, making a record of the inspector’s name, title, the name and address of the governmental agency to which the inspector is attached and the date and time of the inspection. This information should be promptly given to Housing Opportunities representative.

While Housing Opportunities will be fully cooperative with all inspections, no other information should be given to inspectors except through Housing Opportunities designated representative nor should the inspector be allowed past the reception area without a Housing Opportunities representative being present.
COBRA

Our employees covered by employee benefit plans and who are enrolled in such plans are permitted to continue coverage under such plans should the employee be separated from employment for any reason (except gross misconduct) including a reduction in force or the number of hours worked. Such continuation is always subject to the provisions of the Consolidated Omnibus Budget Reconciliation Act, known as COBRA.

There are strict requirements that employees must follow in order to qualify for COBRA, and once qualified, to maintain such Coverage.

In the event of separation of employment with Housing Opportunities, employees will be notified of the steps necessary for continuation of coverage.
Exiting Employment, Return of Housing Opportunities Property, On-Going Responsibility and Future References

When an employee’s employment ends, there are certain procedures that are followed.

As all Housing Opportunities property is entrusted to the employee solely for the purpose of Housing Opportunities business, all such property must be immediately returned to Housing Opportunities. Employees may not take any Housing Opportunities documents, software, copies of e-mail or computer files with them when employment ends.

Provided that Housing Opportunities has an employee’s written permission, Housing Opportunities may withhold from an employee’s final paycheck or periodic paycheck the cost of items that are not returned to Housing Opportunities and to offset any money owed by the employee to Housing Opportunities, subject to applicable law.

Separation from employment, regardless of the reason, does not allow an employee to use at another employer or in the employee’s own business Housing Opportunities confidential, proprietary and trade secret information which was learned or developed while employed with us. After employment ends, the employee has the continued obligation to keep all such information confidential and not to discuss or reveal such information to another employer.

Should another employer desire information on a former employee, Housing Opportunities will only provide the employee’s hire date, date of separation and final position unless the employee authorizes Housing Opportunities in writing to give out other information.

Housing Opportunities may schedule an exit interview with you to discuss the reasons for your leaving.
Travel Expenditures

All travel involving an overnight stay shall be approved via a travel authorization. Out-of-state travel, other than to Oregon, must be approved by the Board of Commissioners (either through the annual budget process or by specific request); in-state travel and travel to Oregon may be approved by the Department Manager subject to budget restrictions.

Meals and incidental expenses (M&IE) will be reimbursed based solely on the local's per diem rates. Lodging expenses will be reimbursed at actual cost. For necessary non per diem expenses (point to point transportation, parking, automobile rentals, etc.) actual costs will be reimbursed. Per Diem is the allowance for lodging (excluding taxes), meals and incidental expenses. The General Services Administration (GSA) establishes per diem rates for destinations within the Continental United States (CONUS). The Department of Defense (DOD) establishes non-foreign rates such as Alaska, Hawaii, Puerto Rico, and Guam. For more information on rates, visit www.gsa.gov/perdiem.

- Meals and incidental expense (M&IE) rate does include taxes and tips in the rate, so travelers will not be reimbursed separately for those items.
- Lodging taxes are not included in the CONUS per diem rate.
- On the first and last travel day, employees are only eligible for 75 percent of the total M&IE rate for their temporary travel location (not the official location).
- Incidental expenses include: Fees and tips given to porters, baggage carriers, bellhops, hotel maids, stewards or stewardesses and others.
- If the city is not listed, but the county is, then the per diem rate is the rate for that entire county. If the city and the county are not listed, then that area receives the standard CONUS location rate.

Travel without overnight stay: If attendance at a meeting/conference does not involve overnight travel meals will not be allowed unless the traveler is in travel status for at least three hours beyond the traveler’s regularly scheduled working hours for any one day. The three hours may consist of hours occurring before, after, or a combination of both before and after the traveler’s regularly scheduled working hours for the day. The exception for this is for noon meals required to be taken at mandatory conferences or training events held more than 15 minutes from the employer’s location.

Mileage for Personal Vehicle Use for Training Events: When personal vehicles are used for transportation to conferences/meetings within reasonable distances, reimbursement shall be at the rate per mile currently approved by the Internal Revenue Service. Use of personal vehicles for conferences, trainings, or other business purposes should not occur unless there is not an appropriate Housing Opportunities vehicle available to use, or Housing Opportunities cost of an employee using his personal vehicle is the same or less and the employee’s insurance meets Housing Opportunities criteria. The Supervisor should approve the personal use and proper
vehicle insurance documentation must be on file in the finance department.

**Mileage for Personal Vehicle Use for Other Business Purposes (Also see the “Vehicle & Driver Policy”):** For management and maintenance staff, it is sometimes an essential business function to drive and the position may require driving a personal vehicle. Rules governing business use in these cases is in Housing Opportunities “Vehicle & Driver Policy”. Also, the following applies to reimbursement for personal use of vehicle:

If an employee goes by another Housing Opportunities site on the way to or from work, reimbursement for mileage is only allowed for the number of miles that exceed the normal commute for that employee.

Automobile Rental: Automobile rentals shall not be charged to Housing Opportunities or reimbursed to the traveler except in unusual situations, which shall be determined upon review by the Chief Executive Officer. An example of a situation would be where the cost of the auto rental is equal to or less than the cost of taxi or shuttle service or such service is not available.

**Travel Expense Forms/Receipts**

Submission of Expenses: Upon completion of travel, the traveler shall complete a travel expense voucher form, attaching original receipts and agenda, as soon as possible, but no later than fifteen (15) days from completion of travel, unless unusual circumstances prohibit such submission. This applies to all travel where any expenses were incurred including expenses charged on Housing Opportunities accounts or paid by the employee. The travel expense form must include a signed certification regarding the fact that the travel or expenses were necessary business expenses.

Requests for reimbursement of mileage: All requests for reimbursement for business use of a personal vehicle shall include the miles per trip, the dates, the destination of travel, and business purpose if it is not otherwise obvious (i.e. “bank” as a destination would also imply a banking purpose). Staff members that regularly use their personal vehicles for business should turn in their mileage for reimbursement by the 15th of the month following the end of the month the mileage occurred.

Original receipts are required for all actual expenses being requested for reimbursement.
Retirement, Health and Welfare Benefits

A number of benefits are provided to employees that contribute to your total compensation. Because these benefits are complex, you will need to obtain complete descriptions of these programs from the office. Briefly the benefits that you receive are as follows:

**Deferred Compensation:**

Regular employees, who have completed their initial probation may participate in the State of Washington’s Deferred Compensation Plan (DCP) through Housing Opportunities’ sponsorship.

Participation for eligible employees begins the first of the month following execution of a DCP participation deferral agreement. Participation is optional for eligible employees. While employee participation can start on the first of the month following the end of probation or six months of employment, whichever is latest, eligibility for Housing Opportunities match is governed by rules listed below.

After the employee completes 18 months of employment, Housing Opportunities will match dollar for dollar the employee’s voluntary contributions to a maximum Housing Opportunities contribution of 5.5% of the employee’s gross compensation as defined under the DCP plan regulations.

In all cases the amount that can be deferred from compensation is limited by the State of Washington DCP regulations and the IRC Section 457 limitations. The catch-up options contained in these regulations allow special catch-up provisions for employees age 50 and over. Any catch-up contributions do not qualify for Housing Opportunities’ matching contribution.

For further regulations regarding this plan, see the publication called Deferred Compensation Program Regulations. A link to this information can be found at www.drs.wa.gov.

**Group Health Insurance Benefit:**

- Group Health Insurance Plan for Non-Exempt and Exempt Employees

  Regular Full-Time employees and their qualifying family members are eligible for medical, dental, vision, and life insurance paid on their behalf, as defined by Housing Opportunities, to the extent the amount of annual premiums do not exceed the approved benefit cap amount annually. The Board has set benefit cap amounts and they are reviewed from time to time and adjustments will be made effective at the beginning of the new fiscal year, as budget allows. The benefit cap amounts may be different for employees in different family classifications. All premiums, which exceed
the annual approved benefit cap, shall be paid entirely by the employee.

The employee must sign up for group insurance coverage, if required by Housing Opportunities enrollment agreement, unless the employee is eligible for a waiver because of other group coverage and Housing Opportunities enrollment obligations are met without covering this employee.

Employees granted a waiver may be eligible for additional compensation in the amount of 20% (plus 1% for each full year of Housing Opportunities employment completed) of the insurance benefit. The benefit is dependent based on the budget and meeting all other criteria in this section.

Eligibility for group insurance, including minimum hours of work, term of employment, etc, will be governed by Housing Opportunities agreement with the insurance provider.

- Part-time regular employees and their dependents are eligible for Housing Opportunities contributions on a pro-rata basis determined by their regular scheduled hours as follows:

<table>
<thead>
<tr>
<th>Average weekly hours in regular schedule:</th>
<th>Medical benefit will be this % of fulltime:</th>
</tr>
</thead>
<tbody>
<tr>
<td>36 – 40 hrs/week</td>
<td>100% of benefit</td>
</tr>
<tr>
<td>30 – 35 hrs/week</td>
<td>75% of benefit</td>
</tr>
<tr>
<td>25 – 29 hrs/week</td>
<td>63% of benefit</td>
</tr>
<tr>
<td>20 – 24 hrs/week</td>
<td>50% of benefit</td>
</tr>
</tbody>
</table>

**Pension:**

Housing Opportunities shall contribute to the Washington State Public Employees Retirement System (P.E.R.S.) as prescribed by law. Eligibility for the PERS system is regulated by the Washington State Department of Retirement Systems and Housing Opportunities follows those regulations in enrollment, deductions, notices and all administrative duties it undertakes. If an employee has questions about the State Pension system, they can address those to the Finance Department or with the Department of Retirement Systems at 1-800-547-6657 or www.drs.wa.gov.

**Social Security & Medicare Taxes:**

Housing Opportunities exempted out of the Social Security system in the early 1980’s. This was allowed because of Housing Opportunities federal connections (as far as being a primary distribution agency for federal grants) and because they were providing State pensions to their employees. Because of this, if you qualify for the State PERS plan, you will not have the employee’s Social Security deduction taken from your gross pay. Likewise, if your position or hours do not qualify you for PERS, you will see a Social Security deduction on your paychecks. Because of this exemption from FICA
tax, if you retire with a PERS pension based on your employment at the Housing Opportunities, any Social Security benefits you earned based on other employment may be substantially reduced. For more information, you can look up the “Windfall Elimination Provisions” for government workers at www.socialsecurity.gov. Also, if you retire on a PERS pension based on Housing Opportunities employment and your spouse receives social security for his/her employment, the amount you might receive in spousal social security if that spouse dies can also be substantially decreased.

In all cases employees of Housing Opportunities will be paying Medicare deductions on all taxable wages.
Inclement Weather

While we generally enjoy mild weather, there are occasions when there can be the potential for flooding, snow or ice storms.

Generally, all employees are expected to report to work unless major thoroughfares have been closed due to extreme weather. Quite often, bad weather conditions are localized in our area and, simply by waiting, you may be able to safely arrive at work later in the day. Under these circumstances, you should call your immediate supervisor to advise them of the poor weather conditions in your area and your expected time of arrival.

On occasion, bad weather occurs during the day after you have arrived at work. Depending upon the circumstances, you may be directed to a place of safety within the building or you may be told to leave.

At times, only certain tasks will be canceled. For example, exterior maintenance may be canceled even though the office is not closed. Employees whose assignments are canceled due to bad weather may be reassigned to other tasks or sent home. Employees sent home will be paid only for hours worked. If the office has been closed non-exempt employees may be required to continue or return to work to ensure the safety of tenants or property. When the employee believes they can travel safely to the worksite, the supervisor may approve the employee to work. Such “callbacks” during inclement weather will be compensated at double the normal rate of pay. The supervisor should limit the hours worked to the time needed to provide necessary emergency services.

If the office is closed early due to the possibility of bad weather, you are to turn off the same equipment you turn off for the weekend. Additionally, if your computer is not attached to a surge protector, disconnect it. All printers should be disconnected.

In the event that the office is opened late or closed early because of hazardous weather, the following will be applied for paying wages to hourly employees:

- If the Chief Executive Officer closes the office to permit employees to arrive late or leave early, employees will be paid for their full scheduled hours,
- It may be necessary to work longer hours later in the week due to a closing. Overtime pay will be paid for those employees who actually work more than 40 hours in that week.

With regard to employees who are exempt from overtime they will receive a full day’s pay if they arrive at all. If they do not report to work, with supervisor approval, the individual may take the day as a vacation day.

As you are provided an option to remain home during inclement weather, the company
will not be responsible for any personal injuries or property damage if you attempt to arrive at work. You should use your best judgment in deciding whether it is reasonable for you to attempt to get to work.
Salary Administration

Within budget limitations, Housing Opportunities endeavors to pay salaries competitive with those paid by other employers in our industry and in the applicable labor market. An employee’s wage rate when hired will be set at the level within the Board approved scale that is determined by the hiring and management team after the evaluation of the applicants’ experience, as long as the position is included within the current year’s salary budget.

Annual increases may be given to regular and special hourly employees, as the approved budget allows, if performance meets or exceeds the position standards. Each annual increase will be individually determined based on the recommendations of the Supervisor and approval of the Chief Executive Officer, subject to the total approved budget for salaries. There may be occasions when, for budgetary or other management reason, the board will approval all annual increases be given a specific date, but generally they will be tied to the anniversary date of the employee’s current position. If a change in duties, education, or other exception exists the supervisor may recommend a special increase. Special increases that do not coincide with the anniversary of the employee must be approved by the Chief Executive Officer, if the budget total salaries will cover the increase or by the Board if the budget requires adjustment.
Cell Phone Policy

As a rule, the HOUSING OPPORTUNITIES does not provide cell phones or reimburse for cell phone usage. Housing Opportunities provides a cell phone allowance to employees who need them to perform their jobs. The cell phone provider and service plan must be acquired by the employee and is not subject to the approval of Housing Opportunities.

When the employee leaves Housing Opportunities, the employee is responsible for the cell phone contract. As Housing Opportunities only provides a cell phone allowance, employees are responsible for any loss or damage to the cell phone.

Our policies regarding regular telephone usage also applies to cell phone usage. For example, employees may never call 900 numbers, and employees may not use cell phones to make harassing calls. All harassing calls received by an employee from someone connected to Housing Opportunities are to be reported immediately to their direct supervisor.

To request a cell phone allowance, complete the cell phone allowance form available from the personnel office. If normal business usage of your cell phone exceeds the standard allowance, employees may submit copies of their billings (three months) along with their request for an increase. The request must identify the business use of the phone. Do not forward calls from your cell phone, except in compliance with company policy.

Additionally, in Washington State anyone who is caught reading, typing, or sending a text message while behind the wheel of a motor vehicle is subject to a fine. Motorists are prohibited from talking on their cell phone with the use of their hands. Employees who violate this policy are subject to discipline, including termination.
CONFIDENTIALITY & PRIVACY POLICY
AND AGREEMENT

It is the policy of HOUSING OPPORTUNITIES to safeguard private information provided to Housing Opportunities by persons who apply for and/or participate in assistance programs administered by Housing Opportunities. Private information is any information obtained about a person who might identify him/her as an applicant for assistance or a program participant.

Private information to which the undersigned commissioner, officer, employee or consultant of Housing Opportunities (herein referred to generally as an Housing Opportunities associate) gains access shall not be used, published, disclosed or disseminated in any form to any person, agency (governmental or otherwise), corporation or other entity except:

- As required in fulfilling the legal responsibilities of HUD or other contractual obligations in administering a program.
- As required by law, as determined by an opinion of Housing Opportunities general counsel or, with respect to name, address, and social security number, to a request of law enforcement or a government agency, provided that any response shall be made only by Housing Opportunities’ C.E.O. or his/her designee.
- As requested in writing by the applicant, enrollee, or program participant specifying the information to be given, the form in which it is to be given and the party or parties to whom it is to be given.

By acknowledging receipt of this policy, this Housing Opportunities employee or associate agrees to maintain strict privacy of information and to follow Housing Opportunities procedures established from time to time to insure the privacy of data concerning individuals. Access to private information is to be strictly limited to those Housing Opportunities employee or associates who require it to conduct their job activities.

If the acknowledging employee or associate is subpoenaed or otherwise believes that he/she may be called upon to make a disclosure of private information to any court or governmental agency, he/she shall immediately notify the Housing Opportunities’ C.E.O. If so required by the Housing Opportunities C.E.O or
his/her designee, the employee shall cooperate in all lawful efforts to protect private information.

The failure of the acknowledging employee to comply with the above confidentiality requirements is grounds for dismissal. The restriction of this agreement regarding use and disclosure of private information shall continue to apply after termination of employment or other relationship with the Housing Opportunities

I acknowledge receipt of the above Confidentiality Policy and Agreement and have read and understand the contents. I understand that failure to abide by this policy is grounds for dismissal or termination of my relationship with Housing Opportunities.

________________________________________  ______________________________
Signature                                  Date

If the above is not signed, see the acknowledgement receipt for their employee handbook, which is inclusive of this document and others denoted on the receipt.
Policy on Domestic Partners

Wherever the policies of HOUSING OPPORTUNITIES refer to a “spouse” or “family member”, such references shall include a domestic partner. Further, unless restricted by law or by a health insurance carrier, any employee benefit programs, including but not limited to health insurance, bereavement leave and sick leave, shall likewise apply to a qualified domestic partner on the same basis as such benefits would apply in the case of a spouse.

Domestic Partnership Defined
Domestic Partners are two people, of either the same or opposite sex, both of whom are eighteen years of age or older; neither of whom is married or related by blood in a manner that would bar their marriage in Washington State; who share a close personal relationship; who are each other's sole domestic partner; who share the same regular and permanent residence; who have agreed to be jointly responsible for basic living expenses incurred during their domestic partnership; and who were mentally competent to consent to a contract when the domestic partnership began.

Waiting Period to Claim Domestic Partnership Benefits
To qualify as a domestic partner under this policy, the domestic partnership must have existed for a minimum of six months and there must be on file with Housing Opportunities an Affidavit of Qualifying Domestic Partnership.

Notification of Change in Domestic Partnership Status
In the event of any change in status that would disqualify an employee’s domestic partner as defined in this policy, the employee must notify the human resources department within ten days.

False Claims or Failure to Report Change in Status
Failure to provide notification of a disqualifying change in domestic partner status, or falsification of information provided on the Affidavit of Qualifying Domestic Partnership form, may result in disciplinary action up to and including immediate termination of employment.
Administrative Policy

Drug-Free Workplace Policy

**Housing Opportunities** believes in and is committed to providing a safe work environment that is free from the harmful effects of substance abuse.

The purpose of this policy is to communicate the Authority’s standards on employee substance abuse, to guide employee conduct in order to ensure a safe and efficient work environment, to protect employees and Authority assets from injury or damage caused by an employee who is under the influence of drugs and alcohol, and to promote the greatest efficiency of the workforce. Additionally, the purpose of this policy is to test for specific controlled substances pursuant to state and federal law in order to assure compliance by all employees with the Authority’s policy on substance abuse while giving the fullest respect possible to the privacy of the individuals involved.

Housing Opportunities will comply with the Drug Free Workplace Act of 1988. Employees are expected to report to work in a physically and emotionally fit condition to perform their jobs in a competent and safe manner.

Although Washington State has legalized marijuana for medicinal or recreational purposes, the Authority is not required to allow the medicinal or recreational use of marijuana in the workplace. Using, possessing, or being under the influence of marijuana is strictly prohibited on Housing Opportunities property and while conducting Authority business.

**SCOPE**

This policy applies to all employees of Housing Opportunities. Compliance with all elements of this policy is a condition of initial and continued employment.

**GENERAL PROHIBITIONS**

The following conduct by any employee is prohibited and will result in disciplinary action, up to and including discharge:

- The use, possession, sale, distribution or being under the influence of any drug illegal pursuant to state or federal law, or alcohol while on Authority property, while performing Authority business in any location, or in a company vehicle.

- The use, possession, sale, distribution or being under the influence of any illegal drug pursuant to state or federal law, or alcohol off the job when such use adversely affects the employee’s on-the-job performance, behavior or the Authority’s reputation or product quality.

- The use of prescription or over-the-counter medication that is contrary to its intended use or used on the job without prior advanced notice and approval as stated in this policy.
○ The conviction of an employee for an illegal drug or alcohol related crime on or off the job. Employees are required to notify the Authority of any criminal drug statute convictions no later than five (5) days after such conviction.

CONSEQUENCES OF POLICY VIOLATION

Any employee found to be in violation of this policy is subject to immediate discharge. Any employee who is suspected of a policy violation will be immediately suspended pending investigation with intent to discharge. Any employee who refuses to consent to the drug test, to comply and cooperate fully with all testing procedures and requirements, or to otherwise fully cooperate in an investigation involving drugs pursuant to this policy, will constitute insubordination and result in immediate suspension with intent to discharge following investigation. Any applicant who refuses to consent to the drug test, to comply with all testing procedures and requirements or to pass the test will not be hired, but may reapply after one year.

An employee who voluntarily seeks assistance for a substance abuse problem before such a problem results in a violation of this policy, will not be subject to disciplinary action under this section. Housing Opportunities, however reserves the right to administer appropriate disciplinary action for incidents occurring prior to or after the request for assistance, if such actions or conduct violates this policy, other work rules, or standards of the Authority.

In lieu of discharge, Housing Opportunities, at its sole discretion, may place the employee on suspension, pending outcome of the employee’s willingness to seek assistance to treat his or her problem. As a condition of continued employment, the employee must enter into a Recovery Agreement, which requires a number of condition to be met to retain employment with the Authority. This Agreement may include one or more of the following conditions:

- Agreement by the employee to be assessed by a qualified drug/alcohol counselor.
- Agreement by the employee to release his/her counselor to discuss his/her findings and recommendations with the Authority.
- Participation by the employee in all treatment recommended by the counselor, which may include referral to an inpatient and/or outpatient chemical dependency facility as well as all follow up treatment recommendations, such as Alcohol Anonymous meetings.
- Agreement by the employee to abstain from alcohol and/or drugs, as required by the counselor.
- Agreement by the employee to release all counselors and treatment facilities to discuss the employee’s progress of recovery and adherence to program requirements.
- Agreement by the employee to unannounced, unscheduled follow up testing following the employee’s return to work for 24 months or the period recommended by the substance abuse professional, whichever is longer.
Failure by the employee to agree to and comply with all terms and conditions contained in the Recovery Agreement will result in the employee’s termination.

TESTING

All persons covered by this policy shall, as a condition of employment, submit to a drug and/or alcohol test in the following circumstances:

- **Pre-employment:** Every applicant who is extended an offer of employment will be required, as a condition of employment, to submit to and pass a drug test. Any applicant who is not hired due to a violation of this policy may, reapply for employment after one year from the date of the initial application.

- **Post Accident:** An employee will be subject to a drug test if the worker suffers, or causes another employee to suffer, a reportable injury as a result of an on-the-job accident, if the Employer has reasonable suspicion (as described below) to believe that the employee’s impairment by a prohibited substance contributed to the accident. The employee will be tested only for very recent drug use that would indicate impairment during the accident.

- **Reasonable Suspicion:** An employee will be required to provide a urine sample if the Authority has reasonable suspicion to believe that an employee may be influenced by a prohibited substance. “Reasonable suspicion” includes a supervisor or management person’s belief that an employee’s actions, conduct or appearance is indicative of drugs and/or alcohol use, possession or being under the influence of a drug and/or alcohol. Housing Opportunities decision to test will be determined, when feasible, by two supervisory or managerial personnel who have received training in the recognition of drug use.

- **Follow-up:** An employee who is returning to duty in accordance with a Last Chance Agreement or Recovery Agreement will be subject to unannounced unscheduled testing for twenty four (24) months or a period recommended by the substance abuse professional, whichever is longer. The timing and number of the tests will be at the sole discretion of the Authority.

TESTING PROCEDURES

- When warranted, transportation to and from the specimen collection site will be provided by the Authority for any test required of an employee.

- All initial positive tests for both applicants and employees will be subjected to a second confirmation test to ensure the validity of the initial test results.
• A positive test result will only be communicated to the Authority if the confirmation test is also positive and such positive test results have been reviewed and confirmed by a Medical Review Officer (MRO).

• An employee who provides a positive test specimen may, within seven (7) calendar days of receipt of the test results, request a retest of the original sample, at either the original laboratory or at another Substance Abuse and Mental Health Services Administration (SAMHSA) certified laboratory. The request for the retest must be in writing and presented to Housing Opportunities within the appeal period. The covered employee is responsible for all costs associated with the additional test.

• All information regarding drug and alcohol tests results, chemical dependency treatment, EAP counseling, etc. will be placed in the employee’s medical file, which is kept separate from all other personnel related data.

INSPECTIONS

Although Housing Opportunities does not intend to authorize indiscriminate searches of lockers, desks, work areas or personal effects, it reserves the right to conduct such searches, if the Authority reasonably believes that an employee is in the possession or control of prohibited drugs or unauthorized prescription medication. At no time will an employee be touched nor will any clothing be removed. Employees are required to cooperate when searches are conducted. Failure to do so will result in discipline, up to and including discharge.

REFUSAL TO COOPERATE

Refusal by an employee to consent, immediately upon request, to a test for the presence of drugs, prescription medication, or alcohol, or to otherwise fully cooperate in an investigation pursuant to this policy will constitute insubordination and result in immediate suspension with intent to discharge following investigation.

PRESCRIBED MEDICATION

Any employee taking prescribed medication that may impair his/her ability to work safely and productively must notify their immediate supervisor prior to beginning work. Such medication may include, but is not limited to, that which warns the user not to operate motor vehicles or heavy equipment while taking the drug or warns that the drug may cause drowsiness. Upon notification, a determination will then be made by a physician as to what job restrictions if any, may be necessary for the duration of the covered employee’s medication treatment. Information regarding the prescription medication will be given only to those persons who have a “need-to-know.” Failure by the employee to notify the Authority’s official in advance of work regarding medication that may cause impairment will result in discipline, up to and including discharge.
CHEMICAL DEPENDANCY TREATMENT

A medical leave of absence will be granted for prescribed in-patient treatment to any employee who voluntarily seeks treatment for substance abuse prior to being discovered in violation of this policy. Employees may use accrued vacation and sick leave during such leave. All employees will be granted up to six (6) weeks (up to twelve (12) weeks for FMLA eligible employees) to fulfill all recovery commitments recommended by their attending counselors.

A similar leave of absence may, at the sole discretion of the Agency, be granted to an employee who tests positive under this policy.

As a condition of any approved medical leave of absence for chemical dependency treatment, an employee will be required to enter into a “Recovery Agreement” that will set forth conditions for the employee’s continued employment with the Agency.

EMPLOYEE ASSISTANCE PROGRAM

It is the intent of the policy to encourage and support employee recovery from substance abuse. To assist employees who wish to voluntarily to seek assistance for drug and/or alcohol abuse, or related personal or emotional problems, the Agency has established an Employee Assistance Program and contracted with Wellness 2000 to provide an employee assistance program for all employees and their dependents. Every employee is encouraged to utilize the services of the EAP and seek assistance for alcohol and/or drug problems before it adversely affects the employee’s job performance. An employee’s decision to seek appropriate professional assistance through the EAP will be confidential and will not be used as a basis for disciplinary action. However, the intent to use or actual use of the EAP will not excuse the employee from complying with all provisions of this policy or exempt an employee from discipline for a policy violation.

DEFINITIONS

“Drugs” includes narcotics, depressants, stimulants, hallucinogens, cannabis, alcohol and any other substance that may be capable of altering the mood, perception, pain level or judgment of the individual consuming it.

“Illegal drugs” include drugs prohibited by state or federal law.

“Prescribed Medication” means any substance prescribed by a licensed medical practitioner for the individual consuming it that is capable of impairing the judgment of or the ability of the employee to safely perform his/her duties.
“Reasonable suspicion” means a suspicion that is based on specific personal observations that can be described, including but not limited to such indicators as an employee’s manner, disposition, muscular movement, general appearance, behavior, speech, breath or clothing odor, poor or declining job performance, unusual attendance patterns, erratic or uncharacteristic behavior.

“Under the influence” means an employee’s test results register at or above the following detection levels:

DETECTION LEVELS – All measurements are in nanograms per milliliter.

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<tr>
<th>Drug</th>
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Administrative Policy

CODE OF ETHICS

AND

STANDARDS OF CONDUCT

FOR

BOARD OF COMMISSIONERS AND EMPLOYEES

OF THE

HOUSING OPPORTUNITES OF SW WASHINGTON
PREFACE

HOUSING OPPORTUNITIES has established Standards of Conduct for its employees and members of its Board of Commissioners. These Standards are designed to assure the utmost in public trust and confidence in the policies and practices of Housing Opportunities. Because of its' status as a Washington municipal corporation, Housing Opportunities recognizes its responsibility to conduct all business in a manner above reproach or censure. This Code of Ethics will describe in detail the Standards by which members of the Board of Commissioners and employees are to be held accountable.

HOUSING OPPORTUNITIES

This code recognizes and incorporates those sections of Federal, State and Local Law which govern the conduct of public employees, and in no way, supplants those provisions of law. In cases where no statutory precedent exists, the policy of Housing Opportunities shall be applied, except that this policy shall in no way be taken to supersede the provisions of any contracts, labor agreements, or other external agreements affecting the rights and privileges of employees.

DEFINITIONS

Within the Code of Ethics, certain words or phrases will be used. The definitions contained within this Code shall apply to these words as they are used herein, notwithstanding any other usages or more common usages.

STANDARDS OF CONDUCT

The Standards of Conduct contained within the Code of Ethics shall be generally applied so as to avoid the appearance, or actual occurrence of any favoritism or special treatment towards any applicants, enrollees, vendors, or agents having business, or dealings of any kind with Housing Opportunities. No Commissioner or employee shall use or cause to be used the position to secure any personal privileges for himself or other, or to influence the activities, actions, or proceeds of Housing Opportunities.
POLICY REGARDING EXTERNAL VENDORS AND SERVICES

Housing Opportunities, in establishing Standards of Conduct for its employees, recognizes the importance of establishing Standards of Conduct for external vendors and suppliers of products and/or services to Housing Opportunities. While Housing Opportunities cannot legislate the internal conduct or policies of vendors, it nevertheless requires that vendors and suppliers adhere to certain basic principles in conducting business with Housing Opportunities. Specifically, these principles include:

1. No direct or indirect personal inducement of Housing Opportunities employees. This includes the giving of gifts, money, tickets or any item or service having value.

2. No direct or indirect inducement of members of the Board of Commissioners. This shall include the same provisions covering employees, except that it is recognized that in the course of business dealings, there may be times when meals and/or visits may be arranged. In such cases, such events should be reported to the Chairman of the Board, with the nature of the visit explained.

It is expected that vendors or suppliers of professional services to Housing Opportunities will be governed by the Code of Ethics to which their particular profession subscribes.

Any vendor or supplier found in violation of Housing Opportunities’ policy shall be barred from future business dealings with Housing Opportunities. Housing Opportunities reserves the right to have vendors and suppliers sign a statement of compliance with the Standards of Conduct of Housing Opportunities.
CODE OF ETHICS

SECTION I. TITLE
This shall be called the "Code of Ethics and Standards of Conduct."

SECTION II. APPLICABILITY
This provision contained herein shall apply to all employees and the Board of Commissioners of Housing Opportunities. With respect to contracted professional services of Housing Opportunities (legal, accounting, or otherwise), it is assumed that these professionals will abide by the professional ethics of their particular profession.

SECTION III. PURPOSE
This Code of Ethics establishes Standards for employee and Commissioner conduct which will assure the highest level of public service and trust. Recognizing that compliance with any ethical standards rests primarily on personal integrity, and also recognizing in general, the integrity of Commissioners and employees, it never the less sets forth those acts or omissions of acts which could be deemed injurious to the general mission of Housing Opportunities.

This Code of Ethics is not intended, nor should it be construed as, an attempt to unreasonably intrude upon the individual employee's or Commissioner's right to privacy, and the right to participate freely in a democratic society and economy.

SECTION IV. DEFINITIONS

A. "Agent" shall mean any employee of Housing Opportunities (whether full or part time) acting in his/her official capacity as an agent of Housing Opportunities.

B. "Claim" shall mean any demand, written or oral, made upon Housing Opportunities to fulfill an obligation arising from law or equity.

C. "Contract" shall mean any obligation to do something arising from an exchange of promises for consideration between persons, regardless of the particular form in which it is stated.

D. "Commissioner" shall mean one of the five (5) persons comprising the Board of Commissioners of Housing Opportunities.

E. “Employee” shall mean any person appointed or hired, whether full or part time, seasonal, temporary, paid or unpaid, on a fixed or unfixed term, provisional or permanent status.
F. “Family” shall mean any sibling, spouse, parent or child of a person, or any member of a person’s immediate household.

G. “Interest” shall mean a benefit or advantage of an economic or tangible nature that a person or a member of his family would gain or lose as a result of any decision or action or omission to decide or act, on the part of Housing Opportunities, its Board, or employees.

H. “Public Information” shall mean information obtainable pursuant to Housing Opportunities guidelines adopted pursuant thereto.

I. “Person” shall mean any individual, corporation, partnership, or business entity, association, or organization, and may include a Housing Opportunities employee.

J. “Leasing Program” shall mean those programs operated by Housing Opportunities including the Section 8 Housing Assistance Programs, the Moderate Rehabilitation Program, the Project-Based Assistance Program, the HOME Tenant Based Rental Assistance Program and the 515 Rural, Economic and Community Development Program.

K. “Enrollee” shall broadly mean any applicant, tenant, or program participant regardless of which program they are in or that will be operated by Housing Opportunities. Specifically, an “enrollee” shall be a person who either expects to receive, or is receiving, some form of housing assistance from Housing Opportunities.

SECTION V. ETHICAL STANDARDS

1. No employee of Housing Opportunities shall have any employment, or engage in any business or commercial transaction, or engage in any professional activity, or incur any obligation in which directly or indirectly, he would have an interest that would impair his independence or judgment or action in the performance of his official duties or that would be in conflict with the performance of his/her official duties at Housing Opportunities.

2. No employee shall have or enter into any contract with any person who has or enters into a contract with Housing Opportunities unless:

   A. The Contract between the person and Housing Opportunities is awarded pursuant to competitive bidding procedures and/or purchasing policies as outlined in regulations promulgated by the U.S. Department of Housing and Urban Development (HUD) and internal bidding purchasing procedures developed by Housing Opportunities; or
B. The contract between the person and Housing Opportunities is one in which Housing Opportunities employee has no interest, has no duties or responsibilities, or if the contract with the person is one which Housing Opportunities employee entered into prior to becoming an employee, he abstains from any performance of duties or responsibilities, and exercised or attempts to exercise no influence.

3. No Housing Opportunities employee may use his/her position to secure special privileges or exemptions for himself, herself, or others.

4. No Housing Opportunities employee may, directly or indirectly, give or receive or agree to receive any compensation, gift, reward, or gratuity from a source except the employing municipality, for a matter connected with or related to the officer’s services as such an officer unless otherwise provided by law.

5. No Housing Opportunities employee may accept employment or engage in business or professional activity that the officer might reasonably expect would require or induce him/her by reason of his/her official position to disclose confidential information acquired by reason of his/her official position.

6. No Housing Opportunities employee may disclose confidential information gained by reason of the officer’s position, nor may the officer otherwise use such information for his/her personal gain or benefit.

7. No Housing Opportunities employee shall use or permit the use of Housing Opportunities owned vehicles, equipment, materials or property for the convenience or profit of himself or any other person, except that his provision shall not apply in the case of usage for “diminutive” purposes, i.e., purposes which in and of themselves should not be construed as abuse of Housing Opportunities property.
8. No Housing Opportunities employee shall disclose without proper authorization non-public information or records concerning any aspects of the operation of Housing Opportunities, nor shall he use such information to the advantage or benefit of himself or any other person. This shall include records maintained on enrollees of Housing Opportunities, for whom a properly executed release of information form shall be obtained and kept in the client file. The release of any information relative to enrollees of Housing Opportunities shall be done following pursuant to government regulations allowing the release of information among governmental agencies or agencies receiving governmental subsidy, and shall be done following prescribed methods of requesting and transmitting such information, and shall be done with full knowledge of the enrollee except in those cases where through action of law the enrollee’s knowledge is not required.

9. No Housing Opportunities employee currently employed shall represent any person, other than himself, in business negotiations, judicial or administrative actions or procedures, to which Housing Opportunities may be a party.

10. No employee formerly employed by Housing Opportunities shall represent any person in a matter in which the former employee personally participated while in the employ of Housing Opportunities, if such representation would be adverse to the interests of Housing Opportunities.

Note: This provision shall not bar the timely filing by a current or former employee, of any claim, account, demand, or suit arising out of personal injury, property damage, or for any benefit authorized or permitted by law.

11. No member of the family of any Housing Opportunities employee shall be appointed or hired to serve under the direct supervision of that employee, and in no event shall any Housing Opportunities employee participate in the decision-making process regarding employment, or contract for services of any family member.

12. No Housing Opportunities employees shall have an interest in a contract between any person and Housing Opportunities, except that:

1) the employee discloses his/her interest in contract prior to employment.

2) after employment, the employee has no power to authorize or approve payment under the contract and the remuneration of the employee will not be affected under the contract.

13. No employee of Housing Opportunities shall discuss, vote upon, decide or take part in (formally or informally) any matter before Housing Opportunities in which he has an interest. Exception shall be made in the case of an employee whose interest in the matter is minimal, provided the employee shall fully and specifically describe his interest, in
writing, and the underlying basis of it, whether it be ownership, investment, contract, claim, employment or family relationship, to his/her immediate supervisor prior to his participation. If in the opinion of the supervisor, there is any question as to whether the interest is minimal, the matter shall be referred to the Ethics Review Committee for a binding decision on the question.

14. Any matter decided on, contracted, adjudicated, or in any other way acted upon by an employee who does not disclose a personal interest either in the matter, may be considered null and void to Housing Opportunities. Such a matter, may be referred to the Ethics Review Committee to render judgment and assess any penalties if necessary.

15. If the Ethics Review Committee renders judgment that a matter was performed, a contract entered into, or any matter was conducted, decided or acted upon in a manner prohibited by the Code of Ethics, it may then propose that the Board of Commissioners seek an injunction against the proscribed action.

16. “Leasing Operation”- no person employed by Housing Opportunities and participating in a Leasing Operation shall be permitted to authorize, approve or certify eligibility or expenditure relating to their occupancy.

(See “definitions” for programs under leasing.)

SECTION VI.
ETHICAL STANDARDS FOR THE BOARD OF COMMISSIONERS

The Board of Commissioners of Housing Opportunities is the architect of policy governing the operations of Housing Opportunities, and under the Public Housing law of Washington State, retains legal and fiscal responsibility for Housing Opportunities. In so far as is possible, the members of the Board of Commissioners are generally to follow the Standards of Conduct as set forth herein. Further, it is expected that a commissioner will voluntarily execute a statement as to conflict of interest prior to assuming his/her seat on the Board.

(Note: Please see Commissioner’s File for disclaimers.)
HOUSING OPPORTUNITIES OF SW WASHINGTON
EXPENSE ALLOWANCE POLICY

I. PURPOSE & INTENT OF POLICY

Because of the nature of the work we do, the scattered sites we operate out of, and the time and space restrictions at HOUSING OPPORTUNITIES and with our business partners, it is in the best interest of Housing Opportunities to occasionally perform business outside the office and often at meal times. Housing Opportunities wants to facilitate these activities by its managerial and supervisory personnel without making the bookkeeping and documentation too burdensome. Also, the State Auditor’s audits scrutinize any expenditures of this nature with respect to State law governing governments, which requires even more documentation if the plan is a reimbursement of actual expenses.

To achieve the goals of Housing Opportunities and streamline the reporting required, Housing Opportunities has adopted this policy which creates a separate class of compensation called an “Expense Allowance” which is fully taxable to the recipient and non-accountable to them as well. The latter means that there is no requirement to document the spending of said monies other than what an employee may want to keep as far as personal records for tax purposes. The “Expense Allowance” is a fixed monthly amount, added to the employee’s compensation, which may be adjusted from time to time as facts and circumstances change. This written policy outlines the implementation and rules related to the “Expense Allowances”.

II. INCLUDED ACTIVITIES & INTENDED USE

- No employee, officer or agent of the Housing Opportunities, shall participate in entertainment, hosting, or other activities with coworkers, contractors, or other governmental or business contacts on business time or at business expense if said activity is illegal or violates another policy of Housing Opportunities. It is not the intention of Housing Opportunities that this Expense Allowance would finance any such activity.

- The “Expense Allowance” is intended to pay for meal and incidental expenses that are not covered by the Travel Policy, linked to a specific training event where the meal is part of the training, or in other ways reimbursed.

- Generally, meals and incidentals within Cowlitz, Wahkiakum, Lewis or Pacific Counties and not travel or training related should be covered by this Expense Allowance.

- Agency-wide trainings or Board meetings, even if held in Cowlitz County are not included in expenditures expected to be covered by the Allowance.

- Examples of activities where the Allowance would be used would be: a lunch meeting with one or more coworker, meetings with government, non-profit or business partners in the community, meetings with Board members.
• If expenses fall under the categories intended to be covered by the Expense Allowance, they should **not** be separately reimbursed.

• If there is any confusion or misunderstanding regarding whether an activity should be covered by the Allowance or separately reimbursed, the C.E.O. shall interpret the application of this policy. If the expense was incurred by the C.E.O, the Finance Manager shall interpret whether the Expense Allowance covers the activity.

**METHODS OF CALCULATION AND PAYMENT**

• When it is determined that an employee will be incurring out-of-pocket expenses to perform Housing Opportunities’ business as herein discussed, the C.E.O. will take the following actions:

  1. The C.E.O. shall direct the preparation of an estimate of the out-of-pocket expenses the employee is likely to incur that should be covered by an Expense Allowance.

  2. The estimate of expenses should be “grossed up” so that the net, after payroll taxes, will be equal to the anticipated expenses.

  3. The C.E.O. shall bring the request to establish an Expense Allowance in the Gross Amount determined to the Board for approval. Said compensation will be included in the Salary Expense of the agency’s budget as it is fully taxable compensation and not required to be accounted for to Housing Opportunities.

  4. The Board should approve the Allowance amount they believe is appropriate, payable monthly, effective the 1st of the month they are approving the Allowance be paid. Said effective date may be retroactive if it has been determined that out-of-pocket expenses have been incurred, but should never be effective more than 3 months prior to the Board meeting date where it is approved.

• The Board may, but is not required to, consider changing the Expense Allowance when the annual budget is approved or at any time that a change in job description of staffing positions may warrant such consideration.

• In the event that an employee’s position or job description is changed so drastically that out-of-pocket expenses become unlikely, the C.E.O. will give said employee written notice that the Expense Allowance will be terminated. Said notice should be given at least thirty days prior to the pay period where the Allowance will be terminated.
Fixed Asset Disposal Policy

Criteria for Sale of Housing Opportunities Property

Summary: On an ongoing basis HOUSING OPPORTUNITIES evaluates the performance of its properties both in terms of meeting the mission and goals of the Authority as well as satisfactorily meeting established performance guidelines. If this fit is not being met Housing Opportunities may consider the sale of an individual property. In general, the `fit test' of a specific property is met if the property meets the development criteria already established by Housing Opportunities (attached).

Conditions for a Sale of HOUSING OPPORTUNITIES Owned/Property

1. All Housing Opportunities owned property may not be sold, with limited exceptions, at a price less than its appraised value, as determined by a disinterested 3`a party appraisal. Housing Opportunities may sell a property at less than its appraised value IF the purchaser meets the established definition of being a bona fide nonprofit organization.

2. Housing Opportunities will consider the sale of a property if the property does NOT meet the Authority's development criteria. Key elements of the development criteria include and are not limited to the following:
   a. The project meets the mission and goals of Housing Opportunities.
   b. The project supports and works in conjunction with Housing Opportunities short and long term goals as well as objectives and policies.
   c. The property is self supporting or generates at least a minimum development return (i.e., it experiences positive cash flow). Debt revenues should support a debt service ratio of 1.20 or better although with credit enhancement a DSR between 1.15 and 1.10 is acceptable. A DSR less than 1.10 is not acceptable.
   d. Operation of the property will provide sufficient income to cover reasonable operating costs and realistic levels of reserve funding to ensure long-term viability. Housing Opportunities development criteria provide additional detail on what constitutes sufficient operating income.
   e. Housing Opportunities development criteria are attached and are considered an integral element of this document.

3. Housing Opportunities will consider the sale of a property if there is a significant change in the demographics of the authority's target market, i.e., the need for a specific kind of housing, such that the property is or may not be financially viable.

4. Housing Opportunities will consider the sale of a property if the property is NOT at risk of being lost to the rental market if Housing Opportunities was to sell the property.

5. Housing Opportunities will consider the sale of a property only if the affordability of the
project can be maintained and/or tenant relocation.

6. Housing Opportunities will consider the sale of a property only if existing use restrictions and/or covenants associated with the use of the property can be maintained.

7. Housing Opportunities will consider the sale of a property it has acquired for redevelopment purposes if the purchaser proposes to redevelop the property for a use consistent with the purpose(s) behind Housing Opportunities initial acquisition.

Procedure for Sale of Property

Every property owned by Housing Opportunities must always be used and maintained for the purpose(s) set forth in the operating guidelines of the Board of Commissioners. Periodic inspections of properties will be made by Housing Opportunities to ensure continuing compliance with the terms and conditions set by the board (asset management plan), debtors (debenture statement) and grantors (regulatory agreements). For properties/facilities that can no longer meet those requirements a Resolution declaring the property/facility surplus should be presented to the Board of Commissioners and shall answer the following.

1. Describe why the property no longer meets Housing Opportunities’ mission, the problems to be addressed and how it will benefit from disposal of the subject property. Property being held pending redevelopment proposals will not be considered as surplus.

2. Describe the current activities being conducted, the population being served, and the anticipated loss of benefits to that population.

3. Describe the state, local or national authority standards or guidelines that will not be met and why Housing Opportunities is unable to design, renovate, or operate the property/facility to meet its goals in an economical manner.

4. Describe the economic benefits that might be derived from the sale of the property. Preparation of a development proforma may be required as a prerequisite to review by the Board of Commissioners.

5. Provide a timeline for accomplishing the disposal.

6. Property Appraisal (not necessary for transfer to another government)

7. Public Hearing if sale, transfer, or exchange is to another public entity and involves property with an estimated value of more than $50,000.00 (no public hearing is required for transfers to private parties).

After the declaration of surplus, the following should be used to determine a value of the property/facility.

1. Resolution by the Board of Commissioners declaring property surplus.
2. SEPA review if subject to an authorized public use" (i.e., park property; open space property; public parking; public moorage, etc.). Check with counsel regarding whether property is "subject to authorized public use." Transfer should be contingent upon expiration of applicable SEPA appeals periods. WAC 197-1 1-340,

3. Greater emphasis will be placed upon achieving a sale within acceptable timescales and properties may be offered at auction if normal marketing proves unsuccessful. Generally, all surplus properties should be disposed of within 12 months from the date of becoming surplus unless there are good reasons why a longer period would be appropriate.

4. Types of sales.

5. No sale of property(s) may be made to directors, officers, or employees unless at public auction.
Layoff and Recall Policy

While HOUSING OPPORTUNITIES seeks to avoid any layoff, it will initiate a layoff in response to business needs and financial considerations.

Temporary Layoff: Based on demands for services or program funding, Housing Opportunities may temporarily suspend the work of an entire department or a program. Employees will be required to use any accrued vacation time during a temporary layoff. Generally, a temporary layoff for a department will not last for more than two weeks.

Permanent Layoff: In any decrease of the workforce, probationary and temporary employees are generally the first to be dismissed. The chief financial officer along with department heads will determine the number of positions that can be eliminated. On the basis of the number of positions to be eliminated, the department heads will ask immediate supervisors to identify those individuals whose positions can be eliminated.

No one whose position may be eliminated is to take part in any of this process.

The decision on which employee to terminate will be based on prior performance reviews using Housing Opportunities merit system.

Department heads will review the application of these criteria by the supervisors.

Once the individuals have been identified, the employees will be reviewed for adverse impact on individuals who are member of protected groups.

Notice to employees: Probationary employees being separated due to layoff will be given at least one calendar day notice. Regular employees being laid off will be given at least fifteen calendar day’s written notice unless the employer and employee agree to waive the fifteen day notice period.

Pay in lieu of notice: Employees who violate applicable company policies, such as confidentially, while on layoff status may not be recalled. Employees who fail to respond to a recall within 2 business days will be removed from the recall list. The recall list will be maintained for 90 calendar days. After 90 days recall lists will expire.

This policy will be applied so as to comply with all applicable laws.
# PROCUREMENT POLICY

**ADOPTED 10/26/15**  
**RESOLUTION NO.: 16-2**

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1.0 INTRODUCTION

**General.** Established for Housing Opportunities (hereinafter, “HA”) by Action of the HA Board of Commissioners (Board) on December 27, 2011, this Procurement Policy (Policy) complies with the Annual Contributions Contract (ACC) between the HA and the United States Department of Housing and Urban Development (HUD), Federal Regulations at 24 CFR 85.36, the procurement standards of the Procurement Handbook for Public Housing Authorities (PHAs), HUD Handbook 7460.8, REV 2, and applicable State and Local laws.

2.0 GENERAL PROVISIONS

2.1 **General.** The HA shall:

2.1.1 provide for a procurement system of quality and integrity;

2.1.2 provide for the fair and equitable treatment of all persons or firms involved in purchasing by the HA;

2.1.3 ensure that supplies and services (including construction) are procured efficiently, effectively, and at the most favorable and valuable prices available to the HA;

2.1.4 promote competition in contracting; and

2.1.5 assure that the HA purchasing actions are in full compliance with applicable Federal standards, HUD regulations, State, and local laws.

2.2 **Application.** This Policy applies to all procurement actions of the HA, regardless of the source of funds, except as noted under “exclusions” below. However, nothing in this Policy shall prevent the HA from complying with the terms and conditions of any grant, contract, gift or bequest that is otherwise consistent with the law. When both HUD and non-Federal grant funds are used for a project, the work to be accomplished with the funds should be separately identified prior to procurement so that appropriate requirements can be applied, if necessary. If it is not possible to separate the funds, HUD procurement regulations shall be applied to the total project. If funds and work can be separated and work can be completed by a new contract, then regulations applicable to the source of funding may be followed.

2.3 **Definition.** The term “procurement,” as used in this Policy, includes the procuring, purchasing, leasing, or renting of: (1) goods, supplies, equipment, and materials, (2) construction and maintenance; consultant services, (3) Architectural and Engineering (A/E) services, (4) Social Services, and (5) other services.
2.4 **Exclusions.** This policy does not govern administrative fees earned under the Section 8 voucher program, the award of vouchers under the Section 8 program, the execution of landlord Housing Assistance Payments contracts under that program, or non-program income, e.g., fee-for-service revenue under 24 CFR Part 990. These excluded areas are subject to applicable State and local requirements.

2.5 **Changes in Laws and Regulations.** In the event an applicable law or regulation is modified or eliminated, or a new law or regulation is adopted, the revised law or regulation shall, to the extent inconsistent with these Policies, automatically supersede these Policies.

2.6 **Public Access to Procurement Information.** Most procurement information that is not proprietary is a matter of public record and shall be available to the public to the extent provided in the Freedom of Information Act.

3.0 **ETHICS IN PUBLIC CONTRACTING**

3.1 **General.** The HA hereby establishes this code of conduct regarding procurement issues and actions and shall implement a system of sanctions for violations. This code of conduct, etc., is consistent with applicable Federal, State, or local law.

3.2 **Conflicts of Interest.** No employee, officer, Board member, or agent of the HA shall participate directly or indirectly in the selection, award, or administration of any contract if a conflict of interest, either real or apparent, would be involved. This type of conflict would be when one of the persons listed below has a financial or any other type of interest in a firm competing for the award:

3.2.1 An employee, officer, Board member, or agent involved in making the award;

3.2.2 His/her relative (including father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, or half sister);

3.2.3 His/her partner; or

3.2.4 An organization which employs or is negotiating to employ, or has an arrangement concerning prospective employment of any of the above.

3.3 **Gratuities, Kickbacks, and Use of Confidential Information.** No officer, employee, Board member, or agent of the HA shall ask for or accept gratuities, favors, or items of more than nominal value (i.e. inexpensive hat with logo) from any contractor, potential contractor, or party to any subcontract, and shall not knowingly use confidential information for actual or anticipated personal gain.
3.4 **Prohibition Against Contingent Fees.** Contractors wanting to do business with the HA must not hire a person to solicit or secure a contract for a commission, percentage, brokerage, or contingent fee, except for bona fide established commercial selling agencies.

4.0 **PROCUREMENT PLANNING**

4.1 **General.** Planning is essential to managing the procurement function properly. Hence, the HA will periodically review its record of prior purchases, as well as future needs, to:

4.1.1 find patterns of procurement actions that could be performed more efficiently or economically;

4.1.2 maximize competition and competitive pricing among contracts and decrease the HA’s procurement costs;

4.1.3 reduce HA administrative costs;

4.1.4 ensure that supplies and services are obtained without any need for re-procurement (i.e., resolving bid protests); and

4.1.5 minimize errors that occur when there is inadequate lead time.

Consideration shall be given to storage, security, and handling requirements when planning the most appropriate purchasing actions.

5.0 **PROCUREMENT METHODS**

5.1 **Petty Cash Purchases.** Purchases under $50 may be handled through the use of a petty cash account. Petty Cash Accounts may be established in an amount sufficient to cover small purchases made during a reasonable period, e.g., one month. For all Petty Cash Accounts, the HA shall ensure that security is maintained and only authorized individuals have access to the account. These accounts shall be reconciled and replenished monthly.

5.2 **Micro Purchases:** Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed $3,000 (or $2,000 in the case of acquisitions for construction subject to the Davis-Bacon Act). To the extent practicable, buyer must distribute micro-purchases equitably among qualified suppliers. Micro purchases may be awarded without soliciting competitive quotations if the buyer considers the price to be reasonable.

5.3 **Small Purchase Procedures.** Must be used for any amounts between $3,000 and $150,000. Small purchase procedures are those relatively simple and informal...
procurement methods for securing services, supplies, or other property that do not cost more than $150,000. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources.

The HA is a member of the Municipal Research and Services Center of Washington (small works roster), which maintains a roster of qualified contractors in WA State. The small works statute RCW 39.04.155 allows participating public agencies to use a small works roster system for small works projects under $150,000 instead of advertising for each project. Quotations for Small Purchases (QSP), or quotes, may be obtained orally (either in person or by phone), by fax, in writing, or through e-procurement. Award shall be made to the responsive and responsible vendor that submits the lowest cost to the HA. If award is to be made for reasons other than lowest price, documentation shall be provided in the contract file.

The HA shall not break down requirements aggregating more than the small purchase threshold into several purchases that are less than the applicable threshold merely to: (1) permit use of the small purchase procedures or (2) avoid any requirements that apply to purchases that exceed the Micro Purchase threshold.

5.4 Sealed Bids. Sealed bidding, also known as Invitation For Bids (IFB), shall be used for all contracts that exceed the small purchase threshold ($150,000) and that are non-competitive proposals, as these terms are defined in this Policy. Under sealed bids, the HA shall prepare an independent Cost Estimate (ICE) prior to solicitation. The HA publicly solicits bids and awards a firm fixed-price contract (lump sum or unit price) to the responsive and responsible bidder whose bid, conforming with all the material terms and conditions of the IFB, is the lowest in price. Sealed bidding is the preferred method for procuring construction, supply, and non-complex service contracts that are expected to exceed $150,000. Proposals must be solicited from an adequate number of qualified sources.

5.4.1 Conditions for Using Sealed Bids. The HA shall use the sealed bid method if the following conditions are present: a complete, adequate, and realistic statement of work, specification, or purchase description is available; two or more responsible bidders are willing and able to compete effectively for the work; the contract can be awarded based on a firm fixed price; and the selection of the successful bidder can be made principally on the lowest price.

5.4.2 Solicitation and Receipt of Bids. An IFB is issued which includes the specifications and all contractual terms and conditions applicable to the procurement, and a statement that award will be made to the lowest responsible and responsive bidder whose bid meets the requirements of the solicitation. The IFB must state the time and place for both
receiving the bids and the public bid opening. All bids received will be date and time-stamped and stored unopened in a secure place until the public bid opening. A bidder may withdraw the bid at any time prior to the bid opening.

5.4.3 **Bid Opening and Award.** Bids shall be opened publicly. All bids received shall be recorded on an abstract (tabulation) of bids, which shall then be made available for public inspection. If equal low bids are received from responsible bidders, selection shall be made by drawing lots or other similar random method. The method for doing this shall be stated in the IFB. If only one responsive bid is received from a responsible bidder, award shall not be made unless the price can be determined to be reasonable, based on a cost or price analysis.

5.4.4 **Mistakes in Bids.** Correction or withdrawal of bids may be permitted, where appropriate, before bid opening by written or telegraphic notice received in the office designated in the IFB prior to the time set for bid opening. After bid opening, corrections in bids may be permitted only if the bidder can show by clear and convincing evidence that a mistake of a nonjudgmental character was made, the nature of the mistake, and the bid price actually intended. A low bidder alleging a nonjudgmental mistake may be permitted to withdraw its bid if the mistake is clearly evident on the face of the bid document but the intended bid is unclear or the bidder submits convincing evidence that a mistake was made. All decisions to allow correction or withdrawal of a bid shall be supported by a written determination signed by the Contracting Officer. After bid opening, changes in bid prices or other provisions of bids prejudicial to the interest of the HA or fair competition shall not be permitted.

5.5 **Competitive Proposals.** Unlike sealed bidding, the competitive proposal method, also known as Request For Proposals (RFP), permits: consideration of technical factors other than price; discussion with offerors concerning offers submitted; negotiation of contract price or estimated cost and other contract terms and conditions; revision of proposals before the final contractor selection; and the withdrawal of an offer at any time up until the point of award. Award is normally made on the basis of the proposal that represents the best overall value to the HA, considering price and other factors, e.g., technical expertise, past experience, quality of proposed staffing, etc., set forth in the solicitation and not solely the lowest price.

5.5.1 **Conditions for Use.** Where conditions are not appropriate for the use of sealed bidding, competitive proposals may be used. Competitive proposals are the preferred method for procuring professional services that will exceed the small purchase threshold. As detailed within Section 7.2.B of HUD Procurement Handbook 7460.8 REV 2, “Only
under limited circumstances would construction services be procured by competitive proposals.”

5.5.2 Form of Solicitation. Other than A/E services, developer-related services and energy performance contracting, competitive proposals shall be solicited through the issuance of an RFP. The RFP shall clearly identify the importance and relative value of each of the evaluation factors as well as any subfactors and price. A mechanism for fairly and thoroughly evaluating the technical and price proposals shall be established before the solicitation is issued. Proposals shall be handled so as to prevent disclosure of the number of offerors, identity of the offerors, and the contents of their proposals until after award. The HA may assign price a specific weight in the evaluation factors or the HA may consider price in conjunction with technical factors; in either case, the method for evaluating price shall be established in the RFP.

5.5.3 Evaluation. The proposals shall be evaluated only on the factors stated in the RFP. Where not apparent from the evaluation factors, the HA shall establish an Evaluation Plan for each RFP. Generally, all RFPs shall be evaluated by an appropriately appointed Evaluation Committee. The Evaluation Committee shall be required to disclose any potential conflicts of interest and to sign a Non-Disclosure statement. An Evaluation Report, summarizing the results of the evaluation, shall be prepared prior to award of a contract.

5.5.4 Negotiations. Negotiations shall be conducted with all offerors who submit a proposal determined to have a reasonable chance of being selected for award, unless it is determined that negotiations are not needed with any of the offerors. This determination is based on the relative score of the proposals as they are evaluated and rated in accordance with the technical and price factors specified in the RFP. These offerors shall be treated fairly and equally with respect to any opportunity for negotiation and revision of their proposals. No offeror shall be given any information about any other offeror’s proposal, and no offeror shall be assisted in bringing its proposal up to the level of any other proposal. A common deadline shall be established for receipt of proposal revisions based on negotiations. Negotiations are exchanges (in either competitive or sole source environment) between the HA and offerors that are undertaken with the intent of allowing the offeror to revise its proposal. These negotiations may include bargaining. Bargaining includes persuasion, alteration of assumptions and positions, give-and-take, and may apply to price, schedule, technical requirements, type of contract or other terms of a proposed contract. When negotiations are conducted in a competitive acquisition, they take place after establishment of the
competitive range and are called discussions. Discussions are tailored to each offeror’s proposal, and shall be conducted by the contracting officer with each offeror within the competitive range. The primary object of discussions is to maximize the HA’s ability to obtain best value, based on the requirements and the evaluation factors set forth in the solicitation. The contracting officer shall indicate to, or discuss with, each offeror still being considered for award, significant weaknesses, deficiencies, and other aspects of its proposal (such as technical approach, past performance, and terms and conditions) that could, in the opinion of the contracting officer, be altered or explained to enhance materially the proposer’s potential for award. The scope and extent of discussions are a matter of the contracting officer’s judgment. The contracting officer may inform an offeror that its price is considered by the HA to be too high, or too low, and reveal the results of the analysis supporting that conclusion. It is also permissible to indicate to all offerors the cost or price that the HA’s price analysis, market research, and other reviews have identified as reasonable. “Auctioning” (revealing one offeror’s price in an attempt to get another offeror to lower their price) is prohibited.

5.5.4 Award. After evaluation of the revised proposals, if any, the contract shall be awarded to the responsible firm whose technical approach to the project, qualifications, price and/or any other factors considered, are most advantageous to the HA provided that the price is within the maximum total project budgeted amount established for the specific property or activity.

5.5.6 A/E Services. The HA shall contract for A/E services using Qualifications-based Selection (QBS) procedures, utilizing a Request For Qualifications (RFQ). Sealed bidding shall not be used for A/E solicitations. Under QBS procedures, competitors’ qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. Price is not used as a selection factor under this method. QBS procedures shall not be used to purchase other types of services, other than Energy Performance Contracting and Developer services, though architectural/engineering firms are potential sources.

5.6 Noncompetitive Proposals.

5.6.1 Conditions for Use. Procurement by noncompetitive proposals (used or sole- or single-source) may be used only when the award of a contract is not feasible using small purchase procedures, sealed bids, cooperative purchasing, or competitive proposals, and if one of the following applies:
5.6.1.1 The item is available only from a single source, based on a
good faith review of available sources;

5.6.1.2 An emergency exists that seriously threatens the public
health, welfare, or safety, or endangers property, or would
otherwise cause serious injury to the HA, as may arise by
reason of a flood, earthquake, epidemic, riot, equipment
failure, or similar event. In such cases, there must be an
immediate and serious need for supplies, services, or
construction such that the need cannot be met through any
of the other procurement methods, and the emergency
procurement shall be limited to those supplies, services, or
construction necessary simply to meet the emergency;

5.6.1.3 HUD authorizes the use of noncompetitive proposals; or

5.6.1.4 After solicitation of a number of sources, competition is
determined inadequate.

5.6.2 Justification. Each procurement based on noncompetitive proposals
shall be supported by a written justification for the selection of this
method. The justification shall be approved in writing by the CEO.
Poor planning or lack of planning is not justification for emergency or
sole-source procurements. The justification, to be included in the
procurement file, should include the following information:

5.6.2.1 Description of the requirement;

5.6.2.2 History of prior purchases and their nature (competitive vs.
noncompetitive);

5.6.2.3 The specific exception in 24 CFR 85.36(d)(4)(i)(A) through
(D) which applies;

5.6.2.4 Statement as to the unique circumstances that require award
by noncompetitive proposals;

5.6.2.5 Description of the efforts made to find competitive sources
(advertisement in trade journals or local publications,
phone calls to local suppliers, issuance of a written
solicitation, etc.);

5.6.2.6 Statement as to efforts that will be taken in the future to
promote competition for the requirement;

5.6.2.7 Signature by the CEO; and
5.6.2.8 Price Reasonableness. The reasonableness of the price for all procurements based on noncompetitive proposals shall be determined by performing an analysis, as described in this Policy.

5.6 Cooperative Purchasing/Intergovernmental Agreements. The HA may enter into State and/or local cooperative or intergovernmental agreements to purchase or use common supplies, equipment, or services. The decision to use an interagency agreement instead of conducting a direct procurement shall be based on economy and efficiency. If used, the interagency agreement shall stipulate who is authorized to purchase on behalf of the participating parties and shall specify inspection, acceptance, termination, payment, and other relevant terms and conditions. The HA may use Federal or State excess and surplus property instead of purchasing new equipment and property if feasible and if it will result in a reduction of project costs. The goods and services obtained under a cooperative purchasing agreement must have been procured in accordance with 24 CFR 85.36.

6.0 INDEPENDENT COST ESTIMATE (ICE)

6.1 General. For all purchases above the Small Purchase threshold, the HA shall prepare an ICE prior to solicitation. The level of detail shall be commensurate with the cost and complexity of the item to be purchased.

7.0 COST AND PRICE ANALYSIS (CPA)

7.1 General. The HA shall require assurance that, before entering into a contract, the price is reasonable, in accordance with the following instructions.

7.1.1 Petty Cash and purchases under $3,000. No formal cost or price analysis is required. Rather, the execution of a contract by the Contracting Officer (through a Purchase Order or other means) shall serve as the Contracting Officer’s determination that the price obtained is reasonable, which may be based on the Contracting Officer’s prior experience or other factors.

7.1.2 Small Purchases. A comparison with other offers shall generally be sufficient determination of the reasonableness of price and no further analysis is required. If a reasonable number of quotes are not obtained to establish reasonableness through price competition, the Contracting Officer shall document price reasonableness through other means, such as prior purchases of this nature, catalog prices, the Contracting Officer’s personal knowledge at the time of purchase, comparison to the ICE, or any other reasonable basis.
7.1.3 **Sealed Bids.** The presence of adequate competition should generally be sufficient to establish price reasonableness. Where sufficient bids are not received, and when the bid received is substantially more than the ICE, and where the HA cannot reasonably determine price reasonableness, the HA must conduct a cost analysis, consistent with federal guidelines, to ensure that the price paid is reasonable.

7.1.4 **Competitive Proposals.** The presence of adequate competition should generally be sufficient to establish price reasonableness. Where sufficient proposals are not received, the HA must compare the price with the ICE. For competitive proposals where prices cannot be easily compared among offerors, where there is not adequate competition, or where the price is substantially greater than the ICE, the HA must conduct a cost analysis, consistent with Federal guidelines, to ensure that the price paid is reasonable.

7.1.5 **Contract Modifications.** A cost analysis, consistent with federal guidelines, shall be conducted for all contract modifications for projects that were procured through Sealed Bids, Competitive Proposals, or Non-Competitive Proposals, or for projects originally procured through Small Purchase procedures and the amount of the contract modification will result in a total contract price in excess of $150,000.

8.0 **SOLICITATION AND ADVERTISING**

8.1 **Method of Solicitation.**
The small works statute RCW 39.04.155 allows participating public agencies to use a small works roster system for small works projects under $150,000 instead of advertising for each project. The HA is a member of the Municipal Research and Services Center of Washington (small works roster), which maintains a roster of qualified contractors in WA State.

8.1.1 **Petty Cash.** The HA may contact only one source if the price is considered reasonable.

8.1.2 **Small Purchases.** Quotes may be solicited orally, through fax, E-Procurement, or by any other reasonable method.

8.1.3 **Sealed Bids and Competitive Proposals.** Solicitation must be done publicly. The HA must use one or more following solicitation methods, provided that the method employed provides for meaningful competition.

8.1.3.1 Advertising in newspapers or other print mediums of local or general circulations.
8.1.3.2 Advertising in various trade journals or publications (for construction).

8.1.3.3 E-Procurement. The HA may conduct its public procurements through the Internet using e-procurement systems. However, all e-procurements must otherwise be in compliance with 24 CFR 85.36, State and local requirements, and the HA’s procurement policy.

8.2 **Time Frame.** For purchases of more than $150,000 the public notice should run not less than once each week for two consecutive weeks.

8.2 **Form.** Notices/advertisements should state, at a minimum, the place, date, and time that the bids or proposals are due, the solicitation number, a contact that can provide a copy of, and information about, the solicitation, and a brief description of the needed items(s).

8.4 **Time Period for Submission of Bids.** A minimum of 30 days shall generally be provided for preparation and submission of sealed bids and 15 days for competitive proposals. However, the CEO may allow for a shorter period under extraordinary circumstances.

8.5 **Cancellation of Solicitations.**

8.5.1 An IFB, RFP, or other solicitation may be cancelled before bids/offers are due if:

8.5.1.1 The supplies, services or construction is no longer required;

8.5.1.2 The funds are no longer available;

8.5.1.3 Proposed amendments to the solicitation are of such magnitude that a new solicitation would be best; or

8.5.1.4 Other similar reasons.

8.5.2 A solicitation may be cancelled and all bids or proposals that have already been received may be rejected if:

8.5.2.1 The supplies or services (including construction) are no longer required;

8.5.2.2 Ambiguous or otherwise inadequate specifications were part of the solicitation;
8.5.2.3 All factors of significance to the HA were not considered;

8.5.2.4 Prices exceed available funds and it would not be appropriate to adjust quantities to come within available funds;

8.5.2.5 There is reason to believe that bids or proposals may not have been independently determined in open competition, may have been collusive, or may have been submitted in bad faith; or

8.5.2.6 For good cause of a similar nature when it is in the best interest of the HA.

8.5.3 The reasons for cancellation shall be documented in the procurement file and the reasons for cancellation and/or rejection shall be provided upon request.

8.5.4 A notice of cancellation shall be sent to all bidders/offerors solicited and, if appropriate, shall explain that they will be given an opportunity to compete on any re-solicitation or future procurement of similar items.

8.5.5 If all otherwise acceptable bids received in response to an IFB are at unreasonable prices an analysis should be conducted to see if there is a problem in either the specifications or the HA’s cost estimate. If both are determined adequate and if only one bid is received and the price is unreasonable, the Contracting Officer may cancel the solicitation and either

8.5.5.1 Re-solicit using an RFP; or

8.5.5.2 Complete the procurement by using the competitive proposal method. The Contracting Officer must determine, in writing, that such action is appropriate, must inform all bidders of the HA’s intent to negotiate, and must give each bidder a reasonable opportunity to negotiate.

8.5.6 If problems are found with the specifications, the HA should cancel the solicitation, revise the specifications and re-solicit using an IFB.

8.6 Credit (or Purchasing) Cards. Credit card usage should follow the rules for all other small purchases. For example, the Contracting Officer may use a credit card for Micro Purchases without obtaining additional quotes provided the price is considered reasonable. However, for amounts above the Small Purchase level, the Contracting Officer would generally need to have obtained a reasonable number
of quotes before purchasing via a credit card. When using credit cards, the HA shall adopt reasonable safeguards to assure that they are used only for intended purposes (for instance, limiting the types of purchases or the amount of purchases that are permitted with credit cards). See Credit Card Policy and Board approved limits.

9.0 BONDING REQUIREMENTS

9.1 General. The standards under this section apply to construction contracts that exceed $25,000. There are no bonding requirements for small purchases or for competitive proposals. The HA may require bonds in these latter circumstances when deemed appropriate; however, non-construction contracts should generally not require bid bonds.

9.1.1 Bid Bonds. For construction contracts exceeding $24,999, offerors shall be required to submit a bid guarantee from each bidder equivalent to 5% of the bid price.

9.1.2 Payment Bonds. For construction contracts exceeding $25,000 the successful bidder shall furnish an assurance of completion. This assurance may be any one of the following four:

9.1.2.1 A performance and payment bond in a penal sum of 100% of the contract price; or

9.1.2.2 Separate performance and payment bonds, each for 50% or more of the contract price; or

9.1.2.3 A 20% cash escrow; or

9.1.2.4 A 25% irrevocable letter of credit.

These bonds must be obtained from guarantee or surety companies acceptable to the U. S. Government and authorized to do business in the State of Washington. Individual sureties shall not be considered. U. S. Treasury Circular Number 570 lists companies approved to act as sureties on bonds securing Government contracts, the maximum underwriting limits on each contract bonded, and the States in which the company is licensed to do business. Use of companies on this circular is mandatory.

10.0 CONTRACTOR QUALIFICATIONS AND DUTIES

10.1 Contractor Responsibility
10.1.1 The HA shall not award any contract until the prospective contractor, i.e., low responsive bidder, or successful offeror, has been determined to be responsible. A responsible bidder/offeror must:

10.1.1.1 Have adequate financial resources to perform the contract, or the ability to obtain them;

10.1.1.2 Be able to comply with the required or proposed delivery or performance schedule, taking into consideration all of the bidder's/offeror's existing commercial and governmental business commitments;

10.1.1.3 Have a satisfactory performance record;

10.1.1.4 Have a satisfactory record of integrity and business ethics;

10.1.1.5 Have the necessary organization, experience, accounting and operational controls, and technical skills, or the ability to obtain them;

10.1.1.6 Have the necessary production, construction, and technical equipment and facilities, or the ability to obtain them; and,

10.1.1.7 Be otherwise qualified and eligible to receive an award under applicable laws and regulations, including being licensed and bonded, current on their workers comp account and not be suspended, debarred or under a HUD-imposed LDP.

10.1.2 If a prospective contractor is found to be non-responsible, a written determination of non-responsibility shall be prepared and included in the official contract file, and the prospective contractor shall be advised of the reasons for the determination.

10.2 Suspension and Debarment. Contracts shall not be awarded to debarred, suspended, or ineligible contractors. Contractors may be suspended, debarred, or determined to be ineligible by HUD in accordance with HUD regulations (24 CFR Part 24) or by other Federal agencies, e.g., Department of Labor for violation of labor regulations, when necessary to protect housing authorities in their business dealings. Prior to issuance of a contract, HA staff shall, as detailed within Section 10.2.H.1 and 10.2.H.2 of HUD Procurement Handbook 7460.8 REV 2, conduct the required searches within the HUD Limited Denial of Participation (LDP) system and the U.S. General Services Administration (GSA) Excluded Parties Listing Service system and place within the applicable contract file a printed copy of the results of each such search.
10.3 **Vendor Lists.** All interested businesses shall be given the opportunity to be included on vendor mailing lists. Any lists of persons, firms, or products which are used in the purchase of supplies and services (including construction) shall be kept current and include enough sources to ensure competition. The HA is a member of the Municipal Research and Services Center of Washington (small works roster).

11.0 **CONTRACT PRICING ARRANGEMENTS**

11.1 **Contract Types.** Any type of contract which is appropriate to the procurement and which will promote the best interests of the HA may be used, **provided the cost -plus-a-percentage-of-cost and percentage-of-construction-cost methods are not used.** All solicitations and contracts shall include the clauses and provisions necessary to define the rights and responsibilities of both the contractor and the HA. For all cost reimbursement contracts, the HA must include a written determination as to why no other contract type is suitable. Further, the contract must include a ceiling price that the contractor exceeds at its own risk.

11.2 **Options.** Options for additional quantities or performance periods may be included in contracts, provided that:

11.2.1 The option is contained in the solicitation;

11.2.2 The option is a unilateral right of the HA;

11.2.3 The contract states a limit on the additional quantities and the overall term of the contract;

11.2.4 The options are evaluated as part of the initial competition;

11.2.5 The contract states the period within which the options may be exercised;

11.2.6 The options may be exercised only at the price specified in or reasonably determinable from the contract; and

11.2.7 The options may be exercised only if determined to be more advantageous to the HA than conducting a new procurement.

12.0 **CONTRACT CLAUSES**

12.1 **Contract Pricing Arrangements.** All contracts shall identify the contract pricing arrangement as well as other pertinent terms and conditions, as determined by the HA.
12.2 **Required Forms.** Additionally, the forms HUD-5369, 5369-A, 5369-B, 5369, 5370, 5370-C, and 51915-A, which contain all HUD-required clauses and certifications for contracts of more than $100,000, as well as any forms/clauses as required by HUD for small purchases, shall be used in all corresponding solicitations and contracts issued by the HA.

12.3 **Required Contract Clauses:** The HA shall ensure that each contract executed by the HA contains the required contract clauses detailed within 24 CFR 85.36(i).

13.0 **CONTRACT ADMINISTRATION**

13.1 **General.** The HA shall maintain a system of contract administration designed to ensure that Contractors perform in accordance with their contracts. These systems shall provide for inspection of supplies, services, or construction, as well as monitoring contractor performance, wage interviews, status reporting on major projects including construction contracts, and similar matters. For cost-reimbursement contracts, costs are allowable only to the extent that they are consistent with the cost principles in HUD Handbook 2210.18.

14.0 **SPECIFICATIONS**

14.1 **General.** All specifications shall be drafted so as to promote overall economy for the purpose intended and to encourage competition in satisfying the HA’s needs. Specifications shall be reviewed prior to issuing any solicitation to ensure that they are not unduly restrictive or represent unnecessary or duplicative items. Function or performance specifications are preferred. Detailed product specifications shall be avoided whenever possible. Consideration shall be given to consolidating or breaking out procurements to obtain a more economical purchase. For equipment purchases, a lease versus purchase analysis should be performed to determine the most economical form of procurement.

14.2 **Limitation.** The following types of specifications shall be avoided:

14.2.1 geographic restrictions not mandated or encouraged by applicable Federal law (except for A/E contracts, which may include geographic location as a selection factor if adequate competition is available);

14.2.2 brand name specifications (unless the specifications list the minimum essential characteristics and standards to which the item must conform to satisfy its intended use).

Nothing in this procurement policy shall preempt any State licensing laws. Specifications shall be reviewed to ensure that organizational conflicts of interest do not occur.

15.0 **APEALS AND REMEDIES**
15.1 **General.** It is HA policy to resolve all contractual issues informally and without litigation. When appropriate, a mediator may be used to help resolve differences.

15.2 **Informal Appeals Procedure.** The HA shall adopt an informal bid protest/appeal procedure for contracts of $150,000 or less. Under these procedures, the bidder/contractor may request to meet with the appropriate Contract Officer.

15.3 **Formal Appeals Procedure.** A formal appeals procedure shall be established for solicitations/contracts of more than $150,000.

15.3.1 **Bid Protest.** Any actual or prospective contractor may protest the solicitation or award of a contract for serious violations of the principles of this Policy. Any protest against a solicitation must be received before the due date for the receipt of bids or proposals, and any protest against the award of a contract must be received within ten (10) calendar days after the contract receives notice of the contract award, or the protest will not be considered. All bid protests shall be in writing, submitted to the Contracting Officer or designee, who shall issue a written decision on the matter. The Contracting Officer may, at his/her discretion, suspend the procurement pending resolution of the protest if the facts presented so warrant.

15.3.2 **Contractor Claims.** All claims by a contractor relating to performance of a contract shall be submitted in writing to the Contracting Officer for a written decision. The contractor may request a conference on the claim. The Contracting Officer’s decision shall inform the contractor of its appeal rights to the next higher level of authority in HA.

16.0 **ASSISTANCE TO SMALL AND OTHER BUSINESSES**

16.1 **Required Efforts.** Consistent with Presidential Executive Orders 11625, 12138, 12432 and 13540, RCW 39.19, and Section 3 of the HUD Act of 1968, all feasible efforts shall be made to ensure that small and minority-owned businesses, women’s business enterprises, small businesses owned and controlled by a veteran or service-disabled veteran and other individuals or firms are used when possible. Such efforts shall include, but shall not be limited to:

16.1.1 Including such firms, when qualified, on solicitation mailing lists;

16.1.2 Encouraging their participation through direct solicitation of bids or proposals whenever they are potential sources;
16.1.3 Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by such firms;

16.1.4 Establishing delivery schedules, where the requirement permits, which encourage participation by such firms;

16.1.5 Using the services and assistance of the Small Business Administration, and the Minority Business Development Agency of the Department of Commerce;

16.1.6 Including in contracts, to the greatest extent feasible, a clause requiring contractors, to provide opportunities for training and employment for lower income residents of the project area and to award subcontracts for work in connection with the project to business concerns which provide opportunities to low-income residents, as described in 24 CFR Part 135 (so-called Section 3 businesses); and

16.1.7 Requiring prime contractors, when subcontracting is anticipated, to take the positive steps listed above.

16.2 Goals. Shall be established periodically for participation by small businesses, minority-owned businesses, women-owned business enterprises, small businesses owned and controlled by a veteran or service-disabled veteran, labor surplus area businesses, and Section 3 business concerns in HA prime contracts and subcontracting opportunities.

16.3 Definitions.

16.3.1 A small business is defined as a business that is: independently owned; not dominant in its field of operation; and not an affiliate or subsidiary of a business dominant in its field of operation. The size standards in 13 CFR Part 121 should be used to determine business size.

16.3.2 A minority-owned business is defined as a business which is at least 51% owned by one or more minority group members; or, in the case of a publicly-owned business, one in which at least 51% of its voting stock is owned by one or more minority group members, and whose management and daily business operations are controlled by one or more such individuals. Minority group members include, but are not limited to Black Americans, Hispanic Americans, Native Americans, Asian Pacific Americans, Asian Indian Americans, and Hasidic Jewish Americans.
16.3.3 A women’s business enterprise is defined as a business that is at least 51% owned by a woman or women who are U.S. citizens and who control and operate the business.

16.3.4 A “Section 3 business concern” is as defined under 24 CFR Part 135.

16.3.5 A labor surplus area business is defined as a business which, together with its immediate subcontractors, will incur more than 50% of the cost of performing the contract in an area of concentrated unemployment or underemployment, as defined by the DOL in 20 CFR Part 654, Subpart A, and in the list of labor surplus areas published by the Employment and Training Administration.

17.0 BOARD APPROVAL OF PROCUREMENT ACTIONS

17.1 Authority. The Board appoints and delegates procurement authority to the CEO in the amount not to exceed $50,000 and is responsible for ensuring that any procurement policies and procedures adopted are appropriate for the HA. All procurements that exceed $50,000 must have approval from the Board prior to award and/or contract execution.

18.0 DELEGATION OF CONTRACTING AUTHORITY

18.1 Delegation. While the CEO is responsible for ensuring that the HA’s procurements comply with this Policy, the CEO may delegate in writing all procurement authority as is necessary and appropriate to conduct the business of the HA.

18.2 Procedures. Further, and in accordance with this delegation of authority, the CEO shall, where necessary, establish operational procedures (such as a procurement manual or standard operating procedures) to implement this Policy. The CEO shall also establish a system of sanctions for violations of the ethical standards described in Section 3.0 herein, consistent with Federal, State, or local law.

19.0 DOCUMENTATION

19.1 Required Records. The HA must maintain records sufficient to detail the significant history of each procurement action. These records shall include, but shall not necessarily be limited to, the following:

19.1.1 Rationale for the method of procurement (if not self-evident);
19.1.2 Rationale of contract pricing arrangement (also if not self-evident);
19.1.3 Reason for accepting or rejecting the bids or offers;
19.1.4 Basis for the contract price (as prescribed in this handbook);

19.1.5 A copy of the contract documents awarded or issued and signed by the Contracting Officer;

19.1.6 Basis for contract modifications; and

19.1.7 Related contract administration actions.

19.2 Level of Documentation. The level of documentation should be commensurate with the value of the procurement.

19.3 Record Retention. Records are to be retained for a period of six (6) years after final payment and all matters pertaining to the contact are closed.

20.0 DISPOSITION OF SURPLUS PROPERTY

20.1 General. Property no longer necessary for the HA’s purposes (non-real property) shall be transferred, sold, or disposed of in accordance with applicable Federal, state, and local laws and regulations.

21.0 FUNDING AVAILABILITY

21.1 General. Before initiating any contract, the HA shall ensure that there are sufficient funds available to cover the anticipated cost of the contract or modification.
<table>
<thead>
<tr>
<th></th>
<th>Small Purchases</th>
<th>Sealed Bids</th>
<th>Competitive Proposals</th>
<th>Non-Competitive</th>
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<tbody>
<tr>
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<td>Sealed Bids</td>
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<td>Lack of Competition</td>
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<td></td>
<td></td>
<td>Requires lowest Cost</td>
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<td>Apparently obvious or price analysis</td>
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<td>Cost Analysis</td>
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<td>Not Required</td>
<td>Required for construction contract over $3,000</td>
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## Use of HOUSING OPPORTUNITIES Purchase/Credit Cards

| INTRODUCTION | The purchase/credit card account was authorized by the Board over 12 years ago to facilitate purchases that could not be paid for easily through the normal check/voucher payment system. These purchases were primarily travel & small purchases from vendors where Housing Opportunities had no account. |
| REFERENCES | RCW 43.09.2855 Local Governments-Use of Credit Cards and Housing Opportunities Personnel Policy and Travel Policies. |
| SCOPE | This policy applies to all Housing Opportunities employees and all Housing Opportunities purchase/credit cards. |
| APPLICABLE FORMS | Credit Card Application Form, Requisition/Check Request Form, and Travel & Misc. Expenditure Voucher Forms |

## DEFINITIONS

| C.E.O. | The C.E.O. is the administrator of the purchase/credit card program and is responsible for establishing a system of internal controls that ensures compliance with applicable state laws and regulations. |
| Purchase/Credit Card | A credit card available for purchasing certain goods and services. The purchase card is issued under an agreement between Housing Opportunities and current vendors providing credit to Housing Opportunities. |
| Approving Supervisor | Departmental Supervisors whose team/department has been issued one or more credit cards. They are responsible for designating purchase/credit card users. |
| Finance Manager/Card Custodian | An individual who is assigned responsibility for purchase/credit card security. |
| Card User | Personnel authorized by the card custodian to make purchases using an Housing Opportunities issued purchase card. A card user may be a card custodian. |

### POLICY NO. 1 - C.E.O. ESTABLISHES ACCOUNTS

- Housing Opportunities credit card accounts shall be opened only as corporate or government-wide accounts, and must be authorized by the C.E.O. Individual persons may have cards issued to them under the corporate account.
- Housing Opportunities credit card accounts shall be kept to the minimum number of accounts necessary to perform the business of Housing Opportunities as determined by the C.E.O.
• A schedule of approved corporate accounts and cards issued shall be maintained.

POLICY NO. 2 - LIMITED TO HOUSING OPPORTUNITIES BUSINESS USE ONLY

Purchase/credit cards shall be used only for purchasing goods and services directly related to the cardholder’s assigned duties.

Typical official purchase card uses are:

• Registration for pre-approved training and conferences. The Board must approve all out-of-state events in advance unless held in the greater Portland area.
• Office supplies not available from vendors where Housing Opportunities maintains an account.
• Software, upgrades, & computer services that are most cost effective ordered online or by phone.
• Fuel for Housing Opportunities vehicles.
• Lodging & meal expenses at out-of-town conferences that meet travel policy requirements and are approved by the Approving Supervisor.
• Other emergency purchases.

Purchase cards may never be used to:

• Obtain cash advances from financial institutions.
• Make personal purchases.
• Purchase materials or services from any member of the card user’s immediate family.
• Purchase equipment, materials or supplies restricted by policies, guidelines or contractual agreements.
• Purchase airfare unless prior written approval is obtained from the C.E.O. (also subject to Board approval if out-of-state).

There are no exceptions to this policy. Misuse of the card may result in immediate cancellation of purchase/credit card privileges and possible disciplinary action.

POLICY NO. 3 – PROTECTING CARDS FROM LOSS OR ILLEGAL USE

• Purchase/credit card custodian and users shall protect cards from loss, theft and unauthorized use.
Purchase/credit card custodian is responsible for securing purchase cards and account numbers against loss, theft and unauthorized use. Card custodian and users shall keep their cards in a secure location at all times and shall report lost cards to the Finance Manager or C.E.O. immediately.

POLICY NO. 4 – CUSTODY OF CARDS

- The Finance Manager shall be Housing Opportunities Purchase Card Custodian

The Finance Manager shall establish and ensure compliance with internal controls over the use of purchase/credit cards. The controls shall ensure compliance with state laws and Housing Opportunities policies and shall include, but not be limited to, maintaining a log of all cards issued, verifying Supervisor approval of expenditures, reconciling purchases to monthly card statements and reporting problems encountered or loss of cards to C.E.O. The C.E.O may direct that some employee/card users act as custodians of their respective cards in order to facilitate purchasing.

POLICY NO. 5 – PURCHASES REMAIN SUBJECT TO OTHER POLICIES

- Card Users Shall Comply With All Housing Opportunities Procurement Policies, Travel Policies, and spending limits set on a by-card basis.

Card users shall comply with all Procurement Policy and the authorization limits currently in place in that policy. The limits established in the Procurement Policy are applied on a per-purchase basis. However, each purchase/credit card will also have a limit established for monthly charges that may allow for multiple purchases in one monthly cycle. The appropriate credit card limits will be authorized by the Executive Director for all employees except the Executive Director’s account, which will be set at a $5000 limit.

POLICY NO. 6 – ESTABLISHING SALES-TAX EXEMPTION ON ACCOUNTS

- Card Accounts Shall Be Established As Sales-Tax Free Whenever Possible.

However, each card user shall endeavor to utilize the Authority’s exemption from sales tax if it is not possible to establish an automatic tax-free account. The Finance Department can provide backup documentation to prove the exemption.

POLICY NO. 7 – DOCUMENTATION & STATEMENT REVIEW

- Purchase/Credit Card Statements Shall Be Forwarded To the Card User Within Two Working Days Of Receipt By The Accounting Department if documentation has not already been provided to Accounting for each expense.
Purchase card invoices need to be paid in a timely manner. Card Users shall reconcile their monthly statements and forward them to the Accounting Technician, with documentation and travel vouchers if necessary, within three working days of receiving their monthly credit card statement.

POLICY NO. 8 – LOST OR STOLEN CARDS

- Lost Or Stolen Purchase Cards Shall Be Reported Immediately

A lost or stolen purchase card shall be reported immediately to the Finance Director and/or Executive Director.

The missing card shall be reported to the credit card company by the Finance Director or Exec. Director immediately.

### PROCEDURES

#### To Request A Purchase Card

**Action By Supervisor**

1. Supervisor submits a written request and explanation for needing a purchase/credit card to the Executive Director.

**Action By Executive Director**

2. Reviews request. Sends unapproved applications back to supervisor. Sends approved applications to Finance Director instructing her regarding card issuance, sends note to supervisor acknowledging approval.

**Action By Finance Director**

3. Finance Director has future user complete a card application, obtains Exec. Director’s signature on same, and faxes the card application with limit instructions to the credit card company.

4. Upon receipt of new purchase/credit card, forwards card to Finance Director/Card Custodian.

5. If Executive Director so chooses, she can direct the Supervisor and Finance Director that a particular employee should be the custodian of the card issued to them to facilitate cost effective purchasing.
PROCEDURES
To Cancel A Purchase Card

Action By Supervisor

1. E-mails Director of Finance & Exec. Director with name of person whose card is to be cancelled and the reason for its cancellation.

Action By Director of Finance

2. Sends fax to purchase card contractor canceling purchase card.

PROCEDURES
Reconciling and Processing Monthly Card Statements

Action By Supervisor

1. Approves or obtains proper approval signature on PO or invoice which is forwarded to Finance Director.

Action By Finance Director

2. Reviews transactions for compliance with purchasing regulations, timely processing, supervisor approval and compliance with agency policies. Resolves questionable or disputed charges. Approves and forwards to Accounting Technician for payment.

<table>
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<th>Effective Date</th>
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<tr>
<td>Supersedes all earlier approvals by Board</td>
<td>Credit Card Approvals</td>
</tr>
<tr>
<td>Approved by: HOUSING OPPORTUNITIES Board</td>
<td>Regular Meeting 1/27/03</td>
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</table>
Administrative Policy

Reporting Inappropriate Business or Illegal Activities Policy

INTERNAL PROCEDURES FOR REPORTING OF IMPROPER GOVERNMENTAL ACTION AND PROHIBITING RETALIATION FOR GOOD FAITH REPORTING

Housing Opportunities strives to conduct its business with the utmost integrity and in strict accordance with all applicable federal, state and local law. Accordingly, employees are encouraged to bring to the attention of Housing Opportunities any improper actions of Housing Opportunities officials and employees. Housing Opportunities will not retaliate against any employee who makes such a disclosure in good faith and in accordance with the procedures set forth in this policy.

Improper actions are actions undertaken by an officer or employee in the performance of his or her official duties, which:

a. are in violation of any federal, state or local law
b. constitute an abuse of authority
c. create a substantial and specific danger to public health or safety
d. grossly waste public funds

Improper actions do not include common personnel actions, such as the processing of grievances, decisions regarding hiring, promotion, firing and other discipline, or alleged violations of labor (collective bargaining) agreements, employment contracts or policies or procedures set forth in Housing Opportunities’ Personnel Policy Handbook.

REPORTING PROCEDURE

Misconduct can often be corrected most expeditiously if handled internally. Accordingly, an employee who has a good faith concern that improper action has occurred or is about to occur must first raise that concern with Housing Opportunities. Specifically, the employee must submit his or her concerns and related information (“Complaint”) in writing to the C.E.O.
In the event the Complaint concerns the C.E.O., the same shall be submitted to the Board of Commissioners. The identity of a reporting employee will be kept confidential to the fullest extent possible under the law, unless the reporting employee provides written authorization for disclosure. The employee may report under this policy through a union business representative or attorney.

Housing Opportunities shall have ten (10) working days to address the Complaint raised by the reporting employee and provide the reporting employee with a written response which identifies the alleged improper action at issue, describe the scope and findings of the investigation, states what, if any, action will be taken against the offending officer(s) and/or employee(s), and explains why such action is appropriate.

If the reporting employee is not satisfied with the investigation and/or resolution of the complaint, the reporting employee may request reconsideration in writing within five (5) working days of receipt of Housing Opportunities’ written response. Written requests for reconsideration must be submitted to the Board of Commissioners and must identify the specific elements of Housing Opportunities’ investigation or written response which the reporting employee finds unsatisfactory.

Housing Opportunities has three (3) working days to advise the reporting employee in writing whether reconsideration will be granted. Any reconsideration will be limited to examination of the specific issues raised by the reporting party in his or her written request. Housing Opportunities will have five (5) working days from the date reconsideration is granted to complete its additional investigation and provide the employee with a written response.

All Housing Opportunities personnel are prohibited from taking any adverse employment action against an employee who registers a Complaint in accordance with this policy. If an employee believes there has been retaliation for reporting improper actions in accordance with this policy, the employee may seek redress as follows:

1. The employee must provide written notice of the charge or retaliatory action to the Board of Commissioners within thirty (30) days of the date the alleged retaliation action occurred. The notice must describe the
alleged retaliatory action and the persons allegedly involved, and identify the relief requested.

2. The Board of Commissioners must respond to the charge in writing within thirty (30) days of its submission. The response must: identify the alleged retaliatory action and persons involved; identify the relief requested; describe the investigation conduction; state and explain the disposition of the charge, and identify the relief, if any, that is being granted and explain why the relief is appropriate;

3. The charging party is entitled to a hearing if he or she so chooses. However, the hearing must be requested in writing within fifteen (15) days of delivery of Housing Opportunities’ written response to the charge, or, if Housing Opportunities fails to respond within the allotted thirty-day period, within fifteen (15) days of the last day upon which Housing Opportunities could have responded;

4. Within five (5) working days of receipt of a timely request for hearing, Housing Opportunities shall apply to the state office of administrative hearings for an adjudicative proceeding before an administrative law judge;

5. Unless the administrative law judge extends the period, the judge shall issue a final decision no later than forty-five (45) days after the date the timely request for hearing was delivered to Housing Opportunities. The administrative law judge’s decision is subject to court review. (Reference to Board Adoption.)

This policy is permanently posted in Housing Opportunities policy manual where all employees will have reasonable access to it. Copies of the policy will be distributed to all employees upon adoption, and will be available to any employee upon request.

Instructions for using the Employee Protection Line

This service helps you to report wrong doing in your workplace.

1. Prepare what you want to say.
2. Have your organization’s Employee Protection Line organization code close at hand. Your organization’s Employee Protection Line organization code is **10077**.

3. Using a touch-tone phone, dial 1-800-576-5262 and listen to the first message.

4. You will be instructed to enter your organization’s Employee Protection Line organization code. Enter your organization code when cued.

5. Listen carefully to the second message and, at the tone, speak slowly and clearly.

6. You will be required to give your organization’s name (and location, if applicable), but you may leave a message without giving your name or identifying yourself in any way.

7. You will have five minutes to speak. If you need more time, call back.

8. Your message will be recorded for accuracy, but the tape will remain in the custody of the third party. A written transcript of your report will be sent to a team of neutral employees in your organization chosen to receive these reports. The third party will not knowingly send your report to anyone who is specifically named in your report.
I. OBJECTIVES AND ORGANIZATION

The personal safety and health of each employee of HOUSING OPPORTUNITIES is of primary importance. The prevention of occupationally-induced injuries and illness is of such consequence that it will be given precedence over operating productivity whenever necessary. No employee should undertake a job that appears to be unsafe. Work should be stopped immediately when an unsafe act is taking place. Personnel should be moved to a safe position and a safe method of conducting the work initiated. To the greatest degree possible, Housing Opportunities will provide all mechanical and physical facilities required for personal safety and health in keeping with the highest standards.

This policy is to aid and assist those employees in the understanding, the execution of safe practices and the development of safe working habits. This policy is for your information, guidance and welfare. All employees will be required to adhere to policies.

II. SAFETY COMMITTEE MEETINGS

Housing Opportunities will hold Safety Committee Meetings monthly to ensure compliance with all items in this policy. The Safety Committee will include a representative from each department and consist of the following:

A. A review of any unsafe work practice reports and the corrective action taken.
B. A review of any safety training courses taken by staff.
C. The subjects discussed and those in attendance shall be documented.

III. GENERAL SAFETY REGULATIONS

A. Instructions

1. No employee is expected to undertake a job until he or she has received job instructions on how to do it properly. Employees should ask questions if they are in any way unsure of how to perform a job.

2. It shall be the responsibility of the immediate supervisor to review the safety policy with all new employees and clarify any questions the employee may have regarding the policy.

3. Housing Opportunities will maintain accurate records on all components of the safety program, i.e., OSHA-200 forms, safety meetings, safety inspections, accident reporting, safety training, accident investigations and other safety activities.
4. Supervisors must keep the line of communication open by on-the-job safety contact with employees, and working closely with the Safety Committee; also, by receiving safety recommendations, and seeing that safety suggestions are carried out.

5. Housing Opportunities will encourage staff at all locations to be trained in first aid/CPR.

B. Housekeeping

Each employee must accept the responsibility of keeping their work area and/or equipment free from hazards by maintaining orderliness and cleanliness. All work areas should be cleaned regularly. All spills should be cleaned up immediately. All areas should be kept free from objects which may cause accidents and/or injuries to staff and public and which may block access to office equipment and files.

C. Vehicles

All Housing Opportunities vehicles shall have a basic first aid kits and safety equipment. All operators are responsible for proper maintenance and must recognize what specific safety requirements, precautions, and work area hazards exist. All persons, while traveling in appropriately equipped Housing Opportunities’ vehicles, either as drivers or passengers, shall use seat belts and obey all traffic laws.

D. Guards and Safety Devices

1. Such equipment shall be maintained in good condition and in place around machinery at all times.

2. All equipment requiring eye or ear protection shall be used in conjunction with such protective measures.

3. Individuals shall be expected to wear such protective clothing as will adequately meet the requirements for the type of work to which they are assigned.

E. Lifting

Before attempting to lift by hand, an employee shall ascertain whether additional help will be needed to safely lift the load. The employee will make sure of good footing and hands holds, then lift with his/her legs using a free, easy motion. Lifting should never be done while off balance or in an awkward position.

F. Cleaning Materials

Only approved commercial liquids which are not dangerous to the health or flammable should be used for cleaning purposes. Gasoline shall NEVER be used for cleaning. Housing Opportunities shall provide non-flammable cleaners for all shops.

G. Reporting Unsafe Conditions and Practices
It is the duty of all employees to immediately report to their supervisor any unsafe physical or mechanical conditions which may jeopardize the safety of anyone. This also applies to unsafe practices or work habits. In addition to receiving employee safety reports, it is the supervisor's responsibility to observe and report unsafe working practices and conditions with the aim of immediate corrections. All observations of unsafe work practices must be reported immediately in writing to a member of the Safety Committee for evaluation.

H. Fire Precaution

1. Care must be taken to assure that no open flame or sparks are generated when flammable materials are exposed.

2. Absolutely no smoking is allowed around flammable materials.

3. The uniform rule in case of fire is "Sound the Alarm, and then fight the fire".

4. Each employee will be expected to know the location of the fire extinguisher within their work area. Employees should learn how to operate these fire extinguishers. Access to all firefighting equipment shall be kept free and clear at all times.

5. Employees shall also acquaint themselves with location of all telephones.

6. Flammable liquids in bulk should be isolated in a safe location. Small quantities removed from the bulk supply shall be kept in safety containers. Glass or plastic containers shall not be used.

7. The necessary disposal of any flammable liquid will be done in accordance with all state, federal and local requirements.

I. In Case of Accident or Injury

1. Give first aid.

2. If a doctor or ambulance service appears to be needed, immediately notify 911. (If possible, have someone do this while you stay with the injured party.)

3. DO NOT move the victim unless necessary to do so in order to prevent death or further complications of the injury.

4. All injuries, regardless of severity, must be reported immediately to your supervisor.
IV. MATERIAL SAFETY DATA SHEETS (MSDS)

The Safety Committee will have on hand at the main office copies of all material safety data sheets where all employees will be able to review. Each offsite area will have copies of material safety data sheets and will review incoming data sheets for new and significant health and safety information. Purchasers should request data sheets from vendors any time new chemicals products are ordered. If data sheets are not available, or if new chemicals in use do not have data sheets, please contact a Safety Committee representative.

V. BLOOD-BORNE ILLNESS PREVENTION

It is the policy of Housing Opportunities to use "Universal Precautions" in handling blood or body fluids of potentially contaminated materials.

A. Universal Precautions

This is a term that refers to a method of controlling infectious diseases and assumes that any direct contact with body fluids is infectious and requires every employee exposed to be protected as though such body fluids are infected with blood-borne pathogens. (HIV/HBV are only two of many blood-borne pathogens).

B. Purpose

Universal Precautions are intended to prevent employees from parenteral, mucous membrane and non-intact skin exposures to blood-borne pathogens, and must be used. DO NOT dismiss universal precautions because you know the person.

C. Body Fluids

The CDC recognized the following bodily fluids as being directly linked to the transmission of HIV and/or HBV and to which universal precautions apply: blood, semen, blood products, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, peritoneal fluid, amniotic fluid, and concentrated HIV or HBV viruses.

D. Hand Washing

Employees shall wash their hands:

1. Immediately after hand contact with blood or other bodily fluid or any infectious material.

2. After removal of gloves and/or protective clothing.

E. Provision and use of PPE

1. Housing Opportunities is committed to its safety program and will do its utmost to see that you, the employee, have the personal protection equipment (PPE) required for the job at hand and also the proper instruction in the use of your PPE. However,
as with any safety program, you, the employee, has the ultimate responsibility to see that this instruction and equipment is understood and utilized. The equipment list includes, but is not limited to the following: Head and foot coverings, face shields or mask, eye protection, mouth pieces, resuscitation bags, pocket masks or other ventilation devices.

2. Proper protective equipment will be accessible at all Housing Opportunities sites and in all Housing Opportunities vehicles.

3. PPE shall be removed immediately upon leaving the work area, (accident scene) and placed in an appropriate area or container for storage, washing, decontamination or disposal.

F. Gloves

1. Gloves shall be worn by the employee when potential for direct skin contact exist with: blood, infectious materials, mucous membranes, non-intact skin and when handling any items of surfaces soiled with blood or other infectious material.

2. When body fluids are handled, the employee must use disposable type gloves provided by Housing Opportunities.

3. Gloves with evidence of deterioration such as cracks, peels, punctures, tears or discoloration shall not be used.

G. Masks, Face Shields and Safety Glasses

Eye protection or chin length face shields shall be worn whenever splashes, spray, spatter, droplets or aerosols of blood or other potentially infectious material may be generated and there is potential for eye, nose, or mouth contamination.

H. Cleaning and Disposal of Contaminated Articles AREAS

1. A "Bio-Bag" will be provided by Housing Opportunities for disposal of contaminated materials.

2. Areas where blood or body fluids have been generated shall be cleaned as soon as reasonably possible, with appropriate cleaning agents such as sodium hypochlorite (household bleach) diluted between 1:10 and 1:100 with water and prepared fresh daily.

3. This method of cleaning requires the removal of all organic matter first and sufficient application of the cleaning solution to allow for ten minutes of wet exposure.

4. Disposal of all waste will be in line with State and Federal regulations.
I. Performing First Aid

1. Always wear gloves.

2. Have the person cover his/her wound with a bandage if the person is able to do so without discomfort or danger of further injury.

3. Avoid contact with blood when possible.

4. Wear protective equipment appropriate for the exposure. Place contaminated articles in plastic bag and seal for laundering, cleaning or disposal.

5. Clean up spills promptly with fresh diluted bleach, disinfectant or soap and water.

6. Clean equipment and clothing.

7. Wash hands and exposed areas.

J. Performing CPR

1. Wear gloves if you need to clear blood, mucous, saliva etc. prior to performing CPR.

2. Use a pocket face mask with one-way valve.

3. Avoid any contact which would expose the mucosal lining of your mouth to the person's blood.

4. Clean hands, face, equipment, and your clothing.

K. Other Work Place Practices

1. Keep all wounds covered with dressing or bandage to avoid exposure to possible infected body fluids.

2. Wash hands thoroughly after contact with body fluids, blood, contaminated items and after removing gloves. Wash other exposed skin areas as well.

3. Keep all equipment (flashlights, first-aid box, splints, etc.) clean.

4. Keep all PPE and supplies clean and available.

L. Hepatitis B Virus/HIV-AIDS

The potential for HBV in the work place setting is greater than for HIV. The modes of transmission for these two viruses are similar. Both are transmitted by contact with open wounds, non-intact skin such as chapped, abraded, weeping or dermatitis areas.

Mucous membrane of the eyes or mouth would put a person at risk of HBV and contrary to HIV, saliva injected through a human bite can transmit HBV.
BLOOD IS THE SINGLE MOST IMPORTANT SOURCE OF HIV AND HBV IN A WORK PLACE SETTING.

M. Reporting & Management of HIV/HBV

If you experience a "substantial exposure" to another person’s blood or body fluids, you can request HIV testing of the source individual through your state and local health officers providing:

1. The exposure occurred on the job.
2. The request to the health officer is made within seven days of the occurrence.
3. The health officer may determine that testing is unnecessary.

N. Eyes/Mouth

1. If your eyes are spattered with blood or body fluids, flush immediately with water for at least five minutes. It is best to use clean running water rather than bottled water.
2. If blood or any body fluid gets into your mouth, rinse your mouth with a 50/50 mix of hydrogen peroxide and water and rinse with plain water.
3. For BOTH incidents involving your eyes and mouth, report to your health care provider or medical authority immediately for follow-up treatment and care.

O. Bite or Scratch Wound. For any bite, scratch, or lesion that may have blood or body fluid exposure, do the following:

1. Wash the area thoroughly with soap and water, or pour a small amount of hydrogen peroxide on the wound. (Hydrogen peroxide is known to destroy HIV and other viruses with seconds).
2. Cover the wound with sterile dressing.
3. Get medical care/counseling.

P. Record Keeping

1. Housing Opportunities will establish and maintain an accurate record for each employee with occupational exposure. This record will include:
   a. The name and social security number of the employee,
   b. a copy of all results of examinations, medical testing, and follow-up procedures; and
   c. Housing Opportunities’ copy of the health care professional’s written opinion and a copy of the information provided to the health care professional.
2. Housing Opportunities shall ensure that employee medical records are kept confidential and are not disclosed or reported without the employee's express written consent to any person within or outside the workplace except as required by law.

3. Housing Opportunities shall maintain the records required for at minimal a duration of 7 years.

4. Training records shall include the dates of the training sessions; the content or a summary of the training session; the names and qualifications of persons conducting the training; and the names and job titles of all persons attending the training session.

5. Training records shall be maintained for three years from the date on which the training occurred.

VI. VEHICULAR SAFETY

A. Pre-Operational Safety Check

1. The driver shall be responsible to periodically check the vehicle to make sure it is in safe operating condition. Any deficiencies found shall be corrected. Vehicles shall remain free of debris at all times.

2. A vehicle or piece of equipment that is personally assigned to an individual that is used on a daily, 8 hour basis, will not need to be checked every day. Weekly may be sufficient. That determination will be left to the employee.

3. The driver will be held accountable for any repairs or damages that are not the result of normal operating procedures.

4. No one will be asked to operate a vehicle which is deemed unsafe.

5. It will be the responsibility of the immediate supervisor to provide an orientation program for all new employees on daily procedures regarding vehicles and equipment. It is the responsibility of the immediate supervisor to ensure that an employee has the ability to operate any assigned equipment before they are allowed to use said equipment without direct supervision.

6. All drivers must provide verifiable proof of valid driver’s license & personal insurance.

7. Passengers unrelated to Housing Opportunities business are allowed in vehicles only in special circumstances.

8. The cleaning of Housing Opportunities’ vehicles is required and will be done when needed.

B. Defensive Driving

1. Professional drivers must realize that defensive driving is the key to accident-free safe
operations. Defensive driving embraces more than legal responsibility; it includes emphasizing safety and doing the utmost in order to avoid involvement in an accident.

2. Do not tailgate, allow sufficient room between vehicles.

3. Yield the right of way at all times.

4. Look first, then sound your horn before backing.

5. Obey all traffic laws at all times.

6. Use of alcoholic beverages or illegal drugs before or during working hours is prohibited. If an employee is under the care of a physician or is using a prescription or non-prescription drugs that may affect his/her work performance, the employee is required to inform his/her supervisor.

7. All employees operating passenger, vehicles, pick-ups, and trucks will use the seat belts while in transit. All drivers will be responsible for insuring that passengers use seat belts.

C. In Case of Highway Vehicular Accident

1. Stop at once, identify yourself by name, address and employer.

2. Immediately notify the appropriate outside law enforcement agency before moving the vehicle.

3. Immediately notify your supervisor.

4. Collect all witnesses’ names and addresses.

5. Do not provide any additional information other than items listed above.

VII. THIS IS YOUR POLICY

We ask you to take the time to do your job safely, thereby assuring continued and safe satisfactory service.

Carelessness, disregard, or violation of this safety policy by any employee may result in disciplinary action. The degree of discipline administered will depend on the severity or the repetitiveness of the infraction. It is the responsibility of the supervisor to evaluate thoroughly the circumstances and facts as objectively as possible.

Participate in the program, and make safety habits a part of standard operation.

If you have any questions or do not understand any of the regulations in this policy, consult your supervisor.
Safety is everyone’s responsibility. The safety of our employees, tenants, and guests is of paramount importance to the Housing Opportunities, and we are committed to providing and maintaining a safe and healthful work environment. No job should ever become so routine or so urgent that safety precautions are disregarded.

Housing Opportunities intends to comply with all applicable federal and state safety regulations and with the recommendations of the Safety Committee to encourage a continuing effort to eliminate accidents and their causes.

All employees are responsible for following applicable health and safety precautions on the job, for using safety equipment and clothing as required, and for abiding by safety rules and procedures. You are encouraged to watch for potential safety hazards and practices, to report them to your supervisor, and to make suggestions for correcting safety problems. As each of us takes an active role, we can ensure a safe working environment for ourselves, our clients, and our co-workers.

In spite of our efforts, however, sometimes accidents do happen. When they do, we are first concerned with the safety and well being of the people involved. Second, we are concerned with preventing other accidents and protecting property from further damage. When an accident occurs, it is important to follow the accident reporting procedures outlined in this plan. Certain information is needed for Workers Compensation and other insurance purposes, and reports must be filed in compliance with the Washington Industrial Safety and Health Act.

This Safety Handbook will give you information about the safety program as well as general safety rules and other safety procedures. It is divided into five sections including: Accident Prevention, Written Hazard Communication, Preventing Exposure to Blood borne Pathogens, Workplace Violence Prevention, and Emergency Evacuation.

By consistently following the reporting procedures outlined in the following pages, we can minimize the impact of the accident on people and property and ensure that we have the necessary information to accurately report injuries and to minimize further risk.

Working together, we can succeed in having a safe and healthy workplace from which we all benefit.

_______________________
Chris Pegg
Housing Opportunities

_______________________
Date
SECTION 1: ACCIDENT PREVENTION

PART 1: ORGANIZATION AND RESPONSIBILITIES

Housing Opportunities is a Drug Free agency. At no time should any employee enter the work premises under the influence of drugs or alcohol. Please see “Drug Free Workplace Policy” in your Personnel Handbook. The Accident Prevention Plan has been organized to encourage everyone’s participation in our goal of having an injury and illness free workplace. The success of this program depends upon each of us.

A copy of this plan has been distributed to every employee. Commonly used forms are available in Human Resources. At the Main office, safety bulletin boards are located in the lunchroom. At the site offices, bulletin boards will be located in the office and the Maintenance break rooms.

Housing Opportunities encourages employees to communicate with all levels of management on safety and health matters. We also provide ways for management to keep employees informed about matters important to their health and safety.

EMPLOYEE RESPONSIBILITIES

All employees are expected to follow safe work procedures and to take an active part in protecting themselves and their fellow employees. Every HOUSING OPPORTUNITIES employee should accept the following responsibilities:

- Know and follow the safety rules and procedures outlined in this document.
- Report without delay any unsafe or unhealthy condition which you cannot correct on your own.
- Make every effort to understand your job and the safe practices which should be followed in doing your work.
- Keep your work area clean and orderly – poor housekeeping can cause accidents.
- Alert a safety committee member if you note that first aid kit supplies are low.

To ensure that employees understand safety and health priorities, Housing Opportunities will distribute copies of our Accident Prevention Plan to every new employee. We will also incorporate all training techniques outlined in this manual. Additionally, we will review safety performance on an annual basis with each employee during the performance review process.

SUPERVISOR RESPONSIBILITIES

Safety is an important responsibility of each HOUSING OPPORTUNITIES supervisor and should be carried out by using the same professional administrative principles that are applied to all administrative functions. Supervisors are expected to actively participate and support workplace safety as follows:

- Set an example of responsible safety practices.
• Keep informed about safety and health regulations in the areas you supervise.
• Provide general safety training to all Housing Opportunities employees as part of their initial employee orientation.
• Become proficient in first aid practices and encourage employees to take first aid training.
• Through initial training and on an ongoing basis ensure that each employee is able to complete each task to which they are assigned in a safe manner.
• Make sure that machines and equipment are maintained in safe operating condition.
• Make sure that employees follow all safety and health regulations and work practices.
• Encourage good housekeeping and the maintenance of a high standard of operational cleanliness.
• Investigate accidents that may occur and identify the corrective action necessary to prevent a similar accident from happening again.
• Report without delay, any unsafe or unhealthy condition which you cannot correct.

Supervisor’s diligence in meeting these responsibilities will be monitored informally on an ongoing basis, and formally as part of their annual performance review.

SAFETY COMMITTEE

The Safety Committee is made up of representatives from various Housing Opportunities departments. Current committee members are listed on the safety bulletin boards at the main office.

SAFETY COMMITTEE MEMBER RESPONSIBILITIES
• Attend and participate in monthly committee meetings.
• Report unsafe conditions.
• Participate in periodic scheduled inspections.
• Participate in investigation and analysis of accidents involving injuries and illness.
• Review the potential safety or health hazards of new processes, methods, or materials introduced into the workplace.
• Serve as a conduit for communication between employees and management investigating any allegations of hazardous conditions brought to a committee member’s attention. Report unsafe conditions, accidents, or near misses.
• Periodically inspect 1st aid kits and restock as necessary.
• Contribute ideas and suggestions for improvement of safety.
• Coordinates monthly safety meetings. Posts and files meeting minutes.
• In conjunction with the Human Resources Administration, administers safety inspection procedures and follow up to make sure any necessary corrective action is completed.
HUMAN RESOURCES ADMINISTRATION RESPONSIBILITIES

The Human Resources Administration (under the Finance Dept.) provides advice, guidance and assistance in investigating accidents, preventing future accidents, and maintaining a work environment that safeguards employees and promotes interest in accident prevention in all departments.

The Human Resource Administrator:

- Coordinates safety and health activities.
- Keeps up to date information on local, state and federal safety and health regulations.
- Keeps management informed regarding these laws and other safety issues.
- Plans, organizes, and coordinates safety and health training in conjunction with the Safety Committee.
- Administers accident reporting and investigation procedures.
- Maintains liaisons with outside agencies such as local and state agencies.

EXECUTIVE DIRECTOR RESPONSIBILITIES

While all members of management are responsible for safety and health in the workplace, the Executive Director is ultimately responsible for the safety program.

The Executive Director:

- Recommends policy to the Board of Directors for approval.
- Assigns responsibility and accountability to individuals.
- Reviews and evaluates results.
- Provides overall plan leadership.
PART 2: SAFETY TRAINING

Housing Opportunities provides many different types of safety training to our employees:

- A general safety orientation for all new employees.
- Specific department safety training regarding their assigned position.
- Special safety training when they work with hazardous materials (see Written Hazard Communication Plan) or certain types of machinery or other equipment.
- Training on the use of Personal Protective Equipment if required.
- Periodic Red Cross First Aid and CPR training and Bloodborne Pathogens training.

HUMAN RESOURCES RESPONSIBILITIES

Safety education and training for employees commences at the time of employment. Before people actually begin performing their new job, they should complete a short training to familiarize themselves with company safety policies. This portion of the training course will be conducted by the Human Resources Administrator and includes:

- An explanation of the Housing Opportunities Accident Prevention Plan.
- Familiarization with the general safety rules of the company and enforcement policies.
- The requirement for immediately reporting all injuries along with information on available medical treatment.
- The necessity for reporting all unsafe conditions to their supervisor.
- A clear statement that no employee would attempt to do a job that appears to be unsafe.
- Any applicable training videos.
- For Housing Opportunities employees, the location of fire extinguishers and first aid kits and a review of emergency evacuation procedures.

SUPERVISOR RESPONSIBILITIES

After the initial safety orientation, the responsibility for safety education and training is passed to the immediate supervisor. The supervisor should continue the safety instructions by:

- Discussing the safety rules of the department in which the employee will work.
- Providing information concerning safety training specific to their position.
- Reviewing instructions in the hazards associated with the specific job to which the worker is assigned.
- The location of fire extinguishers and first aid kits and a review of emergency evacuation procedures for work site.
GENERAL SAFETY TRAINING

After new employee orientation, Housing Opportunities will continue to provide ongoing safety training. We will conduct periodic General Safety Meetings as the need arises. These allow us to train selected groups of employees when new substances, processes, procedures, or equipment are introduced into the workplace. It is also a convenient way to do refresher training for a group of employees exposed to common job hazards.
PART 3: IDENTIFYING AND EVALUATING WORKPLACE HAZARDS

1. To maintain a safe and healthful workplace we need to have a way to identify hazards in the workplace. Recognizing that unsafe work practices generally cause more accidents than unsafe conditions (by themselves), we intend to focus on both – unsafe work practices as well as unsafe physical conditions.

A. INSPECTION

Inspection of the workplace is our primary tool to identify unsafe conditions and practices. Formal workplace inspections will take place bi-annually (see APPENDIX, SAFETY INSPECTION FORMS A and B and Workplace Violence Assessment Checksheet). In addition, periodic inspections are performed according to the following schedule:

- When we initially established our Accident Prevention Program.
- When new substances, processes, procedures or equipment which present potential new hazards are introduced into our workplace.
- When new, previously unidentified hazards are recognized.
- When occupational injuries occur.
- Whenever workplace conditions warrant an inspection.

These are some standards we use for inspection:

- Violations of Housing Opportunities safety expectations.
- Machinery or other equipment without the necessary guards.
- Unsafe use or storage of chemicals, including flammable items.
- Obvious violations of good housekeeping practices.
- Personal Protective Equipment not being properly used.
- Equipment in poor condition or being used improperly.
- Other deviation from accepted safe practices.

Although it is our intention to eliminate all unsafe conditions and work practices as quickly as possible, some corrective action will require longer periods of time and/or larger expenditures of capital. Because of this, it may be necessary to evaluate the seriousness of the hazards and focus our attention on those that have the potential to cause serious injury or illness first.

Washington state compliance officers may inspect Housing Opportunities at any time. In accordance with state law, these inspections may be done without prior notice. If you are contacted by a state inspector regarding an inspection, please contact the Human Resource Administrator immediately. Cooperate fully with inspectors.
B. EMPLOYEE RESPONSIBILITIES

We must continually search out and correct unsafe and unhealthy conditions and work practices. This is everyone’s responsibility.

Every employee is responsible for inspecting their own workplace on a daily basis and for promptly reporting unsafe or unhealthy conditions to their immediate supervisor unless they are able to correct the situation themselves.

C. SUPERVISOR RESPONSIBILITIES

Supervisors are responsible for routinely inspecting their area of responsibility and correcting unsafe conditions and work practices. If corrections require additional approval, the supervisor is responsible for forwarding recommendations to their immediate supervisor (Executive Director) for approval.

There are certain times when the best way to fix a hazard is not immediately apparent and a more in-depth analysis of hazards-or potential hazards-is required by the supervisor. When this is the case, the supervisor may complete a JOB HAZARD ANALYSIS FORM (see APPENDIX, form C). This form assists the supervisor in breaking down tasks and operations into steps to help identify which part of a job or process is problematic. When the problem is identified, changes can be addressed.

Copies of all completed forms and recommendations should be forwarded to the Human Resources Administrator for filing and discussion with the Safety Committee.

2. SAFETY COMMITTEE RESPONSIBILITIES

The Safety Committee conducts an inspection of the workplace each quarter with all Housing Opportunities locations receiving an annual inspection. The purpose of this inspection is to identify current or potentially unsafe physical conditions and/or unsafe job practices and to recommend improvements.

In addition, the Safety Committee reviews completed INVESTIGATION and HAZARD ANALYSIS FORMS during their monthly meetings. Based on their review, the committee may recommend additional changes in equipment or processes to improve job safety.

D. E. HUMAN RESOURCE ADMINISTRATION (under the Finance Department) RESPONSIBILITIES

The Human Resource Administration works with the Safety Committee to review HAZARD ANALYSIS FORMS, and to identify and rectify potential safety hazards. In addition, the Human Resource Administrator works with supervisors to ensure that approved changes are made to equipment and processes to improve workplace safety.
PART 4: CORRECTING UNSAFE CONDITIONS AND WORK PRACTICES

To maintain a safe and healthy workplace requires correcting identified potential hazardous workplace conditions. Knowing and failing to identify potentially hazardous situations is against Housing Opportunities policy.

PRIORITIES

Once it is determined that an unsafe condition or work practice exists, and we have evaluated its seriousness, Housing Opportunities will take action correct the problem.

Again, it is our intent to eliminate all unsafe conditions and work practices as quickly as possible. Some corrective action, however, may require longer periods of time and/or larger expenditures of capital. Because of this, it will be necessary to evaluate the seriousness of the hazards and focus our attention first on those that have the potential to cause serious injury or illness. In all cases, employees will be protected from serious or imminent hazards until corrective action has been taken.

CORRECTIVE PROCEDURES generally falls into three categories:

1. Engineering or mechanical controls or job redesign – This is the preferred method of safety improvement since it usually eliminates or reduces the hazard and is a permanent solution.

2. Training – Once a safe job procedure has been established, employees can be trained in the proper (safe) method to do the job. Housing Opportunities will provide extra training to any employee whose safety performance is deficient.

3. Administrative Control – When a safety risk cannot be effectively be addressed through job/equipment changes or employee training, we will limit employee exposure to risk. For instance, we can limit the amount of time an employee is exposed to a repetitive operation.

CORRECTIVE PROCEDURES

EMPLOYEE RESPONSIBILITIES

Based on their position expertise, employees may correct safety hazards or make recommendations for safety improvement. Any improvements or recommendations for improvement beyond general housekeeping should be reported to their supervisor.

The supervisor may forward these to the Human Resources Administrator for discussion at the next Safety Committee Meeting.
SUPERVISOR RESPONSIBILITIES

When a supervisor determines a workplace hazard exists, he/she is responsible for determining actions necessary to improve department safety.

When corrective actions are outside the supervisor’s level of authority, recommendations for change should be presented to the next level supervisor (Executive Director) for approval.

Any completed or recommended workplace safety enhancements beyond general housekeeping should be reported to the Human Resources Administrator for discussion at the next Safety Committee Meeting.

SAFETY COMMITTEE RESPONSIBILITIES

The Safety Committee reviews all actions and safety improvement recommendations from employees and supervisors. Based on this information, they may recommend additional action for supervisor and/or Executive Director review.

In addition, if a quarterly safety inspection discloses an unsafe condition or job practice, the committee may recommend changes to improve workplace safety. Any deficiencies and/or recommended changes will be noted on the BI-ANNUAL SAFETY INSPECTION REPORT (see APPENDIX, FORM D) and forwarded to the supervisor and the Executive Director for discussion.

Once changes are approved, the supervisor is responsible for implementation.

F. HUMAN RESOURCE ADMINISTRATION (under the Finance Department) RESPONSIBILITIES

The Human Resources Administration assists the supervisor as necessary in coordination and implementation of approved changes to enhance workplace safety.

DEPARTMENT SUPERVISOR/EXECUTIVE DIRECTOR RESPONSIBILITIES

Where the funding to make necessary safety improvements is not budgeted, or where major changes in work processes are required, the Executive Director approves funding and/or necessary work process changes.
PART 5: EMPLOYEE ACCIDENT RESPONSE AND INVESTIGATION PROCEDURE

PURPOSE
Accident response and investigation are important elements of our Safety Program.

The purpose of accident investigations is not to assign blame, but rather to discover and correct an unsafe act or condition that could cause additional or more serious injuries. Properly used, accident investigations are one of the most powerful tools we have to improve our safety program.

All accidents involving injury or lost time must be investigated. In addition, we may want to investigate “near misses” and incidents of property damage as well. These are investigated at the discretion of the supervisor, Human Resources Administrator, and the Safety Committee.

IF AN ACCIDENT OCCURS, THE FOLLOWING STEPS SHOULD BE TAKEN:
Assist the injured person in obtaining medical attention, if needed. Professional opinions regarding the extent or nature of an injury or illness are important. IF THERE IS ANY DOUBT, SEEK MEDICAL ATTENTION.

An employee requiring medical treatment beyond that available in the first aid box will be treated at:

St. John Medical Center
1615 Delaware Street
Longview, WA  98632

(360) 414-2000

OR at the medical facility of their choosing.

If the injury is severe, call 911 and have the injured party transferred to the nearest major medical facility. IN ALL CASES, EMPLOYEES ARE AUTHORIZED TO CALL 911 IN RESPONSE TO A MEDICAL EMERGENCY. IT IS NOT NECESSARY TO GET APPROVAL TO ACT.

EMPLOYEE RESPONSIBILITIES

If you are involved in an accident, whether as the injured party or as a witness, report the incident to your supervisor or Human Resources as soon as possible. You will be asked to complete an INCIDENT REPORT FORM (see APPENDIX, Form E).

Please be prepared to share as much detailed information as possible. Your perspective regarding what happened and how to prevent it in the future will be very valuable.
If you require treatment from a medical professional as a result of a work related injury or illness, Housing Opportunities will require a medical release from your doctor in order for you to return to work. You may use Housing Opportunities Medical Release Form (see APPENDIX, Form F), or a form supplied by your doctor. The form should indicate whether you are released to full duty or will require time off work to recuperate from your injury. If you are able to return to work with some restrictions, it should outline what those restrictions are. Contact Human Resources if you would like a Medical Release Form faxed to your doctor’s office.

Submit Medical Release Forms to your supervisor as soon as possible (generally within 1 business day of your appointment). Your supervisor will forward a copy of your form to Human Resources.

Housing Opportunities will abide by all restrictions outlined by your doctor. It is expected that employees will follow doctor’s instructions as well to allow for a quick and full recovery in order to return to normal work activities.

SUPERVISORS RESPONSIBILITIES

When a supervisor is notified that an accident resulting in injury or lost time has occurred, the supervisor investigates to determine the cause of the accident. If the cause of the accident is immediately apparent, the supervisor makes changes necessary to ensure employee safety. If the cause is not immediately apparent, the supervisor may do a more in depth investigation including interviewing injured workers and witnesses. The investigation should be completed as soon as practical after being notified that the accident has occurred.

In all cases, accident investigation should be documented on the INVESTIGATION FORM (See APPENDIX, FORM G). A copy of the INVESTIGATION FORM should be forwarded to the Human Resources Administrator for review with the Safety Committee.

If, as a result of a work related illness or injury, an employee requires time off work or light duty assignments, supervisors are responsible for complying with doctor’s recommendations.

SAFETY COMMITTEE RESPONSIBILITIES

The Safety Committee reviews the incident and investigation reports submitted and, based on supervisor’s recommendations and their own analysis, may identify additional hazards and/or recommend additional changes to increase workplace safety. Safety Committee findings will be forwarded to the supervisor and the Executive Director for discussion.

G. HUMAN RESOURCE ADMINISTRATION (under the Finance Department) RESPONSIBILITIES

The Human Resources Administration coordinates accident investigations, and meets necessary state reporting and filing requirements.
If an injury is “serious”, the Human Resources Administrator reports the accident to the nearest district office of the state office of Labor and Industries (L&I) within 8 hours of the accident. If the Human Resources Administrator is unavailable, the report may be made by a Safety Committee Member.

L & I defines a “serious” injury as a fatal accident or an accident involving 2 or more employees requiring hospitalization on excess of 24 hours. Accidents involving only 1 employee requiring hospitalization over 24 hours must be reported within 24 hours of the accident.

The Human Resources Administrator will also coordinate with the supervisor to implement workplace changes necessary to minimize the likelihood of a similar incident occurring in the future.

If, as a result of a work related injury or illness, an employee requires a light duty assignment, Human Resources will work with the supervisor to determine whether or not Housing Opportunities has work available that fits the employee’s requirements.

OTHER ACCIDENT RESPONSE PROCEDURES

Given the nature of our business, employees may be involved in motor vehicle accidents, or in incidents involving tenant injury or Housing Opportunities property damage. The procedure for handling these types of incidents is outlined below.

**Procedure for reporting damage to HOUSING OPPORTUNITIES property or equipment :**

1. Report the property or equipment damage to your supervisor as soon as possible.
2. Notify the police if needed. If a police report is filed submit a copy to the Human Resources Administration.
3. Do everything possible to protect the property from further damage and to prevent another accident from occurring. Maintenance will conduct an investigation to determine the cause of the property or equipment damage.
4. Until sufficient investigation has occurred to establish the cause, do not disrupt the scene of the accident. It is important to preserve the scene of the accident so that an investigation can take place.
5. Complete a NOTICE OF CLAIM OR INCIDENT FORM (see APPENDIX, Form H) and submit it to your supervisor and Human Resources Administrator.

**Procedure for Accidents Involving Motor Vehicles:**

1. Follow the procedures for reporting bodily injury and property damage.
2. Do not argue at the scene of the accident. Be courteous, show your license willingly and cooperate with police officials. Do not talk about the accident with others. Avoid admitting guilt.
3. Notify your supervisor of the accident as soon as possible.
4. If the accident involves a Housing Opportunities owned vehicle, fill out the yellow accident report form and witness cards stored in your vehicle.

Procedure for Reporting an Incident Involving a Tenant or Guest:

1. Assist any injured person in obtaining medical attention, if necessary. Professional opinions regarding the nature and extent of an injury are important so if there is any doubt, seek medical attention.
2. Report the incident to your supervisor as soon as possible.
3. Complete a NOTICE OF CLAIM OR INCIDENT FORM (see APPENDIX, Form H) and submit it to the Human Resources Administration.
4. If the person involved in the incident is a tenant, notify the Site Manager.
PART 6: SAFETY EXPECTATIONS

Housing Opportunities cannot foresee every safety concern. All employees are expected to use common sense, supervisor input, and the materials in the Safety Handbook to dictate appropriate safety behavior in the workplace. The following list, however, highlights the most common safety expectations for Housing Opportunities employees.

1. Report any injury to your supervisor immediately. Even if the injury is slight, your input may help prevent a more serious injury in the future.
2. Report all unsafe conditions to your supervisor immediately.
4. Alcohol and drugs are prohibited on Housing Opportunities premises. Employees suspected to be under the influence of alcohol or drugs during work hours will be required to perform a analysis of urine (UA) per Drug-Free Workplace Policy.
5. Maintain good housekeeping. Keep your work area clean and orderly so as to avoid tripping/falling hazards.
6. Know first aid kit locations and notify a Safety Committee member if supplies are low. First aid kit locations:
   - Main Office – Lunch room and front desk.
   - Columbia View – Maintenance room.
   - Eagle Point – Maintenance room.
   - Riverview – Maintenance room.
   - Sylvester – Lobby Restroom
   - Woodland – Office & shop area
   - Phoenix House – maintenance room
   - Lilac Place - Office
7. Be aware of emergency numbers and employees in your location trained in first aid/CPR. This information is available on the Safety Bulletin Board in your building.
8. In case of fire or other related emergencies, call 911. Use the Housing Opportunities intercom system to alert fellow employees of the emergency and evacuate. Follow the emergency evacuation plan. Know possible escape routes within your work area.
9. Be aware of all fire extinguisher locations in your building and basic operating instructions.
10. In case of medical emergency, call 911. Use Housing Opportunities intercom to call for assistance from Housing Opportunities staff trained in first aid/CPR. Alert a Safety Committee member.
11. In any instance where you suspect that a co worker or a Housing Opportunities client may be an imminent threat to themselves or others, call 911 and/or follow the established Housing Opportunities procedures.
12. Never make changes to equipment to bypass safety devices.
13. Do not use mechanical material handling devices unless authorized and properly trained.
14. Do not tamper with controls or switching on heating, air conditioning, or other equipment unless authorized to do so.
15. When using or mixing chemicals, review MSDS sheets, follow established safety procedures, and use approved protective equipment.
16. Follow safe lifting procedures.
17. Horseplay is prohibited.
18. Smoking is not allowed on the Housing Opportunities premises. (Designated smoking Areas)
19. Appropriate type footwear should be worn in shops and on job construction sites
20. Make sure that electrical tools are properly grounded and that no electrical hazard exists from standing water.
21. Use only approved equipment to climb (step stools, ladders). Do not use crates or other like devices.
22. Wear clothing appropriate for your position (i.e. in maintenance loose fitting clothing, or jewelry might be a hazard around machinery).
23. Do not attempt to repair machinery unless you are trained and authorized to do so. Make sure equipment is turned off prior to starting repair.
24. Maintain healthy personal hygiene to avoid spreading disease.
PART 7: DISCIPLINE PROCEDURE

Housing Opportunities expects all employees to comply with established safe practices. Unsafe job procedures cannot be tolerated. Anyone observing an unsafe job behavior is expected to bring it to the attention of the appropriate supervisor. Supervisors will take steps immediately to ensure safe work practices are followed according to the Personal Policy.

1) It is the job of all supervisors to make sure employees understand Housing Opportunities safety expectations.

2) Employees are expected to use good judgment when doing their work and to follow established safety rules. We have established a disciplinary policy to provide appropriate consequences for failure to follow safety rules. This policy is designed not so much to punish as to bring unacceptable behavior to the employee’s attention in a way that the employee will be motivated to make corrections. The following consequences are the steps that supervisors are expected to apply to the violation of the same rule or the same unacceptable behavior:

First Instance – verbal warning, notation in employee file, and instruction on proper actions.

Second Instance – 1 day suspension, written reprimand, and instruction on proper actions.

Third Instance – 1 week suspension, written reprimand and instruction on proper actions.

Fourth Instance – Termination of employment.

An employee may be subject to immediate termination when a safety violation places the employee or co-workers at risk of permanent disability or death.
SECTION 2: WRITTEN HAZARD COMMUNICATION

The following written Hazard Communication Plan has been established for Housing Opportunities. All departments and divisions of Housing Opportunities are included within this plan.

HAZARD PROGRAM ADMINISTRATOR

The Asset Management Department is the Hazard Program Administrator at Housing Opportunities and will designate employees to order and maintain MSDS forms for chemicals used at Housing Opportunities properties.

CONTAINER LABELING

EMPLOYEE RESPONSIBILITIES

Employees must make certain that all containers are clearly labeled at all times in accordance with applicable state and federal requirements. No one may remove or deface existing labels. The labeling shall clearly note the following:

- Chemical or common name.
- Physical and health hazards.

It is the policy of Housing Opportunities that no container will be released for use until the above data is verified.

SUPERVISOR RESPONSIBILITIES

Supervisors will ensure that all secondary containers are labeled with either an extra copy of the original manufactures label or with another label clearly indicating the names of the hazardous substances in the containers, hazard warnings listing physical hazards, and acute and chronic health hazards.

MATERIAL SAFETY DATA SHEETS (MSDS)

Copies of MSDS’s for all hazardous chemicals to which employees of Housing Opportunities may be exposed are kept at the sites were the chemicals are used and stored.

EMPLOYEE RESPONSIBILITIES

Employees are responsible for informing the Hazard Program Administrator of any chemicals purchased off the shelf or ordered outside regular Maintenance channels so an MSDS can be obtained. If an MSDS is not available on new chemicals in use, please immediately contact the Hazard Program Administrator. All MSDS can be obtained at www.msds.com.
• **EMPLOYEE TRAINING AND INFORMATION**

**HUMAN RESOURCES RESPONSIBILITIES**
Human Resources will provide a health and safety orientation for every new employee. These orientations will include:

- Chemicals present in their workplace operations.
- Location and availability of our Hazard Communication Plan.

**SUPERVISOR RESPONSIBILITIES**
Supervisors will provide additional documented training to employees who may be required as part of their job to handle or be exposed to hazardous chemicals. The training will include the following:

- Physical and health effects of the hazardous chemicals.
- Methods and observation techniques used to determine the presence or release of hazardous chemicals in the work area.
- How to lessen or prevent exposure to these hazardous chemicals through usage of control/work practices and personal protective equipment.
- Steps the company has taken to lessen or prevent exposure to these chemicals.
- Safety emergency procedures to follow if they are exposed to these chemicals.
- How to read labels and review MSDS’s to obtain appropriate hazard information.

Prior to a new hazardous chemical being introduced into any department of Housing Opportunities, supervisors will provide each employee likely to be exposed to that chemical the information outlined above.

**HAZARD COMMUNICATION ADMINISTRATOR RESPONSIBILITIES**
The Hazard Program Administrator is responsible for ensuring that MSDS’s on the new chemical(s) are available once he/she has been informed that a new chemical is being used.

• **LIST OF HAZARDOUS CHEMICALS**

Information on each noted chemical can be obtained by reviewing Material Safety Data Sheets located at the site were the chemicals are used & stored.
HAZARDOUS NON-ROUTINE TASKS

SUPERVISOR RESPONSIBILITIES
Periodically, employees are required to perform hazardous non-routine tasks. Supervisors will give effected employees information about hazardous chemicals to which they may be exposed prior to starting work on such projects.

This information will include:

- Specific chemical hazards.
- Protective/safety measures the employee can take.
- Measures that Housing Opportunities has taken to lessen the hazards including ventilation, respirators, presence of another employee and emergency procedures.

INFORMING CONTRACTORS

SUPERVISOR RESPONSIBILITIES
Supervisors are responsible for ensuring that contractors (with employees) are provided with the following information:

- Hazardous chemicals to which they may be exposed while on the job site, and the procedure for obtaining MSDS’s.
- Precautions the employees may take to lessen the possibility of exposure by usage of appropriate protective measures, and an explanation of the labeling system used.

Also, supervisors are responsible for ensuring that the Hazard Program Administrator is made aware of any chemicals that the contractor is bringing into the workplace to ensure an MSDS is available.
SECTION 3: PREVENTING EXPOSURE TO BLOODBORNE DISEASES

You can reduce your risk of life-threatening disease, particularly hepatitis B and HIV (the AIDS virus) by avoiding contact of your skin (particularly your broken skin) with other people's blood & bodily fluids. Outlined below are general precautions to be used to minimize the risk of infection. Blood Borne Pathogens Training will be held annually for all employees of the Housing Authority.

1. Minimize the risk that your skin be cut or punctured.
   - Beware of broken glass or hypodermic needles. Handle hypodermic needles with pliers. Don't touch them. Use gloves and other appropriate personal protective equipment to prevent cuts. Place all potentially infected materials in a biohazard bag and put them in the outside dumpster.
   - Clean up broken glass with brush & dust pan, not with hands. Use gloves and other appropriate Personal Protective Equipment to prevent cuts. Dispose directly into the outside dumpster.

2. Take precautions when cleaning up blood or suspicious materials.
   - Treat all human blood and body fluid as if it's carrying disease.
   - It's best, if possible, to have the injured party clean up their own blood. If that’s not possible, protect yourself first. Wear protective gloves. If necessary, also aprons, and eye shields.
   - Wipe up blood with paper or rags and deposit into a biohazard bag and then directly into the outside dumpster. Next, apply bleach-water (1 part bleach to 10 parts water) or other sterilizing solution. Leave damp for 30 seconds. Wipe with fresh rags.
   - Remove contaminated clothing by turning it inside out. Dispose of it.
   - Wash your hands or any other body part that comes in contact with body fluids.
   - For any substantial spill, or if you are concerned about a potential exposure, report the incident to your Supervisor or the Human Resources Administrator.

Incidents will be documented and information and referrals will be given to at risk employees. Any employee exposed to a blood spill as a result of work activity is eligible to have a Hepatitis B vaccine. The initial vaccine must be given within 24 hours of the exposure to be effective. The full course of the vaccine requires 3 shots.

Personal Protective Equipment - One at Each Properties
   - Gloves
   - Eye protection
   - Apron
   - Biohazard Bag
SECTION 4: WORKPLACE VIOLENCE PREVENTION

Housing Opportunities is committed to maintaining a workplace free from violence, bullying, retribution and verbal and/or physical abuse while at work. Violent, threatening, harassing or abusive behavior toward employees, clients, guests, or vendors will not be tolerated.

For the purposes of identifying violence relative to HOUSING OPPORTUNITIES, workplace violence is grouped into four categories:

1. Violence by strangers – an assailant who has no legitimate business relationship to Housing Opportunities.
2. Violence by customers – an assailant who is currently or has in the past received services from Housing Opportunities.
3. Violence by co workers – an assailant who has some employment related involvement with Housing Opportunities, whether current or former employee, supervisor or manager, etc.
4. Violence by personal relations – an assailant who, in the workplace, confronts and individual with whom he or she has had a personal relationship outside of work. This can include a current or former spouse, partner, relative, friend or acquaintance.

Violent conduct shall include, but not be limited to, physical assault, any aggressive conduct that may result in injury or destruction of property, engaging in a physical altercation or fight, use of threatening or abusive behavior, abusive or profane language or gestures, and/or harassment or intimidation.

A weapon is any object, instrument, or chemical which is designed to inflict harm or injury to a person, or which is used or may be used to threaten harm or injury. This includes, but is not limited to guns, knives, mace, tear gas, chocko sticks, or blackjacks. Any object which fits this definition is considered a weapon whether it is concealed or unconcealed, licensed or unlicensed.

EMPLOYEE RESPONSIBILITIES

We encourage all employees to actively participate in and recommend improvements to the Workplace Violence Prevention Plan. All visitors, known or not, shall wear a visitors badge and be accompanied by and Housing Opportunities Employee while in the office.

All employees are required to report instances of violence or potential violence to their immediate supervisor and to complete a VIOLENT INCIDENT REPORT (see APPENDIX, Form I) to document the incident.

Again, all employees are authorized to summon the police if, in their best judgment, there is an imminent threat of violence.
SUPERVISOR RESPONSIBILITIES

Supervisors ensure workplace security policies and procedures are well understood by their department staff.

Should an incident occur, the supervisor investigates the cause of the incident and assists in determining what actions, if any, should be taken to prevent further occurrences. In addition, the supervisor completes a VIOLENT INCIDENT INVESTIGATION REPORT (see APPENDIX, Form J) and forwards it and the VIOLENT INCIDENT REPORT to Human Resources and the Executive Director.

HUMAN RESOURCES RESPONSIBILITIES

The Human Resources Administration will include Violence Prevention training in the initial Safety Training all employees receive during the orientation process.

Should a violent incident occur, the Administration works with department staff and supervisors to determine actions necessary to prevent similar incidents in the future.

SAFETY COMMITTEE

The Safety Committee reviews all violence incident and investigation forms submitted. Based on this information, they may recommend additional action for the supervisor and Executive Director to consider.

EMERGENCY RESPONSE PROCEDURE

*Trust your instincts. IF YOU SUSPECT THAT A COWORKER, VENDOR, GUEST, OR CLIENT MAY BE AN IMMINENT THREAT TO THEMSELVES OR OTHERS, CALL 911 IMMEDIATELY.*

If calling 911 is not possible, attempt the following:

- Tell the assailant that you need to find a more appropriate person to assist them with their concern, excuse yourself, leave the area and call 911.
- If you are unable to leave the area, tell the assailant you need to call someone else to assist them with their concern. Use the intercom system to page “Jack Armstrong”. Make sure to identify your location (i.e. Will Jack Armstrong please come to Housing?).
- This page will alert staff that you are being threatened and a staff member will call 911 to summon the police.
GENERAL GUIDELINES

Follow these suggestions in your daily interactions with people to de-escalate potentially violent situations. If at any time a person’s behavior starts to escalate beyond your comfort zone, politely disengage.

**Do**

Project calmness. Move and speak slowly, quietly and confidently.

Be an empathetic listener. Encourage the person to talk and listen patiently.

Focus your attention on the other person to let them know you are interested in what they have to say.

Maintain a relaxed yet attentive posture and position yourself at a right angle rather than directly in front of the other person.

Acknowledge the person’s feelings. Indicate that you can see he/she is upset.

Ask for small, specific favors such as asking the person to move to a quieter area.

Establish ground rules if unreasonable behavior persists. Calmly describe the consequences of any violent behavior.

Use delaying tactics which will give the person time to calm down. For example, offer a drink of water (in a disposable cup).

Be reassuring and point out choices. Break big problems into smaller, more manageable problems.

Accept criticism in a positive way. When a complaint might be true, use statements like “You are probably right” or “It was my fault”. If the criticism seems unwarranted, ask clarifying questions.

Ask for his/her recommendations. Repeat back to him/her what you feel he/she is requesting of you.

Arrange yourself so that a visitor cannot block your access to the exit.

**Do Not**

Use styles of communication which generate hostility such as apathy, brush off, coldness, or condescension.

Reject all of a client’s demands from the start.

Pose in challenging stances such as standing directly opposite someone, hands on hips or crossing your arms. Avoid any physical contact, finger pointing or long periods of fixed eye contact.

Make sudden movements which can be seen as threatening. Notice the tone, volume, and rate of your speech.

Challenge, threaten, or dare the individual. Never belittle the person or make him/her feel foolish.

Criticize or act impatiently toward the agitated individual.

Attempt to bargain with a threatening individual.

Try to make the situation seem less serious than it is.

Make false statements or promises you cannot keep.

Try to impact a lot of technical or complicated information when emotions are high.

Take sides or agree with distortions.

Intrude individual’s space. Make sure there 3 to 6 feet of space between you and the person.
WARNING SIGNS

While Housing Opportunities recognizes the importance and usefulness of personal judgment, a list of potential risks and possible responses are offered to assist employees in assessing warning signs of potential workplace violence.

<table>
<thead>
<tr>
<th>Warning Signs</th>
<th>Confusion</th>
<th>Possible Responses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Behavior characterized by bewilderment or distraction. Unsure or uncertain of the next course of action.</td>
<td>• Listen to their concerns.</td>
<td></td>
</tr>
<tr>
<td>Behavior characterized by reaction or resistance to information. Impatience. Feeling a sense of defeat in the attempt of accomplishment. May try to bait you.</td>
<td>• See steps above.</td>
<td></td>
</tr>
<tr>
<td>Placing responsibility for problems on everyone else. Accusing or holding you responsible. Finding fault or error with the action of others. They may place blame directly on you. <strong>Crossing over to potentially hazardous behavior.</strong></td>
<td>• See steps above.</td>
<td></td>
</tr>
<tr>
<td>Characterized by a visible change in body posture and disposition. Actions include pounding fists, pointing fingers, shouting or screaming. <strong>This signals very risky behavior.</strong></td>
<td>• Utilize venting techniques.</td>
<td></td>
</tr>
<tr>
<td>Physical actions or threats which appear imminent. Acts of physical harm or property damage. Out of control behavior that signals they have crossed over the line.</td>
<td>• Do not put yourself at risk. Disengage and evacuate.</td>
<td></td>
</tr>
<tr>
<td>Hostility – <strong>Judgment call required</strong></td>
<td>• Attempt to isolate the person if it can be done safely.</td>
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<tr>
<td></td>
<td>• Call 911 or follow Housing Opportunities security procedures to summon help.</td>
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</tbody>
</table>
SECTION 5: EMERGENCY EVACUATION PLAN

If, due to fire, earthquake, or other imminent threat, evacuation of a Housing Opportunities office building is required, all employees are expected to adhere to the following procedure:

1. Upon hearing the announcement to evacuate, all employees should proceed to the designated meeting area:
   - At the Main Office: back parking lot. Gather by department.
   - At the Site Offices: follow site procedures.

2. Front desk employees should instruct any clients in the waiting room to leave the building, and then exit the building themselves.

3. At the Main Office, the Human Resources Administration will assure that all personnel are clear from the building; provide ongoing communication with the employees; keep them informed about what has happened and what is being done.

In addition to the above, there are specific procedures to follow in the event of a fire, or bomb threat.

FIRE EMERGENCY

1. Assist any person in immediate danger if it can be accomplished without risk to you.

2. CALL 911. Page staff and inform them there is a fire in the building and they are to evacuate the premises. To page on the HOUSING OPPORTUNITIES system:
   - PRESS ALL CALL
   - ANNOUNCE FIRE AND EVACUATION

3. If the fire is small enough, use a nearby fire extinguisher to control and extinguish the fire. Do not fight the fire if the following conditions exist:
   - You don’t know what’s burning.
   - The fire is spreading rapidly.
   - You don’t have the proper equipment.
   - You can’t do so with your back toward an exit.
   - The fire might block your means of escape.
   - You might inhale toxic smoke.
   - Your instincts tell you not to do so.

4. If the first attempts to put out the fire do not succeed, evacuate the building immediately.

5. Doors, and if possible windows, should be closed as the last person leaves a room or area.

6. Do not use elevators, use building stairwells.
7. Follow established evacuation procedures for your building. Meet at the assigned evacuation area.

8. NEVER RE ENTER A BUILDING WITHOUT PERMISSION FROM THE FIRE DEPARTMENT.

**BOMB THREAT**

1. Upon receiving a bomb threat, report the call to the Human Resource Administrator and then complete the □ BOMB THREAT CHECKLIST, (see APPENDIX, Form J). If the HR Administrator is out of the building, report the threat to a Supervisor or the Executive Director and then call 911.

2. If the threat is on voice mail, the checklist may be omitted and just forward the message to the Department Supervisor and report the threat to Human Resource Administrator or the Executive Director. **Do not delete the message.**

3. Front desk employees will be instructed to ask clients in the waiting room to leave the building, and then exit the building themselves, going directly to the back parking lot.

4. When told to evacuate the building all employees will look around their area to determine if there is anything that does not belong. Report any unusual items to their Department Supervisor and leave the area immediately.

5. Follow evacuation procedures for your building and meet at the assigned evacuation area.
HOUSING OPPORTUNITIES EMPLOYEE SAFETY HANDBOOK
RECEIPT AND ACKNOWLEDGEMENT

• I have received a copy of the Housing Opportunities Employee Safety Handbook containing information on Accident Prevention, Hazard Communication, Preventing Exposure to Blood Borne Diseases, Violence Prevention, and Emergency Evacuation. I agree to read the Safety Handbook and to follow the policies in it. If, at any time during my employment with Housing Opportunities, I have questions relating to safety policies, rules, or regulations, I will consult with a Department Supervisor or a Safety Committee Member. I also agree to preserve my Employee Safety Handbook for future reference and to update it as revisions are given to me.

I understand that all Housing Opportunities policies, including those in the handbook, are subject to changes and exceptions, and that I will be given as much prior notice as is practicable under the circumstances.

________________________________________
Employee Name (Please Print)

___________________________  ______________
Employee Signature                                                                   Date
**FORM A**

**HOUSING OPPORTUNITIES SAFETY INSPECTION FORM**

**CONDUCTED BY ___________________________**

**INSPECTION DATE __________________**

**INSPECTION AREA __________________________**

<table>
<thead>
<tr>
<th>ALL AREAS</th>
<th>Okay</th>
<th>Not Okay</th>
<th>NA</th>
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<tbody>
<tr>
<td>Are there areas for fingers, hands, body to be caught in or between objects</td>
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<tr>
<td>Are there conditions that could cause abrasion, laceration or puncture wounds (unguarded sharp edges or rough surfaces)</td>
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<tr>
<td>Are there conditions or practices that could cause sprains or strains</td>
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<tr>
<td>Desk and chairs in good condition?</td>
<td></td>
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<tr>
<td>File cabinets secure, shelves and counters secure?</td>
<td></td>
<td></td>
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<tr>
<td>Desk and cabinet drawers and doors closed when not in use?</td>
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<td>Electrical cords in good repair and secured and not a tripping hazard?</td>
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<tr>
<td>Are aisles free of obstructions?</td>
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<tr>
<td>Rugs secured, carpeting unfrayed, edge strips smooth and secure</td>
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<tr>
<td>Electrical floor outlets covered and no tripping hazard?</td>
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<tr>
<td>Electrical outlets, light switches properly covered?</td>
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<tr>
<td>Are work areas/stairwells properly illuminated?</td>
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<tr>
<td>Are extension cords not used on a regular basis?</td>
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<tr>
<td>Are all lights working?</td>
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<tr>
<td>Is material on elevated surfaces piled, stacked, or racked in a manner to prevent it from tipping, falling, collapsing, rolling, or spreading?</td>
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<tr>
<td>Are restrooms and washrooms kept clean and sanitary?</td>
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<td></td>
<td></td>
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<tr>
<td>Is general housekeeping good?</td>
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</table>

**SAFETY AND HEALTH PLAN**

<table>
<thead>
<tr>
<th></th>
<th>Okay</th>
<th>Not Okay</th>
<th>NA</th>
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<tbody>
<tr>
<td>Is there a system in place for hazard identification and control?</td>
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<tr>
<td>Are all accidents and near misses investigated?</td>
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<td></td>
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<tr>
<td>Is employee involvement in health and safety encouraged?</td>
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<td>Is the safety plan periodically reviewed and are necessary changes and revisions made?</td>
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**SAFETY COMMITTEE**

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<tr>
<th></th>
<th>Okay</th>
<th>Not Okay</th>
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<tbody>
<tr>
<td>Is there an active safety committee in place?</td>
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<tr>
<td>Does the committee meet monthly?</td>
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<tr>
<td>Does the committee conduct semi-annual inspections and review results?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Does the committee review all accident and near miss investigations and submit recommendations to prevent future incidents?</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Is a written record of safety committee meetings posted each month and kept for 3 years?</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Is the Safety Bulletin Board neat, attractive, and changed regularly?</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### ENTRANCE/EXIT

<table>
<thead>
<tr>
<th>Question</th>
<th>Okay</th>
<th>Not Okay</th>
<th>NA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are outside walks and curbs in good condition, even, non slip surfaces?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are surfaces well illuminated?</td>
<td></td>
<td></td>
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<tr>
<td>Are exits marked and illuminated by a reliable light source?</td>
<td></td>
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<tr>
<td>Are pinch points at door jams and hinges guarded?</td>
<td></td>
<td></td>
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<tr>
<td>Are automatic doors functioning well and is there a safety slowdown operative to protect those caught in the doorway?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are all exits kept free from obstructions?</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

### STAIRS

<table>
<thead>
<tr>
<th>Question</th>
<th></th>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>Steps and landing free of debris?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Treads firm, level, non slip edges distinct?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are handrails secure and accessible?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is lighting sufficient with no glare or shadows?</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### PARKING LOT

<table>
<thead>
<tr>
<th>Question</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Is there adequate lighting (no broken or burned out lights)?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is curbing or raised surfaces clearly marked by bright distinguishing color (light post bases, parking spaces, speed bumps, car stops, curbs, raised landscaped island curbing)?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is the fire lane clear?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is the area free of potholes/cracks/holes?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is the area free of debris and trash?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is the area free of oil/grease buildup?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are aisles and passageways kept clear?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are aisles and passageways appropriately marked?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are any materials or equipment stored in such a way that sharp projections will not interfere with the walkway?</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### BLOODBORNE PATHOGENS

<table>
<thead>
<tr>
<th>Question</th>
<th></th>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Have potential occupational exposures to infectious agents in blood or other bodily fluid been identified?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Has a training (annually) and information program been provided for all employees with potential exposure to blood borne pathogens?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have appropriate controls been instituted (such as universal precautions, workplace practices, and personal protective equipment)?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have employees been instructed in appropriate workplace practices (such as hand washing, handling of sharp instruments and laundry, and disposal of contaminated materials)?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is personal protective equipment provided to employees in all necessary locations?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is equipment (mouthpieces, resuscitation bags, etc.) available for mouth-to-mouth</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
resuscitation on potentially infected patients?  

<table>
<thead>
<tr>
<th>Are all equipment and working surfaces cleaned and disinfected after contact with blood or potentially infectious materials?</th>
<th>Okay</th>
<th>Not Okay</th>
<th>NA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is infectious waste properly labeled and placed in closable, leak-proof containers, bags, or puncture-resistant holders?</td>
<td>Okay</td>
<td>Not Okay</td>
<td>NA</td>
</tr>
</tbody>
</table>

**ENVIRONMENTAL CONTROLS**

<table>
<thead>
<tr>
<th>Are employees aware of the hazards of the chemicals they may be exposed to in the work environment?</th>
<th>Okay</th>
<th>Not Okay</th>
<th>NA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is employee exposure to chemicals in the workplace kept within acceptable levels?</td>
<td>Okay</td>
<td>Not Okay</td>
<td>NA</td>
</tr>
<tr>
<td>Are the safest methods or work procedures being used?</td>
<td>Okay</td>
<td>Not Okay</td>
<td>NA</td>
</tr>
</tbody>
</table>

**ERGONOMICS**

<table>
<thead>
<tr>
<th>Can employees perform the work without eye strain?</th>
<th>Okay</th>
<th>Not Okay</th>
<th>NA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Can employees perform the work without repetitive lifting of the arms above the shoulder level?</td>
<td>Okay</td>
<td>Not Okay</td>
<td>NA</td>
</tr>
<tr>
<td>Can the employee keep his/her hands and wrists in a neutral position while working?</td>
<td>Okay</td>
<td>Not Okay</td>
<td>NA</td>
</tr>
<tr>
<td>Are sufficient rest breaks provided to relieve stress from repetitive motion tasks?</td>
<td>Okay</td>
<td>Not Okay</td>
<td>NA</td>
</tr>
<tr>
<td>Are tools, instruments, and machinery shaped and positioned for comfort and ease of use?</td>
<td>Okay</td>
<td>Not Okay</td>
<td>NA</td>
</tr>
<tr>
<td>Is furniture adjusted to minimize strain on the body?</td>
<td>Okay</td>
<td>Not Okay</td>
<td>NA</td>
</tr>
<tr>
<td>Are employees’ physical capabilities assessed before being assigned to jobs requiring heavy work? Are reasonable accommodations provided if requested by an employee?</td>
<td>Okay</td>
<td>Not Okay</td>
<td>NA</td>
</tr>
<tr>
<td>Are employees trained in and expected to adhere to proper lifting techniques?</td>
<td>Okay</td>
<td>Not Okay</td>
<td>NA</td>
</tr>
</tbody>
</table>

**FIRE PROTECTION**

<table>
<thead>
<tr>
<th>Are extinguishers free from obstructions or blockage?</th>
<th>Okay</th>
<th>Not Okay</th>
<th>NA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are all extinguishers serviced and tagged at least yearly?</td>
<td>Okay</td>
<td>Not Okay</td>
<td>NA</td>
</tr>
<tr>
<td>Are extinguishers fully charged and in designated places?</td>
<td>Okay</td>
<td>Not Okay</td>
<td>NA</td>
</tr>
<tr>
<td>Is the automatic sprinkler system properly inspected and maintained?</td>
<td>Okay</td>
<td>Not Okay</td>
<td>NA</td>
</tr>
<tr>
<td>Are extinguishers readily accessible and well marked?</td>
<td>Okay</td>
<td>Not Okay</td>
<td>NA</td>
</tr>
<tr>
<td>Are fire extinguishers selected and provided for the types of materials in the areas they are to be used?</td>
<td>Okay</td>
<td>Not Okay</td>
<td>NA</td>
</tr>
<tr>
<td>Are employees periodically instructed in the use of extinguishers and fire protection?</td>
<td>Okay</td>
<td>Not Okay</td>
<td>NA</td>
</tr>
</tbody>
</table>

**EMERGENCY ACTION PLAN**

<table>
<thead>
<tr>
<th>Has an Emergency Action Plan been developed and have emergency escape procedures and routes been designated?</th>
<th>Okay</th>
<th>Not Okay</th>
<th>NA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Have emergency procedures and routes been communicated to all employees?</td>
<td>Okay</td>
<td>Not Okay</td>
<td>NA</td>
</tr>
<tr>
<td>Do you practice your evacuation plan at least annually?</td>
<td>Okay</td>
<td>Not Okay</td>
<td>NA</td>
</tr>
<tr>
<td>Is the Emergency Action Plan reviewed and revised periodically?</td>
<td>Okay</td>
<td>Not Okay</td>
<td>NA</td>
</tr>
</tbody>
</table>
## TRAINING

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
<th>NA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do all new employees receive basic safety orientation?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are new employees or employees transferring positions trained on safe job practices?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do all Housing Opportunities employees receive annual safety training including MSDS, workplace violence, emergency procedures, blood borne pathogen, evacuation, and general safety expectations?</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## HAZARDOUS CHEMICALS/COMMUNICATION

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
<th>NA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are MSDS sheets readily available?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are employees trained in the safe handling practices of hazardous chemicals?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are all primary and secondary chemical containers properly labeled?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are eyewash kits/stations available as necessary?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are employees required to use personal protective clothing and equipment when handling chemicals?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is a written Hazard Communication Plan prepared and available?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Has HOUSING OPPORTUNITIES obtained or developed a material safety sheet for each hazardous chemical used?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are procedures in place to ensure labeling for primary and secondary containers of hazardous chemicals?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are employees familiar with the hazards in their workplace?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is a system in place to identify new hazardous chemicals before they are introduced into the work area and to inform employees of the hazards associated with newly introduced chemicals?</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Is a system in place to ensure that new employees are trained before beginning work?</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## MEDICAL SERVICES AND FIRST AID

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
<th>NA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is there a hospital, clinic, or infirmary for medical care near the workplace?</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Are emergency phone numbers posted?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are first aid kits inspected and replenished at regular intervals?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are all accidents and injuries that require more than first aid listed in the OSHA 300 log?</td>
<td></td>
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</tr>
</tbody>
</table>
FORM B
HOUSING OPPORTUNITIES MAINTENANCE
SAFETY INSPECTION FORM

CONDUCTED BY ___________________________ INSPECTION
DATE __________________

Any NO answers indicate additional follow up may be beneficial for reducing hazardous conditions.

<table>
<thead>
<tr>
<th>OFFICE/WORKSHOP</th>
<th>Okay</th>
<th>Not Okay</th>
<th>NA</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Environmental Stress</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fumes, dusts, noxious odors, toxic gasses with improper ventilation</td>
<td></td>
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<td></td>
</tr>
<tr>
<td><strong>Hazard Conditions</strong></td>
<td></td>
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</tr>
<tr>
<td>Desk and chairs in good condition?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>File cabinets secure, shelves and counters secure?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Desk and cabinet drawers and doors closed when not in use?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Potential falls over objects or to lower levels</td>
<td></td>
<td></td>
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<tr>
<td>Areas for fingers, hands, body to be caught in or between objects</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conditions that could cause abrasion, laceration or puncture wounds (unguarded sharp edges or rough surfaces)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conditions or practices that could cause sprains or strains</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Rugs secured, carpeting unfrayed, edge strips smooth and secure</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electrical floor outlets covered and no tripping hazard?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electrical outlets, light switches properly covered?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electrical cords in good repair?</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Are extension cords not used on a regular basis?</td>
<td></td>
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<tr>
<td>Are all lights working?</td>
<td></td>
<td></td>
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<tr>
<td>Is material on elevated surfaces piled, stacked, or racked in a manner to prevent it from tipping, falling, collapsing, rolling, or spreading?</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Are restrooms and washrooms kept clean and sanitary?</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>SAFETY AND HEALTH PLAN</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Is there a system in place for hazard identification and control?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are all accidents and near misses investigated?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is employee involvement in health and safety encouraged?</td>
<td></td>
<td></td>
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<tr>
<td>Is the safety plan periodically reviewed and are necessary changes and revisions made?</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>SAFETY COMMITTEE</th>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Is there an active safety committee in place?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Does the committee meet monthly?</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Does the committee conduct annual inspections and review results?</td>
<td></td>
<td></td>
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<td>Does the committee review all accident and near miss investigations and submit recommendations to prevent future incidents?</td>
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<tr>
<td>Is a written record of safety committee meetings posted each month and kept for 3</td>
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</table>
### FIRE PROTECTION
Are extinguishers free from obstructions or blockage?  
Are all extinguishers serviced and tagged at least yearly?  
Are extinguishers fully charged and in designated places?  
Is the automatic sprinkler system properly inspected and maintained?  
Are extinguishers readily accessible and well marked?  
Are fire extinguishers selected and provided for the types of materials in the areas they are to be used?  
Are employees periodically instructed in the use of extinguishers and fire protection?  

<table>
<thead>
<tr>
<th>Okay</th>
<th>Not</th>
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</tr>
</thead>
</table>

### EMERGENCY ACTION PLAN
Has an Emergency Action Plan been developed and have emergency escape procedures and routes been designated?  
Have emergency procedures and routes been communicated to all employees?  
Do you practice your evacuation plan at least annually?  
Is the Emergency Action Plan reviewed and revised periodically?  

### ENTRANCE/EXIT
Are outside walks and curbs in good condition, even, non slip surfaces  
Are surfaces well illuminated?  
Are exits marked and illuminated by a reliable light source?  
Are pinch points at door jams and hinges guarded?  
Are automatic doors functioning well and is there a safety slowdown operative to protect those caught in the doorway?  
Are all exits kept free from obstructions?  

### PARKING LOT
Is there adequate lighting (no broken or burned out lights)?  
Is curbing or raised surfaces clearly marked by bright distinguishing color (light post bases, parking spaces, speed bumps, car stops, curbs, raised landscaped island curbing)?  
Is the fire lane clear?  
Is the area free of potholes/cracks/holes?  
Is the area free of debris and trash?  
Is the area free of oil/grease buildup?  

<table>
<thead>
<tr>
<th>Okay</th>
<th>Not</th>
<th>NA</th>
</tr>
</thead>
</table>

### BLOODBORNE PATHOGENS (BBP)
Are training and information provided for employees with potential exposure to BBP?  
Have controls been instituted (universal precautions, personal protective equipment,
<table>
<thead>
<tr>
<th>Question</th>
<th>Okay</th>
<th>Not Okay</th>
<th>NA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Have employees been instructed in appropriate workplace practices (such as hand washing, handling of sharp instruments and laundry, and disposal of contaminated materials)?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is personal protective equipment provided to employees in all necessary locations?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is equipment available for mouth-to-mouth resuscitation on potentially infected patients?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FLAMABLE AND COMBUSTIBLE MATERIALS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are combustible scraps, debris, and waste materials (oily rags, etc.) stored in covered metal receptacles and removed from the worksite promptly?</td>
<td>Okay</td>
<td>Not Okay</td>
<td>NA</td>
</tr>
<tr>
<td>Is proper storage practiced to minimize the risk of fire, including spontaneous combustion?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are approved containers and tanks used for the storage and handling of flammable and combustible liquids?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is combustible dust cleaned up with a vacuum system to prevent the dust from going into suspension?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are fueling operations done in such a manner that the likelihood of spillage will be minimal?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is smoking prohibited in the vicinity of fueling operations?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ELECTRICAL EQUIPMENT OR LINES</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is compliance with OSHA specified in all contracts for electrical work?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are all employees required to report as soon as possible any obvious hazard to life or property observed in connection with electrical equipment or lines?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are employees instructed to make preliminary inspections and/or appropriate tests to determine what conditions exist before starting work on electrical equipment or lines?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>When electrical lines or equipment are serviced, maintained, or adjusted, are necessary switches placed in the off position, locked out, and tagged whenever possible?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are all temporary circuits protected by suitable disconnecting switches or plug connectors at the junction with permanent wiring?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are exposed wiring and cords with frayed or deteriorated insulation repaired or replaced promptly?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>In a wet or damp location, are electrical tools and equipment protected or appropriate for use in that location?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is the location of electrical power lines and cables (overhead, underground, under floor, other side of wall, etc.) determined before digging or drilling or beginning similar work?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are all disconnecting switches and circuit breakers labeled to indicate their use or equipment served?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are disconnecting means always opened before fuses are replaced?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are electrical enclosures such as switches, junction boxes, etc., provided with tight fitting covers or plates?</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Is sufficient access and working space provided and maintained around all electrical equipment to permit ready and safe operations?

<table>
<thead>
<tr>
<th><strong>ERGONOMICS</strong></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Can employees perform the work without eye strain?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Can employees perform the work without repetitive lifting of the arms above the shoulder level?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Can employees perform the work without holding his/her elbow out and away from the body?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Can employees perform the work without having to stoop at the shoulders to view the work?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Can the employee keep his/her hands and wrists in a neutral position while working?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are sufficient rest breaks provided to relieve stress from repetitive motion tasks?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are tools, instruments, and machinery shaped and positioned for comfort and ease of use?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is furniture adjusted to minimize strain on the body?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are mechanical assists used whenever possible for materials-handling tasks, especially for workers pushing and pulling heavy objects?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are lifts confined within the knuckle to shoulder zone?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are employees not required to lift and carry too much weight?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are employees trained in and expected to adhere to proper lifting techniques?</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>HANDTOOLS AND EQUIPMENT</strong></th>
<th>Okay</th>
<th>Not Okay</th>
<th>NA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are all tools and equipment (both employee and company owned) used by employees in the workplace in good condition?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are employees made aware of the hazards caused by faulty or improperly used hand tools?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are appropriate safety glasses, face shields, etc. worn while using hand tools or equipment that might produce flying materials or be subject to breakage?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is eye and face protection worn when driving hardened or tempered studs or nails?</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>HAZARDOUS CHEMICALS/COMMUNICATION</strong></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Has a list of hazardous chemicals in the workplace been prepared and updated as necessary?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are MSDS sheets readily available?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are employees trained in the safe handling practices of hazardous chemicals?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are all primary and secondary chemical containers properly labeled?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are eyewash kits/stations available as necessary?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are employees required to use personal protective clothing and equipment when handling chemicals?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is a written Hazard Communication Plan prepared and available?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Has the VHA obtained or developed a material safety sheet for each hazardous chemical used?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Has a system been developed to ensure that all incoming hazardous chemicals have labels and data sheets?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Question</td>
<td>Item 1</td>
<td>Item 2</td>
<td>Item 3</td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>--------</td>
<td>--------</td>
<td>--------</td>
</tr>
<tr>
<td>Are procedures in place to ensure labeling for primary and secondary containers of hazardous chemicals?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are employees aware of the requirements of the Hazard Communication Standard and information specific to their workplace?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are employees familiar with the hazards in their workplace?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is a system in place to identify new hazardous chemicals before they are introduced into the work area and to inform employees of the hazards associated with newly introduced chemicals?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is a system in place to ensure that new employees are trained before beginning work?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>LOCK OUT, TAG OUT</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is all machinery or equipment that is capable of movement required to be de-energized, disengaged and blocked, or locked out during cleaning, servicing, and adjusting or setting up operations?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>If disconnecting the power equipment does not also disconnect the electrical control circuit, are means provided to assure the control circuit can also be disconnected and locked-out?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>In the event that equipment or lines cannot be shut down, locked out, and tagged, is a safe job procedure established and rigidly followed?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>MEDICAL SERVICES AND FIRST AID</strong></td>
<td>Okay</td>
<td>Not Okay</td>
<td>NA</td>
</tr>
<tr>
<td>Is there a hospital, clinic, or infirmary for medical care near the workplace?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are emergency phone numbers posted?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are first aid kits inspected and replenished at regular intervals?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>MACHINE GUARDING</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is there a training program to instruct employees on safe methods of machine operation?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is there a program for regular safety inspection of machinery and equipment?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is all equipment kept clean and properly maintained?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is sufficient clearance provided around and between machines to allow for safe operations, set up and servicing, materials handling, and waste removal?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is equipment secured to prevent tipping or movements that could result in personal injury?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Does each machine operator have a power shut off switch within reach?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Can electric power to each machine be locked out for maintenance, repair, or security?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are all moving chains and gears properly guarded?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are radial arm saws arranged so the cutting head will safely return when released?</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### NOISE

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is approved hearing protective equipment available to every employee working in noisy areas?</td>
<td></td>
</tr>
<tr>
<td>Is hearing protection provided where sound levels exceed standards?</td>
<td></td>
</tr>
<tr>
<td>Are employees wearing approved hearing protection that is properly inserted in the ear canal?</td>
<td></td>
</tr>
</tbody>
</table>

### TRAINING

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do all new employees receive basic safety orientation?</td>
<td></td>
</tr>
<tr>
<td>Are new employees or employees transferring positions trained on safe job practices?</td>
<td></td>
</tr>
<tr>
<td>Do all HOUSING OPPORTUNITIES employees receive annual safety training including MSDS, emergency procedures, workplace violence, blood borne pathogen, evacuation, and general safety expectations?</td>
<td></td>
</tr>
<tr>
<td>Have employees received the heatstroke hazards handout?</td>
<td></td>
</tr>
<tr>
<td>Do all field maintenance staff carry adequate supplies of water in their vehicles?</td>
<td></td>
</tr>
</tbody>
</table>

### PERSONAL PROTECTIVE EQUIPMENT (PPE)

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is PPE used only after engineering and administrative controls are first used to eliminate or control any hazards?</td>
<td></td>
</tr>
<tr>
<td>Is PPE properly selected for each job?</td>
<td></td>
</tr>
<tr>
<td>Is adequate emergency rescue equipment available?</td>
<td></td>
</tr>
<tr>
<td>Are protective goggles or face shields provided and worn where there is any danger of flying particles or corrosive materials?</td>
<td></td>
</tr>
<tr>
<td>Are approved safety glasses required to be worn at all times in areas where there is risk of eye injuries?</td>
<td></td>
</tr>
<tr>
<td>Are protective gloves, aprons, shields, or other means provided against cuts, corrosive liquids, and chemicals?</td>
<td></td>
</tr>
<tr>
<td>Are hard hats worn where danger of falling objects exists?</td>
<td></td>
</tr>
<tr>
<td>Is appropriate foot protection required where there is the risk of foot injury?</td>
<td></td>
</tr>
</tbody>
</table>

### LADDERS

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are all ladders maintained in good condition?</td>
<td></td>
</tr>
<tr>
<td>Are non slip safety feet provided on each ladder?</td>
<td></td>
</tr>
<tr>
<td>Are ladder rungs and steps free of grease and oil?</td>
<td></td>
</tr>
<tr>
<td>Are employees prohibited from using ladders that are broken or in mis-repair?</td>
<td></td>
</tr>
<tr>
<td>Are employees instructed not to use the top step of ordinary step ladders as a step?</td>
<td></td>
</tr>
<tr>
<td>Are employees instructed to adjust extension ladders only while standing at the base of the ladder?</td>
<td></td>
</tr>
</tbody>
</table>

### PORTABLE TOOLS AND POWER EQUIPMENT

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are grinders, saws, and similar equipment provided with appropriate safety guards?</td>
<td></td>
</tr>
<tr>
<td>Are power tools used with the shield or guard recommended by the manufacturer?</td>
<td></td>
</tr>
<tr>
<td>Are portable circular saws equipped with guards above and below the base shoe?</td>
<td></td>
</tr>
<tr>
<td>Are rotating or moving parts of equipment guarded?</td>
<td></td>
</tr>
</tbody>
</table>
### SPRAYING OPERATIONS

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is adequate ventilation assured before spray operations are started?</td>
<td></td>
</tr>
<tr>
<td>Is mechanical ventilation provided when spraying operations are done in enclosed space?</td>
<td></td>
</tr>
<tr>
<td>When mechanical ventilation is provided during spraying operations, is it arranged so that it will not circulate the contaminated air?</td>
<td></td>
</tr>
<tr>
<td>Is approved respiratory equipment provided and used when appropriate during spraying operations?</td>
<td></td>
</tr>
<tr>
<td>Are “NO SMOKING” signs posted in spray areas?</td>
<td></td>
</tr>
<tr>
<td>Do all drying spaces have adequate ventilation?</td>
<td></td>
</tr>
</tbody>
</table>

### WASTE DISPOSAL

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are special containers provided for different types of waste (oily rags, chemicals, scrap, garbage)?</td>
<td></td>
</tr>
<tr>
<td>Where required, is waste properly labeled?</td>
<td></td>
</tr>
<tr>
<td>Are arrangements for external disposal satisfactory?</td>
<td></td>
</tr>
<tr>
<td>Are there approved disposal arrangements for hazardous waste?</td>
<td></td>
</tr>
</tbody>
</table>
# JOB HAZARD ANALYSIS FORM
## FORM C

Position Title ______________________________   Dept. ________________

Task __________________________________________________________

<table>
<thead>
<tr>
<th>STEPS</th>
<th>HAZARD</th>
<th>RECOMMENDED CHANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Either observe the task, discuss the task with the employee, or use your knowledge of the task to break it down to basic steps (e.g. what is done first, next, so on).</td>
<td>For each step, consider what accident could happen to the employee in the process of completing this task. Consider machinery hazards, overexertion, chemical exposure, noise, etc.</td>
<td>Consider what, if anything, can be done at each step to reduce the hazard. Consider changes to methods, tools, training.</td>
</tr>
</tbody>
</table>
## HOUSING OPPORTUNITIES SAFETY INSPECTION RESULTS REPORT – FORM D

<table>
<thead>
<tr>
<th>Unsafe Condition Observed</th>
<th>Corrective Action Assigned To</th>
<th>Target Completion Date</th>
<th>Actual Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>
## HOUSING OPPORTUNITIES

### EMPLOYEE INCIDENT REPORT - FORM E

<table>
<thead>
<tr>
<th>Name:</th>
<th>Occupation:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date of Birth:</th>
<th>Gender:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Address and specific location where incident occurred (e.g. Mint Place, Apt A-1, N.E. Bedroom, by the window)**

<table>
<thead>
<tr>
<th>Date of Incident (mm/dd/yy):</th>
<th>Time of Incident:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>□ am □ pm</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date reported (mm/dd/yy):</th>
<th>Time reported:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>□ am □ pm</td>
</tr>
</tbody>
</table>

**Name and Title to whom reported:**

**Describe the incident. Please be as specific as possible:**

**What parts of your body were effected:**

**Could this incident have been prevented? How:**

**Names and addresses of person(s) who saw the incident happen or who became involved:**

**Will you require treatment other than first aid on site?** □ yes □ no

**Will you need time off work as a result of this accident?** □ yes □ no □ unknown

**Employee Signature _____________________________ Date ____________**
HOUSING OPPORTUNITIES
RETURN TO WORK AUTHORIZATION – FORM F

Employee: __________________________ Date of Injury: _______

Job Title: __________________________

ATTENDING PHYSICIAN: We are a proactive company in compliance with the American's with Disabilities Act (ADA). We recognize early return to work as being important to the worker's psychological and physical well being.

YOUR ASSISTANCE IS IMPERATIVE. We will attempt to provide a position within this worker's physical ability. Please note the specific areas (physical demands, job tasks, or other conditions) which need to be adjusted in the space provided in the space provided below along with your signature.

Check One:

I. Full Release to Regular Job Duties
   Notes: ____________________________________________
   ________________________________________________

2. Modified Release to Return to Work I approve a return to the job doing Light Duty work with the restrictions noted on the back:
   Notes: ____________________________________________
   ________________________________________________

3. Release to Remain off Work
   This disapproval is because of the following objective medical findings and should remain in effect until the following date: _____________
   Notes: ____________________________________________
   ________________________________________________
   ________________________________________________

Attending Physician
Date

over
### RECOMMENDED WORK ASSIGNMENT RESTRICTIONS

<table>
<thead>
<tr>
<th>Name</th>
<th>Employer</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Work Phone</th>
<th>Claim #</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The employee states this condition is [ ] occupational [ ] non-occupational

If occupational: Diagnosis ______________ Date of Injury ____________

☐ THE FOLLOWING RESTRICTIONS APPLY THROUGH ______________

<table>
<thead>
<tr>
<th>Activity</th>
<th>Never</th>
<th>Up to ___ hours per day</th>
<th>No restriction</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lift</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Push/pull</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carry</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kneel/ Squat</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Climb</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sit</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stand/walk</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Other Restrictions:

A copy of the employees job description may be faxed to you if necessary. Please return this form to the employee, or, with the employees permission, fax the form to Becky Phillips (360) 425-9930.

Physician’s signature: __________________________ Date: ____________
## EMPLOYEE ACCIDENT INVESTIGATION FORM – FORM G

<table>
<thead>
<tr>
<th>Name of injured worker:</th>
<th>Today’s Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date/Time of injury:</td>
<td></td>
</tr>
<tr>
<td>Location where incident occurred:</td>
<td></td>
</tr>
</tbody>
</table>

**Describe the accident** (conduct an informal interview with the injured worker and any witnesses to the accident):

**Explain in detail the factors that contributed to the accident** (i.e. lack of training, faulty procedure/equipment, improper use of equipment, etc):

**Management recommendations to reduce or eliminate the root cause of the accident:**

**Safety Committee recommendations to reduce or eliminate the root cause of the accident:**

<table>
<thead>
<tr>
<th>Action to be taken</th>
<th>By Whom</th>
<th>By When</th>
</tr>
</thead>
</table>

HR Adm ___________ Date ___  COO ________________ Date ___

Supervisor ___________ Date ___
NOTICE OF CLAIM OR INCIDENT
FORM H

Member Housing Authority: ___________________________ Date of Incident: ________________

Housing Authority Contact: __________________________

Phone Number: (___) __________________________________ Fax: (___) __________________________

Location of Incident: ________________________________

☐ Legal Owner of Property: __________________________

Describe What Happened: ______________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

If this is a property loss, would you like HARRP to assign an adjuster?: Yes ☐ No ☐

Property Loss Severity: ☐ Low ☐ Medium ☐ High

(Low = Damage to one room; Medium = Damage to a unit or multiple rooms; High = Damage to building structure)

Claimant Name (only if applicable): ________________________________

Address: ____________________________________________ Apt. No. _________________________

City: __________________________ State: __________ Zip: __________ Phone No: (____) __________

What Action Have You Taken?: ______________________________

_____________________________________________________________________________________

List the name, address and telephone number of any witnesses:

3. __________________________________________________

4. __________________________________________________
Please attach any documents or reports available to you or forward them as soon as possible.

Note: This completed form must be filled out completely and submitted to HARRP as soon as you become aware of an incident which has or will likely lead to a claim against you.
# HOUSING OPPORTUNITIES
## EMPLOYEE VIOLENT INCIDENT REPORT - FORM I

<table>
<thead>
<tr>
<th>Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Occupation:</td>
</tr>
<tr>
<td>Date of Birth:</td>
</tr>
</tbody>
</table>

**Address and specific location where incident occurred (e.g. Mint Place, Apt #A-1, N.E. Bedroom, by the window)**

<table>
<thead>
<tr>
<th>Date of Incident (mm/dd/yy):</th>
<th>Time of Incident:</th>
<th>am</th>
<th>pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date reported (mm/dd/yy):</td>
<td>Time reported:</td>
<td>am</td>
<td>pm</td>
</tr>
</tbody>
</table>

**Name and Title to whom reported:**

**Describe the incident. Please be as specific as possible. Include any other employees involved:**

**Could this incident have been prevented? How:**

**Names and addresses of person(s) who saw the incident happen or who became involved:**

**Did you feel physically threatened?**
- [ ] yes
- [ ] no

**Were the police notified of this incident?**
- [ ] yes
- [ ] no
- [ ] not applicable

**If you were physically assaulted, will you require medical treatment other than first aid on site?**
- [ ] yes
- [ ] no

**Will you need time off work as a result of this incident?**
- [ ] yes
- [ ] no
- [ ] unknown

**Employee Signature _____________________________   Date __________**
**SUPERVISOR VIOLENT INCIDENT INVESTIGATION FORM – FORM J**

<table>
<thead>
<tr>
<th>Name of employee (victim):</th>
<th>Today’s Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date/Time of Incident:</td>
<td></td>
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<tr>
<td>Location where incident occurred:</td>
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<tr>
<td>Describe the incident. Include any witnesses or other employees involved:</td>
<td></td>
</tr>
<tr>
<td>Explain in detail the factors that may have contributed to the incident (i.e. lack of training, security, etc):</td>
<td></td>
</tr>
<tr>
<td>Management recommendations to reduce or eliminate further occurrences:</td>
<td></td>
</tr>
<tr>
<td>Safety Committee recommendations to reduce or eliminate further occurrences:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Action to be taken</th>
<th>By Whom</th>
<th>By When</th>
</tr>
</thead>
<tbody>
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</table>

HR Adm _______________ Date____  COO _________________ Date ___
Dept Dir_______________ Date ___
EMPLOYEE TELEPHONE BOMB THREAT CHECKLIST – FORM K

Keep Calm: Do not get excited or excite others.

Time: Call Received _______________ am/pm         Terminated _______________ am/pm

Exact Words of Caller: ____________________________________________________________

Questions you should ask

H. What time is bomb set to explode?
I. Where is the bomb located? What floor? ___________________ What area ___________________
J. What kind of bomb?
K. Can you describe the bomb? ______________________________________________________
L. What will cause it to explode?
M. Why?
N. Where are you calling from?
O. What is your address?
P. What is your name?

Voice description

- Male
- Female
- Stutter
- Slow
- Sincere
- Calm
- Nervous
- Angry
- Nasal
- Lisp
- Young
- Old
- Middle-Aged
- Rapid
- Giggling
- Rough
- Refined
- Deep
- High Pitch
- Crying
- Squeaky
- Excited
- Stressed
- Loud
- Slurred

Accent: □ Yes □ No   Describe ___________________________________________________________

Speech Impediment □ Yes □ No   Describe ___________________________________________________

Unusual Phrases

Recognize Voice? If so, who do you think it was?

Background Noise

- Music
- Running Motor (type ____________)
- Traffic
- Whistles
- Bells
- Horns
- Aircraft
- Tape recorder
- Machinery
- Other _________________________________

Additional Information:

Did caller indicate knowledge of the facility? If so, how? In what way? _______________________

What line did call come in on? __________________________________________________________

Is number listed? □ Yes □ No   Direct line? Whose? _______________________________________

Signature ___________________________   Date ___________
Administrative Policy

HOUSING OPPORTUNITIES
SICK LEAVE DONATION POLICY

Introduction

Under certain circumstances, a HOUSING OPPORTUNITIES employee may voluntarily donate to another Housing Opportunities employee, or receive from another employee, accrued sick leave time under a sick leave donation plan as described in this policy. This policy is applicable to Housing Opportunities employees who are eligible to accrue sick leave time based on their employment status.

When sick leave is donated from one employee to another, what is transferred is a credit for an amount of time that an employee may take as sick leave. When an employee uses sick leave, he or she does not receive more than his or her base pay, but some of the person's base pay for that year is in the form of paid sick time. No funds are transferred to or from the budgets of specific Housing Opportunities departments when sick time is donated. Neither employee is paid more or less than his or her base pay for that year. The only difference is that less of the donating employee's base pay is available to be used as sick leave and more of the recipient's base pay is available as sick leave. However, there may be financial consequences for the recipient's department if another person must be hired temporarily to cover the recipient's job responsibilities while he or she is using the additional donated sick leave time.

Policy Statement

For a donation of sick leave to be approved, the following conditions must be met:

Donation of Sick Leave

1. An employee may donate any number of sick leave days as long as the donating employee maintains at least fifteen days of accrued sick leave in his or her personal account. The “fifteen days” equates to 120 hours for full-time employees and 60 hours for half-time part-time employees.

2. Sick leave time may not be donated to an employee who is in an employment category which does not accrue sick leave time (for example, temporary or special hourly).

3. If the donated sick leave days are not used during the course of the current catastrophic health event, the donated sick leave hours remaining will be restored to all donors’ accounts by the ratio of each employee’s donation to total hours donated. Said restoration will occur upon notice from the donee employee that they do not expect to need any additional leave for the event.

4. Terminating employees (including those retiring with an excess of accrued sick leave) may not donate sick leave time.

5. For purposes of FMLA, the FMLA leave allowed will run simultaneously with any paid leave, including donated sick leave under this policy. Once paid leave is exhausted, an employee can be in a no-pay FMLA leave position if any of the allowed 12 weeks of FMLA leave is remaining.

Receipt of Donated Sick Leave
1. Donated sick leave is available to be used only for an employee’s personal, spousal, or child’s catastrophic illness or injury. For purposes of this policy, a “catastrophic illness or injury” is defined as a medical condition in which full recovery with ability to work is not expected within the next month and which is documented by the attending physician.

2. A HOUSING OPPORTUNITIES employee who experiences a catastrophic illness or injury is eligible to receive donated sick leave provided the employee has depleted all paid leave including sick leave, vacation time, and personal holidays. The donated sick leave may be used for the paid portion of a medical leave of absence taken for an employee health condition in the same manner as the recipient’s regular sick leave is used for such a purpose.

3. The employee receiving the sick leave donation is eligible to receive a total lifetime donation of up to a maximum of 480 hours or the equivalent for part-time employees, if the Supervisor and C.E.O. approve the extended leave. The donation may come from several different eligible employees but may not exceed 480 hours total.

4. If the recipient leaves HOUSING OPPORTUNITIES due to termination, retirement, or disability, any remaining donated sick leave will be handled in the same manner as the recipient’s regularly accrued sick leave.

**Additional Requirements and Guidelines**

The “Sick Leave Donation Request Form” attached to this policy must be completed and submitted along with medical documentation. The C.E.O. and the recipient must approve the request in writing.

The request form signed by the employee must be submitted with supporting medical documentation to the C.E.O and must be approved by her prior to use of the donated sick leave time.

A copy of the fully executed (approved) “Sick Leave Donation Request Form” will be returned to the finance department for processing adjustments to the donor’s and recipient’s sick leave records.

**Attachment**

The “Sick Leave Donation Request Form” attached to this policy is a part of the policy, but the form may be revised from time to time without affecting the policy itself.

**Implementation**

The C.E.O. is responsible for implementation of procedures to enforce this policy.
SICK LEAVE DONATION REQUEST FORM

☐ I am requesting permission to receive donated leave (Recipient)

DATE: ______________________
Employee: _______________ Job Title: _______________ Department: _______________

Dates donated sick leave is projected to be used: From: _____________ To: ______________

Certification of Physician:

Explanation of catastrophic illness/injury and expected length of absence: (Attach relevant medical documentation.)

_______________________________________________________________________
________________________________________________________________________

Attending Physician’s Signature: ____________________   Date: ___/___/___

Employee Certification:

I do hereby certify that I have secured permission from my department supervisor to use donated sick leave pursuant to policy. This request is due to the above-referenced catastrophic illness/injury and will be used during the dates listed above in order to continue my compensation because my other sick leave, vacation time, and personal holidays will have been exhausted prior to this request.

Have you applied for or do you plan to apply for Retirement Due to Disability? ___YES ___ NO

Employee Signature: ________________________________   DATE: ___/___/___

APPROVED BY:

________________________________________________   DATE: ___/___/___

Housing Opportunities C.E.O.
SICK LEAVE DONOR FORM

☐ I am requesting permission to donate leave (Donor)

DATE: ______________________

Employee: ___________________ Job Title: ________________  Department: _____________

Total hours being donated: _____________

Recipient Employee: ___________________

Certification of Donor Employee:

I do hereby certify in making this voluntary request that Housing Opportunities has permission to transfer the above-listed hours of my sick leave to the Recipient Employee listed above. I understand that I cannot leave my sick leave balance less than 120 hours after this transfer. I also understand that my sick leave balance will be reduced by the specified number of hours. I further understand that this decision is irrevocable unless the recipient’s period of catastrophic medical illness/injury is completed without using all of the leave. I understand if this happens I will only receive a prorated amount of the leave balance.

Donating Employee’s Signature: _____________________  Date: ___/___/___

Certification of FINANCE Department:

Enter Donor Employee’s Leave Balance prior to this donation: ___________ hours.

I certify that the donating employee’s information listed above is correct and that this request meets the requirements of the policy.

Finance Manager: ________________________________  DATE: ___/___/___

APPROVED BY:

________________________________________________  DATE: ___/___/___

Housing Opportunities C.E.O.
Housing Opportunities of SW Washington
Ice and Snow Removal Policy and Procedure

If conditions allow, and depending on the accumulation of ice and snow, the time of day, traffic and travel conditions, and at the direction of management, maintenance staff should follow this winter snow and ice preparation and removal policy.

**Purpose:** The purpose of this procedure is to provide employees with guidance and to set priorities for removing ice and snow from housing complexes. Maintenance and asset management employees should use this procedure as a guide when ice and snow removal is necessary.

**General Guidelines:** Staff will anticipate an ice/snow event based on weather forecast. It is the responsibility of the property owner to remove snow and ice from sidewalks, common area walkways, stairways exposed to the elements, as well as sidewalks in the public right of way that abuts the property. Additionally, we need to clear walkways and ramps at the elderly/disabled sites and accessible units at all sites, monitor sidewalks and address any icy areas that are on common areas and public right of way.

**Preparation:** Each site must have adequate equipment and supplies to last the duration of the winter months. Steps should be taken by maintenance and asset management to plan ahead prior to winter. Predetermined assignments, duties and responsibilities for all anticipated staff should be outlined before winter months.

- In July/August, inspect, take inventory and repair ice and snow tools and equipment. It is the responsibility of maintenance at each location to ensure that all tools and equipment are in proper working order.

- In October, maintenance staff should evaluate how much sand, ice melt and other equipment is needed, and order necessary supplies to be on hand when needed.

**General Procedures:** Maintenance staff will use appropriate tools and equipment to clear sidewalks at each site. Staff who are not clearing walkways for accessible units and for the elderly/disabled will be assigned to other common area sites. Maintenance should prioritize snow and ice removal in the following order:

- Ramps and walkways at accessible and elderly units.

- Main walkways and entrances around administrative offices, laundry rooms and trash disposal areas.

- Common area sidewalks and stairwells, including public right of way that abuts the property.
Maintenance will use preventative techniques such as ice melt, sand, and water accumulation removal, to eliminate the forming of ice on all common area walkways and ramps.

- To minimize damage to concrete, only sand and concrete safe ice melt should be used.
- Maintenance and staff should monitor their respective sites to identify areas that require ice removal.
- Residents should also be encouraged to call maintenance to notify staff of problem areas.
- The property manager will issue a work order for ice/snow removal calls, but will also contact maintenance directly at the appropriate site so that it can be prioritized and addressed as quickly as possible.

**Parking Lots:** We will attempt to clear parking areas when possible, but only after all common area walkways are cleared and de-iced. However, in the event vehicles are in the parking lot after large accumulation of snow, we will not attempt to remove snow from between vehicles.

- During heavy accumulation, local contractors *may be* called to clear complex streets and parking areas, with prior approval from management. Maintenance should have pre-approved contractor contact information available prior to the winter months.

**After Hours Snow Removal:** When ice and snow accumulation occurs outside of regular business hours, management will work with maintenance staff in advance, and with the approval of the executive director, to put together a list of staff who are available to remove ice and snow. When snow and ice is anticipated and verified, maintenance staff will be called in for overtime to remove snow and ice at affected sites. In order to accomplish after-hours snow and ice removal as efficiently as possible, the following procedures and priorities should be followed:

- Asset and property managers will rely on weather forecasts, reports from staff who reside in various locations, as well as personal observation, to determine when after-hours snow and ice removal is necessary.
- Maintenance staff will be assigned to various sites at which they are the closest and have appropriate keys in order to access the necessary tools, equipment and supplies.
- Senior/disabled sites should be attended to first.
- When resources are limited, maintenance should first focus on the walkways and ramps for the elderly, disabled and accessible units.
- During heavy accumulations, local contractors may be called to clear complex streets and parking areas.
**Records (Very Important!):** It is important to keep detailed records of snow and ice removal; work orders should be generated for each site that required snow and ice removal. The maintenance staff working at each site should log the dates, times, and amount of time spent on snow and ice removal, and it is important to document which common areas were cleared, exactly what was done, etc.
Administrative Policy

VEHICLE & DRIVER POLICY

A POLICY ON SAFE AND RESPONSIBLE DRIVING, INSURABILITY, AND VEHICLE USAGE

PURPOSE
To promote safe and responsible driving by all HOUSING OPPORTUNITIES employees and guarantee liability protection and insurance coverage in the event of a work related vehicular accident.

INSURABILITY
Driving a vehicle (personal or Housing Opportunities owned) is a necessary duty and job requirement for a number of Housing Opportunities staff positions. Driving on Housing Opportunities business also involves significant responsibility. This is due to the potential bodily injury and property damage associated with vehicular accidents along with the Authority’s potential liability in the event of an accident. Pursuant to this responsibility and potential liability exposure, insurance carriers have adopted standards as to the type of driver they will insure. Housing Opportunities’ automobile insurance carrier is no different. They have standards defining who is a safe driver and who they will insure. The “Unacceptable Driver Criteria” set forth by the Housing Opportunities’ current automobile insurance carrier is attached hereto as EXHIBIT A. Housing Opportunities has a moral and legal responsibility to enforce their standards with respect to employees who drive on Authority business so that public safety is promoted, our insurance coverage is maintained, and to help guarantee coverage in the event of an accident.

Housing Opportunities is committed to a Policy of “safe and responsible driving”. It requires all employees who drive on Housing Opportunities business to:

- do so in a safe manner; and
- observe standard safety practices and all traffic laws when driving; and
- possess a driver’s license that is current and in good standing; and
- have a driving record that meets Housing Opportunities’ insurance carrier’s standards (See Exhibit A attached); or
- be able to obtain and maintain at their own cost and expense other insurance coverage at the current minimum State requirement.

Pursuant to the above, Housing Opportunities has established the following Basic Requirements and Practices for implementing this Policy and for monitoring compliance. An employee’s inability to meet the requirements of or to comply with, this Policy is grounds for suspension, demotion, and/or termination.

1. BASIC REQUIREMENTS AND PRACTICES

1.1. An employee whose position requires that he/she have a valid driver’s license shall immediately notify their Supervisor or the C.E.O. in the event of any change in their driving record, driver’s license status, and/or personal automobile insurance coverage (e.g. driver’s license revocation, suspension, restriction, auto insurance cancellation, etc.) which would cause he/she to be in non compliance with this Policy and/or the HA automobile insurance carrier’s insurability standards.
1.2. An applicant for a Housing Opportunities position that requires driving on Housing Opportunities business must submit to a Department of Motor Vehicle (DMV) driving record check and evaluation as a condition of employment. If the applicant’s DMV record does not meet Housing Opportunities’ insurance carrier’s standards or is inconsistent with this Policy, the applicant will not be offered employment, or will have the employment offer withdrawn, in the case where an employment offer has been made pending the DMV record check.

1.3. An employee who applies for a promotional or transfer opportunity/position that requires driving on HA business (and their current position does not), must also submit to the DMV record check and evaluation as set forth in 1.2 above.

1.4. All employees will be subject to an annual DMV driving record check and evaluation as a condition of continued employment. In the event that an annual review or other form of notification reveals that an employee’s driving record and license status does not meet the insurability standards set forth by Housing Opportunities’ automobile insurance carrier, the requirements set forth in Section 2 below shall apply.

1.5. Employees who use their personal vehicles for Authority purposes shall keep required Washington State insurance coverage on their vehicle at all times and shall present proof of this coverage whenever requested. Use of personal vehicles on Authority business should be “Incidental” only and is subject to all applicable Vehicle Usage rules and standards found in Paragraph 3.

2. REQUIREMENTS/OPTIONS FOR NONINSURABLE EMPLOYEES

An employee who becomes uninsurable, as determined by Housing Opportunities’ automobile insurance carrier, shall immediately cease driving on Housing Authority business until such time that an alternate resolution, or decision with respect to continued employment, is made and approved by the C.E.O. An uninsurable employee may, at Housing Opportunities’ option, be offered the following alternate resolutions.

2.1. Demotion or transfer to an available position that does not require driving on Housing Opportunities business if the employee meets the qualifications for the position and it is determined by the C.E.O. that such a demotion or transfer is in the best interest of the Housing Opportunities.

In the event that the above options are not possible, not appropriate, or are unacceptable to Housing Opportunities and/or the employee, the employee will be terminated.
3. VEHICLE USAGE

All employees when driving on Housing Opportunities business have certain obligations to operate and maintain the vehicle they are driving in a safe and responsible manner. These obligations include, but are not limited to, the following.

- **For Housing Opportunities business only.** No HA owned or leased vehicle shall be used for any purpose other than HA business or related activities, unless otherwise authorized by the C.E.O.

- **Observe Traffic Rules.** All employees driving on HA business are responsible to safely operate the motor vehicles. He/she shall observe all traffic laws, regulations, and courtesies at all times. Traffic fines, parking tickets, and/or penalties levied for violations of law and for which the employee is directly responsible shall be paid for by the employee.

- **Valid Driver’s License and Insurability.** An employee driving on HA business must have in his or her possession a valid Washington (or Oregon if applicable) driver’s license and must be insured pursuant to this Policy.

- **Seat Belts.** HA Policy and Washington law requires that all drivers and vehicle occupants wear seat belts when driving or riding in a motor vehicle. The driver is responsible to see that this HA Policy and Washington law is adhered to at all times.

- **No Unauthorized Persons.** Employees are prohibited from transporting hitchhikers or any other unauthorized persons in HA vehicles.

- **Abuse of Vehicles:** HA vehicles, other than those specified for such purposes, shall not push stalled vehicles nor be used for other activities that may damage the vehicle.

- **No Smoking.** Smoking is not permitted in HA owned or leased vehicles at any time.

- **Personal Responsibility.** An employee operating a HA vehicle in a negligent manner may be held personally responsible for any damage or harm that is caused by such negligent action.

All employees using an HA owned or leased vehicle are responsible for seeing that vehicle has sufficient oil, water, air, etc. when using said vehicle. An employee may be held liable for damage to an HA vehicle if their failure to maintain the vehicle was obviously negligent and could have easily been prevented.

An employee who has an assigned HA vehicle is required to keep their vehicle clean, washed, gassed, and serviced on a regular basis. Any problems with respect to an assigned vehicle must be reported to the employee’s supervisor as soon as possible.

- **Loss of Personal Items.** The Housing Authority shall not be responsible for loss of or damage to personal items left in HA vehicles.

- **Right to Search.** Housing Opportunities has the right to search any HA owned or leased vehicle at any time without notice.

- **Reporting Accidents.** Any work related accident or damage to an Authority vehicle should be reported as soon as possible and in all cases within 24 hours, to the C.E.O. and the driver’s direct supervisor.

Failure to comply with the above Vehicle Usage obligations may result in disciplinary action, including termination, and/or revocation of the right to operate an HA vehicle.
SAMPLE LETTER OF INTENT TO TERMINATE EMPLOYMENT
OR
OPTION TO PROCURE SUITABLE INSURANCE

Dear ____________:

This letter is to inform you that our automobile insurance carrier notified the Housing Opportunities on ________________ that you will no longer be covered under the Authority’s automobile liability coverage. The reasons for this action are the citations you received on ________________.

Attached is a copy of the Authority’s Policy on Vehicle Usage and Statement of Insurability. In accordance with article 1.4 you must provide the Housing Opportunities with evidence of insurability in an amount not less than $______________ coverage, with both yourself and the Housing Authority named as insured for the Housing Opportunities vehicle you drive or have your employment with the Housing Authority terminated for lack of insurability.

At this point, we have no option but to inform you officially that this letter constitutes your termination of employment notice effective ________________. Not withstanding any of the above action, you shall retain any and all grievance and appeal rights as set forth in Housing Opportunities policy and State and Federal Law.

If you obtain coverage and meet with us to set up a payment arrangement for the premium prior to the effective date of this notice, your employment with the Housing Opportunities may be continued.

Sincerely,

HOUSING OPPORTUNITIES OF SW WASHINGTON

(Supervisor)
In order to maintain the lowest reasonable premium rates for HARRP members certain employees must be excluded from coverage. Excluded employees are those whose driving privilege is restricted or suspended by their state department of motor vehicles, those who have a recent history of involvement in preventable accidents or those with an excessive number of moving violation convictions.

For purposes of this policy, a conviction includes a plea of guilty, "no contest," voluntary or mandatory traffic school attendance, forfeiture of bail or imposition of a fine.

Employees of HARRP's member authorities meeting the following criteria are unacceptable risks and cannot be covered by HARRP's automobile liability program:

1. Operating any motor vehicle under the influence of alcohol or an illegal or controlled substance within the last thirty-six months.
2. Possessing alcohol or an illegal or controlled substance in a Housing Opportunities vehicle within the last thirty-six months.
3. Conviction of any moving violation resulting in a fatal accident.
4. Conviction of a felony involving the use of a motor vehicle.
5. Conviction of three or more moving violations within the last thirty-six months.
6. Two or more "at-fault" accidents within the last thirty-six months. (An "at-fault" accident is one in which the employee was fined, received an adverse judgment or settlement in a civil lawsuit or in which the employee's insurer settled prior to commencement of a lawsuit.)
7. Any combination of two or more license suspensions, restrictions or revocations within the last thirty-six months.
8. Driving without a valid driver's license.
9. Being declared a "negligent driver" by the state motor vehicle department (or any equivalent designation for the state in question) within the last thirty-six months.

Member authorities must participate in the motor vehicle reporting program within their states for the purpose of monitoring the status of the driving records of their employees on an ongoing basis.

Employees may be classified as:

(a) Those for whom driving is an essential function of the job; and
(b) Those who rarely, if ever, drive in the course of their employment.

No driver in either category should ever be permitted to drive a Housing Opportunities vehicle, or their personal vehicle on Housing Opportunities business unless Housing Opportunities has determined their acceptability within the prior twelve months.
If during the annual, or more frequent, records check the member authority discovers information which indicates that an employee may be an unacceptable driver, HARRP must be informed immediately, in writing. Once HARRP has received and examined the information the member will be notified of HARRP's determination to cancel or continue coverage for the employee.

Any employee who has been declared an unacceptable driver by HARRP will remain so for a minimum of twelve months. If a member authority requests a re-determination after twelve months it must do so in writing and include a motor vehicle record report obtained within thirty days of the request for re-determination. A failure to request a re-determination means the employee remains an unacceptable driver.

HARRP will examine such records and respond in writing to the member authority.