

Christ For The Nations

CHRIST FOR THE NATIONS, INC.

Policies and Procedures Manual

For All Employees

(Segments associated with all employee benefits and paid time off
relate only to FT Employees, unless specified otherwise)

This manual is not a contract of employment. The employment relationship between Christ For The Nations (CFN) and the employee is defined as “employment-at-will.” Either party may dissolve the employment relationship: employees may resign from CFN after giving proper notice or may be dismissed by CFN at any time, for any reason.

This manual is a policy guide. This manual does not include all policies & procedures outlined by CFN from each department or organizational scope of CFN. This manual, as well as all CFN policies, may be changed by the organization at any time.

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LETTER FROM THE CHIEF EXECUTIVE OFFICER

Every employee at Christ For The Nations (CFN) is special and vital to its operation. It is for this reason we have prepared this special handbook to communicate some key personnel policies with each employee.

Communication is the medium that provides understanding. It is also a tool which develops relationships. Our business at CFN is to establish godly relationships, and then, as a family, accomplish the Lord's work. This handbook communicates the valued relationship each employee has with Christ For The Nations.

Provided in this handbook is information about pay practices and employee benefits. Also, policies regarding personal conduct and discipline are outlined.

The CFN "Statement of Faith, Doctrine, and Beliefs", as well as our "Mission and Vision Statements" introduce this handbook. These foundational statements provide vision and direction for CFN, and each employee should walk in agreement with these beliefs. Let us all purpose to glorify God in our actions, and exalt the Name of His Son, Jesus Christ in this organization.

May His blessings be upon you, as we labor together in service to our Lord.

Working for Him,

Dennis Lindsay
CFN Board Chairman – President/CEO

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Mission Statement

“Training World Changers”

Vision Statement

“Training World Changers to impact this generation with the Gospel of Jesus Christ through Worship, Word and World Missions”

Our 12 Core Values: The Word, Prayer, The Supernatural, Israel, Faith, Giving, Missions, Discipleship, Worship, Relationships, Integrity, Legacy.

Staff Culture Expectations:

1. **Love the Lord Passionately** – Have daily quiet time with Him to grow in your passion and desperation for Him.
Engage in corporate prayer and worship sessions. This is more important than you job. Psalm 63:1-8
2. **Love Others** – Forgive and do not be offended. In addition to our work, make time to fellowship with staff. We are family!
Live in sincere unity. Luke 10:41-42; Col. 3:12-14
3. **Live To Serve** – Work as unto the Lord.
Do not serve to impress people and leaders in authority to gain affirmation. Phil. 2:3-8; Eph. 6:7-8
4. **Live By Integrity** – Live above reproach by not doing anything questionable, unethical or illegal.
Be accountable to one another. Prov. 11:3
5. **Customer Service** – Do everything with excellence.
Serve selflessly and take initiative. Prov. 15:23
6. **Communication** – Speak life and do not gossip. Be kind and gracious.
Respond quickly to phone calls, texts, and emails.
7. **Be Compliant With Policies And Procedures**
Submit to authority and directives that have been put in place.
Romans 13:1
8. **Practice The Supernatural** – Discover, develop and use your spiritual gifts.

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CHRIST FOR THE NATIONS, INC.

STATEMENT OF FAITH, DOCTRINE, AND BELIEFS

As an ecclesiastical nonprofit religious corporation, Christ For The Nations, Incorporated (“CFN”) accepts the Holy Bible as the inspired, infallible, revealed will of God and the all-sufficient rule for faith and practice. For the purpose of maintaining general unity, CFN adopts this Statement of Faith, Doctrine, and Beliefs, which are CFN’s foundational statements, religious beliefs, and tenets.

As a religious corporation, and according to the Holy Bible, we are not required to provide, and we specifically choose against the provision of, services, accommodations, facilities, goods, or privileges to an individual if such request is in violation of CFN’s religious beliefs as duly set forth in CFN’s governing documents, policies, and the Holy Bible. However, any and all decisions pertaining to providing such services shall be carried out in a manner that promotes the salvation (i.e., the redemption of man from the bondage of sin and the biblical acceptance of the provision of Jesus Christ for eternal life) of all persons.

As a religious corporation, we believe that living contrary to (i.e., conflicting with, disobedient to, and/or in opposition with) the Holy Bible is sin, but also believe, sponsor, support, and practice repentance according to the Holy Bible.

We believe that in order to preserve the function and integrity of CFN, it is imperative that all persons employed by CFN in any capacity, or who serve as members, volunteers, students, or interns, should abide by and agree to this Statement of Faith, Doctrine, and Beliefs (CFN’s foundational statements, religious beliefs, and tenets) and conduct themselves accordingly.

1.01 Doctrinal Beliefs

1. We believe the Bible is God’s standard and measurement for believers.
2. We believe in a personal experience of salvation by faith in the name of Jesus and obedience to His Word.
3. We believe in the Baptism of The Holy Spirit and the operation of spiritual gifts.
4. We believe in an intensive evangelization by preaching, teaching, and healing according to the Gospel of God’s kingdom.
5. We believe in personal holiness and separation from the world.
6. We recognize that all true believers, regardless of denomination and organization, are baptized of one Spirit into one Body, thus fulfilling Christ’s prayer for unity.
7. We believe in the Christian’s hope of an imminent, personal return of the Lord Jesus

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1.02 Religious Beliefs

A. Statement of Unacceptable Behaviors and Lifestyles

The following are examples, and not an exhaustive list, of some of the behaviors and lifestyles that violate the belief systems of Christ For The Nations, Incorporated:

1. God created males and females for the purpose of the continuance of the human race, for the purpose of procreation as an act of marriage (Genesis 1:26-28). Therefore, it is

unacceptable for people to change (alter, adapt, modify, convert, or pervert) the God-ordained and God-intended purpose and use of the human body and human sexuality.

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and likeness of God. Rejection of one's biological sex is a rejection of the image of God within that person.

Behaviors, lifestyles, and sexual misconduct such as disorderly conduct or lewd, indecent, or obscene conduct or expression, homosexuality, bisexual or transsexual conduct, same-sex marriage, sodomy, lesbianism, bestiality, incest, pornography, pedophilia, premarital sex, adultery, transgender, any attempt to change one's gender or appear as the opposite gender, or disagreement with one's biological gender is sin, offensive, an abomination, and detestable to God. And, accordingly, it is considered absolutely inappropriate (i.e., unsuitable, unfitting, and wrong), unacceptable (i.e., improper, intolerable, deplorable, and offensive), and prohibited by CFN, its pastors, staff, employees, students, volunteers, etc.

- a. You shall not lie with a male as with a woman. It is an abomination. (Leviticus 18:22)
 - b. If a man lies with a male as he lies with a woman, both of them have committed an abomination. (Leviticus 20:13)
 - c. Therefore, God also gave them up to uncleanness, in the lusts of their hearts, to dishonor their bodies among themselves . . . For even their women exchanged the natural use for what is against nature. Likewise, also the men, leaving the natural use of the woman, burned in their lust for one another, men with men committing what is shameful. (Romans 1:24-32)
 - d. Do you not know that the unrighteous will not inherit the kingdom of God? Do not be deceived. Neither fornicators, nor idolaters, nor adulterers, nor homosexuals, nor sodomites . . . will inherit the kingdom of God. (1 Corinthians 6:9-10)
 - e. Knowing this: that the law is not made for a righteous person, but for the lawless and insubordinate, for the ungodly and for sinners, for the unholy and profane, for murderers of fathers and murderers of mothers, for manslayers, for fornicators, for sodomites, for kidnappers, for liars, for perjurers, and if there is any other thing that is contrary to sound doctrine, according to the glorious gospel of the blessed God which was committed to my trust. (1 Timothy 1:9-11)
2. Works of the flesh. Now the works of the flesh are evident, which are: adultery, fornication, uncleanness, lewdness, idolatry, sorcery, hatred, contentions, jealousies, outbursts of wrath, selfish ambitions, dissensions, heresies, envy, murders, drunkenness,

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revelries, and the like; of which I tell you beforehand, just as I also told you in time past, that those who practice such things will not inherit the kingdom of God. (Galatians 5:19-21)

3. Adultery.

- a. Whoever commits adultery with a woman lacks understanding; He who does so destroys his own soul. (Proverbs 6:32)
- b. You have heard that it was said to those of old, "You shall not commit adultery." But I say to you that whoever looks at a woman to lust for her has already committed adultery with her in his heart. (Matthew 5:27-28)
- c. Marriage is honorable among all, and the bed undefiled; but fornicators and adulterers God will judge. (Hebrews 13:4)

4. Fornication.

- a. For from within, out of the heart of men, proceed evil thoughts, adulteries, fornications, murders . . . (Mark 7:20-21)
- b. Now the body is not for sexual immorality but for the Lord . . . (1 Corinthians 6:13-16)
- c. For this you know, that no fornicator, unclean person, nor covetous man who is an idolater, has any inheritance in the kingdom of Christ and God. (Ephesians 5:5)

5. Sexual immorality.

- a. Flee sexual immorality. Every sin that a man does is outside the body, but he who commits sexual immorality sins against his own body. (1 Corinthians 6:18-20)
- b. For this is the will of God, your sanctification: that you should abstain from sexual immorality... (1 Thessalonians 4:3-5)
- c. . . . as Sodom and Gomorrah, and the cities around them in a similar manner to these, having given themselves over to sexual immorality and gone after strange flesh, are set forth as an example, suffering the vengeance of eternal fire. (Jude 1:7)

6. Witchcraft and sorcery.

- a. For rebellion is the sin of witchcraft... (1 Samuel 15:23)
- b. There shall not be found among you anyone who... practices witchcraft, or is a soothsayer, or is one who interprets omens, or is a sorcerer, or is one who conjures spells, or is a medium, or is a spiritist, or is one who calls up the dead. For all who do these things are an abomination to the Lord... (Deuteronomy 18:10-12)
- c. Now the works of the flesh are evident, which are: adultery . . . sorcery, hatred, contentions . . . (Galatians 5:19-21)

7. We believe that any form of sexual immorality, such as adultery, fornication, homosexuality, lesbianism, bisexual conduct, bestiality, incest, pornography, pedophilia, any attempt to change one's gender or appear as the opposite gender, or disagreement with one's biological gender, is sin, offensive, an abomination, and detestable to God. Hence, CFN opposes any such sexual immorality. (Leviticus 20:10-20)

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B. Statement of Marriage Doctrine

1. God created males and females for the purpose of continuance of the human race, for the purpose of procreation as an act of marriage.
 - a. So God created man in His own image; in the image of God He created him; male and female He created them. Then God blessed them, and God said to them, “Be fruitful and multiply; fill the earth and subdue it...” (Genesis 1:27-28)

2. We believe that the term “marriage” has only one meaning: God instituted marriage as the exclusive union between one man and one woman, as delineated in Scripture. (Genesis 2:18-25) That is the way it has been since the very beginning of mankind, and according to the Holy Bible that is the way it will remain. God said, “It is not good that man should be alone; I will make him a helper comparable to him” – so the Lord God formed a woman for Adam (a female who was comparable and compatible with him).
 - a. And the Lord God said, “It is not good that man should be alone; I will make him a helper comparable to him.” Out of the ground the Lord God formed every beast of the field and every bird of the air, and brought them to Adam to see what he would call them. And whatever Adam called each living creature, that was its name. So Adam gave names to all cattle, to the birds of the air, and to every beast of the field. But for Adam there was not found a helper comparable to him.
 And the Lord God caused a deep sleep to fall on Adam, and he slept; and He took one of his ribs, and closed up the flesh in its place. Then the rib which the Lord God had taken from man He made into a woman, and He brought her to the man.
 And Adam said: This is now bone of my bones and flesh of my flesh; She shall be called Woman, Because she was taken out of Man.” Therefore, a man shall leave his father and mother and be joined to his wife, and they shall become one flesh. (Genesis 2:18-24)

3. Marriage between one man and one woman is honorable.
 Marriage is honorable among all, and the bed undefiled; but fornicators and adulterers God will judge. (Hebrews 13:4)

4. Marriage is between one husband and one wife (male and female).
 Nevertheless, because of sexual immorality, let each man have his own wife, and let each woman have her own husband. (1 Corinthians 7:2)

5. Marriage is between one man and one woman (husband and wife), and God joins them together in an intimate bond, and man should not divide it or change it.
 And He answered and said to them, “Have you not read that He who made them at the beginning ‘made them male and female,’ and said, ‘For this reason a man shall leave his father and mother and be joined to his wife, and the two shall become one flesh’? So then,

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they are no longer two but one flesh. Therefore, what God has joined together, let not man separate.” (Matthew 19:4-6)

6. Marriage is a means of sexual love and intimacy occurring only between one man and one woman (and no other person). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. Thus, any form of sexual immorality, including adultery, fornication, homosexuality, lesbianism, bisexual conduct, bestiality, incest, any form of pornography, or pedophilia, is unacceptable. We define adultery as the turning of one’s intimate affections to someone other than one’s spouse. Such affections may, but not necessarily, culminate in sexual activity. Fornication includes any form of sexual intercourse or oral sex.
 - a. Let your fountain be blessed, and rejoice with the wife of your youth. As a loving deer and a graceful doe, Let her breasts satisfy you at all times; And always be enraptured with her love. For why should you, my son, be enraptured by an immoral woman, and be embraced in the arms of a seductress? (Proverbs 5:18-20)
 - b. Flee sexual immorality. Every sin that a man does is outside the body, but he who commits sexual immorality sins against his own body. (1 Corinthians 6:18)
 - c. Nevertheless, because of sexual immorality, let each man have his own wife, and let each woman have her own husband. Let the husband render to his wife the affection due her, and likewise also the wife to her husband. The wife does not have authority over her own body, but the husband does. And likewise the husband does not have authority over his own body, but the wife does. Do not deprive one another except with consent for a time, that you may give yourselves to fasting and prayer; and come together again so that Satan does not tempt you because of your lack of self-control. (1 Corinthians 7:2-5)
7. Marriage is a spiritual and natural union between a husband and wife, centered on biblical principles.
 - a. Wives, submit to your own husbands, as to the Lord. For the husband is the head of the wife, as also Christ is the head of the church; and He is the Savior of the body. Therefore, just as the church is subject to Christ, so let the wives be to their own husbands in everything. (Ephesians 5:22-24)
 - b. Husbands, love your wives, just as Christ also loved the church and gave Himself for her, that He might sanctify and cleanse her with the washing of water by the word, that He might present her to Himself a glorious church, not having spot or wrinkle or any such thing, but that she should be holy and without blemish. So husbands ought to love their own wives as their own bodies; he who loves his wife loves himself. (Ephesians 5:25-28)
 - c. For this reason a man shall leave his father and mother and be joined to his wife, and the two shall become one flesh. This is a great mystery, but I speak concerning Christ and the church. Nevertheless, let each one of you in particular so love his own wife as himself, and let the wife see that she respects her husband. (Ephesians 5:31-33)

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8. Weddings (marriages) are worthy of Jesus' presence. Jesus approves of marriage, and His first miracle took place at the wedding in Cana of Galilee.
 - a. On the third day there was a wedding in Cana of Galilee, and the mother of Jesus was there. Now both Jesus and His disciples were invited to the wedding. (John 1:1-2)
 - b. This beginning of signs Jesus did in Cana of Galilee, and manifested His glory; and His disciples believed in Him. (John 1:11)
9. Marriage is a biblical institution established by God as clearly described in the Bible. CFN highly values the sacred Biblical marriage covenant and recognizes that marriage is the uniting of one man and one woman in covenant commitment for a lifetime. Accordingly, CFN, its pastors, staff, students, and those living on campus will not participate in same sex unions or same sex marriages, nor shall its property or resources be used for such purposes.

C. Statement of the Sanctity of Life

We believe in upholding the sanctity and dignity of human life for people of all ages, from conception to natural death; therefore, abortion and euthanasia are immoral and unacceptable.

1. Mankind was created in the image and likeness of God. God created man in His own image, after His own likeness, and that He gave man dominion over the earth. (Genesis 1:26-27)
2. Natural life begins at the time of conception in the mother's womb. God knows us as individuals in our mother's womb. In the womb, we grow and mature until we are prepared for birth.
 - a. Before I formed you in the womb I knew you; Before you were born I sanctified you; I ordained you a prophet to the nations. (Jeremiah 1:5)
 - b. For You formed my inward parts; You covered me in my mother's womb. (Psalm 139:13)
 - c. Did not He who made me in the womb make them? Did not the same One fashion us in the womb? (Job 31:15)
 - d. And it happened, when Elizabeth heard the greeting of Mary, that the babe leaped in her womb; and Elizabeth was filled with the Holy Spirit. (Luke 1:41)
3. Terminating life in the womb is not acceptable. In the womb, babies are recognized distinct individuals who are in the process of development. They will grow and mature in preparation for birth.
 - a. As you do not know what is the way of the wind, Or how the bones grow in the womb of her who is with child, So you do not know the works of God who makes everything. (Ecclesiastes 11:5)
 - b. Because he did not kill me from the womb, That my mother might have been my grave, And her womb always enlarged with me. (Jeremiah 20:17)

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4. Terminating life at or after birth (infanticide) is not acceptable. God will deal well with those who do their best to protect the sanctity of life.
 - a. Then the king of Egypt spoke to the Hebrew midwives, of whom the name of one was Shiphrah and the name of the other Paul; and he said, "When you do the duties of a midwife for the Hebrew women, and see them on the birthstools, if it is a son, then you shall kill him; but if it is a daughter, then she shall live." But the midwives feared God, and did not do as the king of Egypt commanded them, but saved the male children alive. So the king of Egypt called for the midwives and said to them, "Why have you done this thing, and saved the male children alive?" And the midwives said to Pharaoh, "Because the Hebrew women are not like the Egyptian women; for they are lively and give birth before the midwives come to them." Therefore, God dealt well with the midwives, and the people multiplied and grew very mighty. And so it was, because the midwives feared God, that He provided households for them. (Exodus 1:15-21)
5. It is God's intention that people live out their full days on this earth, with a full, satisfied life-span. He purposes to take care of His sons and daughters in their old age and He intends on us doing the same for them.
 - a. He shall call upon Me, and I will answer him; I will be with him in trouble; I will deliver him and honor him. With long life I will satisfy him, And show him My salvation. (Psalm 91:15-16)
 - b. Even to your old age, I am He, And even to gray hairs I will carry you! I have made, and I will bear; Even I will carry, and will deliver you. (Isaiah 46:4)
 - c. Do not cast me off in the time of old age; Do not forsake me when my strength fails. (Psalm 71:9)
 - d. They shall still bear fruit in old age; They shall be fresh and flourishing. To declare that the Lord is upright; He is my rock, and there is no unrighteousness in Him. (Psalm 92:14-15)

D. Statement of Biblical Repentance

1. True Biblical repentance is available to people who have committed sin. People who commit sin should repent quickly. True repentance is purging the sin out of your life because you abhor it (i.e., truly detest and hate it) and are totally committed to walk away from it and never do it again.
 - a. God wants everyone to repent from sins (true Biblical repentance) and there is no other alternative.
 1. The Lord is not slack...not willing that any should perish but that all should come to repentance. (2 Peter 3:9)
 2. I tell you, no; but unless you repent you will all likewise perish. (Luke 13:1-5)
 3. Remember therefore from where you have fallen; repent . . . (Revelation 2:5)

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- b. Let being sorry or sorrowful lead to true repentance.
 - 1. Now I rejoice, not that you were made sorry, but that your sorrow led to repentance. (2 Corinthians 7:9-10)
 - 2. Or do you despise the riches of His goodness, forbearance, and longsuffering, not knowing that the goodness of God leads you to repentance? (Romans 2:4-6)
 - 3. Pursue peace with all people, and holiness . . . (Hebrews 12:14-17)
- c. We should confess our sins, which is the initial evidence of repentance, and we should repent of those sins.
 - 1. If we say that we have fellowship with Him, and walk in darkness, we lie... (1 John 1:6-9)
- d. We should depart from iniquity and cleanse ourselves (i.e., turn from it).
 - 1. Let everyone who names the name of Christ depart from iniquity. (2 Timothy 2:19-21)
 - 2. Therefore, having these promises, beloved, let us cleanse ourselves from all filthiness of the flesh and spirit, perfecting holiness in the fear of God. (2 Corinthians 7:1)
- e. We should deny ungodly behavior and worldly lusts

For the grace of God that brings salvation has appeared to all men, teaching us that, denying ungodliness and worldly lusts, we should live soberly, righteously, and godly in the present age. (Titus 2:11-12)
- f. True repentance means we go and sin no more.

She said, "No one, Lord." And Jesus said to her, "neither do I condemn you; go and sin no more." (John 8:11)
- g. We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ.
 - 1. If we confess our sins, He is faithful and just to forgive us our sins and to cleanse us from all unrighteousness. (1 John 1:9)
 - 2. Repent therefore and be converted, that your sins may be blotted out, so that times of refreshing may come from the presence of the Lord, and that He may send Jesus Christ, who was preached to you before, whom heaven must receive until the times of restoration of all things, which God has spoken by the mouth of all His holy prophets since the world began. (Acts 3:19-21)
 - 3. That if you confess with your mouth the Lord Jesus and believe in your heart that God has raised Him from the dead, you will be saved. For with the heart one believes unto righteousness, and with the mouth confession is made unto salvation. (Romans 10:9-10)

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4. Do you not know that the unrighteous will not inherit the kingdom of God? Do not be deceived. Neither fornicators, nor idolaters, nor adulterers, nor homosexuals, nor sodomites, nor thieves, nor covetous, nor drunkards, nor revilers, nor extortioners will inherit the kingdom of God. And such were some of you. But you were washed, but you were sanctified, but you were justified in the name of the Lord Jesus and by the Spirit of our God. (1 Corinthians 6:9-11)

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with the Bible nor the doctrines of CFN. (1 Peter 3:9-12, Matthew 9:36, Jude 1:22-23, Matthew 5:44-45, Ephesians 4:29-32, Mark 12:28-31, Luke 6:31, Galatians 6:1-5)

EMPLOYMENT RELATIONSHIP / EMPLOYEE DISCIPLINE

The employment relationship between CFN and the employee shall be defined as “**employment-at-will.**” Either party may dissolve the employment relationship: employees may resign from CFN after giving proper notice or may be dismissed by CFN at any time, for any reason. **Please note that any use of progressive discipline toward an employee by CFN policy will not change the employer’s or employee’s at-will employment status.** CFN does have a comprehensive Employee Discipline policy. Any CFN employee may request a copy of that Discipline policy from HR at any time.

EQUAL EMPLOYMENT OPPORTUNITY

Per the Civil Rights Act of 1964 {Section 702} it is the policy of CFN to provide equal opportunity in employment to all employees and applicants for employment consistent with CFN’s Religious Doctrinal Fundamentals, Mission Statement, Standard of Personal Conduct and overall corporate purpose. No person shall be discriminated against in employment because of such individual’s race, Christian church affiliation (provided such church adheres to such doctrinal statements as found in the CFN Statement of Faith Section 11:1-3), color, sex, age, veteran status, or national origin.

Persons with handicaps will be evaluated in terms of their ability to perform their present or prospective jobs. It is required that each employee subscribe to the CFN Statement of Faith and the Mission and Vision statements of CFN. This policy applies to all terms, conditions, and privileges of employment including hiring, probation, training and development, promotion, transfer, compensation, benefits, educational assistance, layoff, social and recreational programs, dismissal and retirement.

SEXUAL HARASSMENT POLICY

Sexual harassment is a form of misconduct that undermines the integrity of the employment relationship. No employee, either male or female, should be subjected to unsolicited and unwelcome sexual overtures or conduct, either verbal or physical. Sexual harassment violates Title VII of the 1964 Federal Civil Rights Act (and subsequent court decisions) and by State of Texas laws.

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It is the policy of the Company to strictly prohibit any conduct which constitutes sexual harassment and to discipline any employee, whether it is a member of management, supervisor, or co-worker guilty of such conduct.

An employee who believes that he or she has been subjected to sexual harassment should immediately report the conduct to his or her supervisor or to the Human Resources Department, who will investigate the incident thoroughly. If you have been sexually harassed, it is incumbent upon you to report the incident immediately; otherwise, we must presume you feel CFN has complied with the sexual harassment guidelines, and no action needs to be taken. Employees guilty of sexual harassment will be subject to strict disciplinary actions, up to and including termination of employment.

STANDARD of PERSONAL CONDUCT for EMPLOYEES

1. Christ For The Nations encourages a close and edifying relationship among faculty, staff, alumni, and students; one that will deepen the spiritual growth of each and stimulate a vigorous intellectual life in the CFN Community. In order to accomplish these aims, it is imperative that Christ for the Nations employees conduct themselves in a Christ-like and professional manner, and maintain an exemplary and involved lifestyle. Employees are encouraged to become involved in a local church and to attend church regularly. In addition, community members are also invited and encouraged to participate in activities of the CFN community and its founding organization, CFN.

2. Christ For The Nations has developed its Campus policies from a Christian perspective and desires to be a redemptive community. From a Christian understanding, a redemptive community is one in which we recognize the goodness of Creation (Gen. 1:31), the reality of the Fall (Gen. 3:17-19), and the redemptive work of Jesus Christ in bringing about God's purposes (Rom. 8:22). A redemptive community is one in which we honor one another as made in the image of God (Gen. 1:26). We do this by treating one another with respect, by extending grace and mercy to one another, by being loving and understanding, and by being patient and trustworthy. All this must be done in a manner that maintains order and discipline. In order for this to occur the Organization believes that members of the Organization community need the opportunity to learn and grow through accepting responsibility for their actions. A redemptive community is characterized by the fruit of the spirit: "But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control. Against such things there is no law." (Gal. 5: 22-23). The Christ For The Nations community wishes to model and foster these qualities of redemption and personal responsibility in the lives of our employees.

3. The Organization has adopted the following policies:

3.1. Christ For The Nations calls us to be of sober mind and sound judgment. The Organization requires that their employees refrain from the illegal use of drugs and the abuse of addictive substances controlled by Federal, State, County and Local laws. This also includes the "legal" use of marijuana wherever laws permit it (either in the USA or outside the country). For additional information regarding drug and alcohol use, misuse, and abuse, to include counseling and treatment options, Organization sanctions, legal consequences, and

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health risks; please contact the CFN Human Resources (HR) Department. HR will work together with the CFN C.O.O., General Counsel, Institute leadership and others to provide the best information and options available.

3.2. In keeping with a call to a sober mind and sound judgment, CFN forbids employees from consuming or possessing alcohol and tobacco anywhere, on campus and off campus, at anytime, including while "off duty." The Apostle Paul exhorts the body of Christ that, if they truly loved their fellow man, they would set aside personal freedom by refraining from behavior that might be a stumbling block to weaker brethren. Christ for the Nations encourages members of the CFN community to exercise personal responsibility, and guided by Paul's admonition, appropriately set aside personal freedom and refrain from the use of alcohol and tobacco.

Disciplinary Process for Employees Voluntarily Reporting Alcohol or Drug Use: In keeping with the redemptive nature of CFN's disciplinary policy, employees who come forward voluntarily, confessing a violation of the organizational policies or an addictive lifestyle (such as using illegal or non-medical narcotic drugs, alcohol use or abuse), may be afforded an opportunity to submit to a range of possibilities, outside the organization's normal disciplinary process. This would include, but not be limited to the following: counseling and rehabilitation through a local church, counseling center or Christian medical practice, which has been approved by CFN for an outside disciplinary process. This outside disciplinary process does not impede CFN from implementing any or all of their normal organizational disciplinary processes, if deemed necessary by the Organization. The goal of any outside disciplinary process would be to help the employee overcome their use, abuse or addiction problem, as well as the possible redemption of the employee's ability to remain in CFN employment after the voluntary self reporting. The employee who is self-reporting must communicate this in person to the Human Resources Department and/or their Department Supervisor (who will then in turn immediately notify Human Resources of the matter). HR will then work with both the employee's Dept. Supervisor and any approved outside rehabilitation system (as described above) to help the employee.

3.3. Consistent with this policy, the use, possession, manufacture, distribution or sale of illegal drugs, controlled substances or drug paraphernalia is prohibited. The use, possession, distribution or sale of alcohol or tobacco on Organization premises, including Organization housing, at any official function, any event supported by Christ For The Nations funds or any event identified with or directly linked to the Organization is prohibited.

3.4. Any use of alcohol, tobacco, illegal drugs or controlled substances that results in a criminal violation, e.g., drunken driving, public nuisance, disorderly conduct, use of these substances by a minor, etc., is considered a substance abuse violation and will be dealt with through the disciplinary process, whether or not the employee is charged with or convicted of a crime.

3.5. Any incident that occurs as a result of the use of alcohol, illegal drugs or controlled substances, in the judgment of the Organization administration, reflects negatively on the image of the

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Organization will be considered a violation of the Standard of Personal Conduct and will be dealt with accordingly. In some instances, violations could result in removal from Organizational housing or suspension or dismissal from the Organization.

3.6. We are to be content with what we have and what God has given us; as such, the Organization has a policy against theft or misuse of property. No employee shall steal, damage, take without authorization, or attempt to steal, damage, take or use without authorization property of another, nor shall he/she remove or attempt to remove property of another from the place or divert it from the use and/or place to which it was assigned. No employee shall recklessly or knowingly help or assist another in stealing, damaging, taking without authorization, or attempting to steal, damage, or take without authorization property of another.

Possession of another's property knowingly and without permission is a violation of this regulation. Theft includes misappropriation of another person's ideas or expressions, such as copyright infringement, plagiarism and illegal downloads of materials. Misuse of property includes plagiarism, or unauthorized copying or use of another's works contrary to this Organization or other Organizational guidelines.

3.7. As a redemptive community, we support life, health, and well-being. The Organization prohibits threats or violence to the health and safety of others. Engaging in any act, such as fighting, physical assault, unlawful detention, interference with the freedom of movement of another person, verbal abuse, threats, stalking, intimidation, harassment, coercion or any other conduct which endangers or has the reasonable potential to endanger the health or safety of the student or other members of the Organization community including oneself or visitors is prohibited. As a Christian organization, we expect members of the Organization community to treat each other with respect and civility.

3.8. Abuse, Harassment, or Intimidation. Harassing or threatening another person, including racial or sexual harassment or threats is prohibited. Harassment includes, but is not limited to, stalking, striking, threatening with violence, or offering to do bodily harm to another person, or other treatment of a demeaning, abusive, taunting, or alarming nature. It also includes obscene, abusive, or repetitive telephone calls, texts, messages, electronic mail, tweets, or on any social media platform, as well as other obscene, abusive, or repetitive communications of any kind or source.

3.9. Weapons Possession. Christ For The Nations faculty, staff, alumni, students or visitors are prohibited from **illegally** possessing and discharging firearms, fireworks or other dangerous weapons or materials on CFN property or adjoining property owned by CFN. Firearms are defined as any gun, rifle, pistol or handgun designed to fire bullets, BBs, pellets, or shoot regardless of propellant used. Weapons include, but are not limited to, knives, razors, metal knuckles, hatchets, foils, tasers, blackjacks, nunchuks, bows and arrows, or any explosive or incendiary devices, including biological or chemical.

CFN Employees are prohibited from carrying firearms while officially working their CFN job duties, even if they are legally allowed to by Federal, State or Local laws. However, as a Citizen and CFN campus resident, they are allowed to legally possess and carry a firearm off hours, both before and after their official CFN employment each work day. Please contact the

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CFN Campus Security Department for more information on policies & procedures concerning gun & weapons possession and carry while on campus.

The only **exception** to the previous stated policy concerns **legal “open or concealed carry”** on our CFN campus during work hours by **pre-approved CFN personnel**. Sworn or authorized public safety personnel in the performance of their duties, as well as our trained and State licensed CFN Security Director and approved Officers, are **specifically authorized** by **CFN** to have **“open carry” handguns and tasers. No other faculty, staff, alumni, student or visitor may have “open carry” handguns or tasers while on our CFN campus unless written approval is given by the COO’s office, in communication and cooperation with the Campus Security Director, along with any required registration, waiver of liability and required annual training for those approved to bear weapons as describe in this Section 3.9.**

3.10. **STATEMENT ON MARRIAGE, GENDER AND SEXUALITY**

Christ For The Nations fully accepts the teachings of the traditional Biblical view with regard to the goodness of our sexuality, the importance of chastity, and the place of heterosexual marriage as God's intended context for complete sexual expression to occur (Gen. 2:21-24). Sexual misconduct that is prohibited includes disorderly conduct or lewd, indecent, or obscene conduct or expression, involvement with pornography, premarital sex, adultery, fornication, homosexual, bisexual and transsexual conduct or any other conduct that violates Biblical standards.

Christ For The Nations believes that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen 1:26-27.) Rejection of one’s biological sex is a rejection of the image of God within that person.

We also believe that the term “marriage” has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen 2:18-25.) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Cor 6:18; 7:2-5; Heb 13:4.) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. Therefore, any form of sexual immorality, including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of printed, videoed, or virtual pornography is unacceptable. We define adultery as the turning of one’s intimate affections to someone other than the spouse. Sometimes, but not always, these affections culminate in sexual activity. Fornication includes any form of sexual intercourse, oral sex or any physical contact producing sexual stimulation.

At the same time, we believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom 10:9-10; 1 Cor. 6:9-11.)

Any sexual misconduct/harassment will be treated as a serious offense, which may result in dismissal and/or reporting to local law enforcement. The following definition of sexual harassment applies: unwelcome advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when the conduct is abusive, severe, and

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persistent. In the event that a violation on campus should occur, students and/or staff are expected to immediately contact the Dean of Students if it involves a student, and the HR Director if it involves an employee. For incidents which occur off-campus, immediate recourse is to notify the local police, and then to notify the respective CFN departments (Dean's and/or HR).

Because of this CFN Standard of Personal Conduct, the following policy is established: Premarital sex, adultery, or other defined sexual misconduct, as described in Section 3.10., between an employee or faculty member, with a CFNI student, will result in the immediate termination of their CFN employment.

All other sexual misconduct, as outlined in Section 3.10., by an employee or faculty member, with a non-CFNI student, will result in disciplinary action, up to the loss of their CFN employment.

Christ For The Nations highly values the sacred Biblical marriage covenant. If any CFN employee seeks a divorce or divorces their spouse, for any non-Biblical reason, the employee is subject to discipline, up to the loss of their CFN employment. In order to maintain CFN employment, the employee is required, in a timely manner, to enter into Biblical counseling to help reconcile the marriage relationship. This can be accomplished through the local church, and/or with experienced staff/faculty at CFN. Christ For The Nations is a redemptive community, and will do all it can to assist the employee in being reconciled back to God and to their spouse.

3.11. Scripture exhorts us to honesty and integrity. Lying or making a false statement, which the maker knows to be false, or which is made with reckless disregard for the truth of the matter asserted, is prohibited. Lying also includes any deliberate attempt to mislead or intentionally misrepresent attendance or online participation, or falsifying attendance/participation reports.

3.12. Any Violation of the CFN Employee Manual is prohibited.

3.13. Profanity. Profane or obscene expressions including, but not limited to, speech, which violates accepted standards of decency and Biblical conduct is prohibited (except when used in an appropriate academic context).

3.14. Misuse of Computer Privileges or Facilities. Unauthorized access to, or use of, the Organization computer files, equipment (hardware or software) or facilities, including attempts to gain unauthorized use or access is prohibited. Unauthorized use is defined as (a) unauthorized entry into a file to use, read, or change the contents, or for any purpose; (b) unauthorized transfer of a file; (c) use of computing equipment or facilities to interfere with the work of another student, faculty member, alumni or Organization official; (d) use of computing equipment or facilities to send obscene, abusive, intimidating, hostile or offensive messages; (e) use of computing equipment or facilities to interfere with the normal operation of the Organization computing system or to use it for non-Organization employment; (f) use of the computing equipment or facilities to view pornographic or other obscene websites; (g) violation of the Acceptable Use Policy of the Organization; or (h) use of the computing equipment or facilities to accomplish any other prohibited activities under the Standard of Personal Conduct, such as threats to the health and safety of others, abuse or intimidation, sexual misconduct, profanity or lying. Reports on the monitoring of these activities will only be accessible upon written request by the COO or Division Director(s), to the IT department requesting such written report for

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their respective division(s). IT must receive written approval from the COO before releasing any such written reports to any persons (inside or outside of the Organization).

3.15. Any employee must get prior written approval from the CFNI Executive Team for the use of CFN or CFNI's logo or branding. Please contact the Marketing department for information regarding their other policies and procedures.

3.16. Any Conduct Deemed Unlawful. Violations of any local, city, state or federal law, regardless of whether such conduct takes place on or off the Organization's property, and regardless of whether there has been any trial and/or conviction for such conduct in a court of law, may also constitute a violation of the Standard of Personal Conduct. Conduct leading to arrest, indictment or conviction for violation of local, state, or federal law may result in disciplinary action by the Organization.

Christ For The Nations does thorough background checks on all its employees upon hiring, including student employees and volunteers. This includes for all our youth and children's camps. Because of the redemptive nature of our faith in Jesus Christ, our organization reserves the right to hire a person with a past criminal record, as long as they are truly qualified for the job position, and have displayed an established history of redemption from their past crime(s) over a reasonable period of time. However, the organization will not hire those convicted of felonies related to violent assault or sexually related crimes to adults or children, in order to protect the welfare of all its workers, families, students, residents, guests and visitors.

3.17. Failure to comply with the proper instructions of an Organization official may result in disciplinary action by the Organization. Such failure to comply may include, but is not limited to, not completing a sanction or requirement that was imposed as a result of a previous violation of this Standard of Personal Conduct or the Employee Manual.

3.18. Employees are responsible for the behavior of their guests while on CFN Property. Children under the age of 13 should be in the direct care of a parent or guardian when visiting CFN Property.

Because of Christ For The Nations Statements of Faith, Doctrine and Beliefs, Doctrinal Beliefs, Religious Beliefs, and Standard of Personal Conduct, as outlined in this document, the organization will not hire or employ at any time homosexuals, bisexuals, lesbians, transgender, multi-gender or any other gender that contradicts, deviates, differs, opposes or violates our Biblical beliefs, standards and policies as stated in this Employee Manual.

Christ For The Nations will also **not hire** alcoholics or drug abusers, because current use of such substances may prevent them from performing their jobs or would constitute a direct threat to the property or safety of others. Whenever applicants for employment are to be tested for the presence of such substances, they are to be informed of the test in advance in writing. CFN reserves the right to require drug testing of any employee, OPT, volunteer or scholarship worker. CFN will pay for such screening / testing, if CFN requires it as a condition for employment.

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MINISTRY PROTOCOLS BETWEEN MALE & FEMALE STAFF, STUDENT, FACULTY & GUESTS (including Teens & Children).

Although Christ For The Nations strongly believes in the Biblical ministry involving “the laying on of hands”, we must especially use wisdom when ministry occurs between the opposite sex. This is especially true since CFN is both an accountable business and ministry, and is not exempt from government laws (except some dealing with allowances for non-profit organizations). Laws dealing with the protection of women and children in our culture and society apply to all organizations and people. There are possible legal issues that could arise if these laws were violated, or even the appearance of wrongdoing between people of the opposite sex. Thus some basic standards need to be adhered to.

Whenever possible, a woman should pray with a woman, and a man with a man. Planning should be done for any ministry time or event at CFN to help make sure there are adequate balanced gender teams to make this be the first option. However, we fully understand that it is quite common in public areas to minister to people of either sex in this way. Unless it is on the top of the head or shoulder, wisdom would state that a man should first ask permission of a woman to lay hands on her. The best option is to include a female to lay her hands on the woman to minister along with the man.

When it comes to hugs or embraces, it’s always best that a sideways, one armed hug be given between people of the opposite sex. Sometimes a person, especially a child, will naturally desire to give a full embrace to a person of the opposite sex. CFN believes that healthy public expression in a hug or embrace is quite normal. There are certain international cultures at CFN that are very expressive in this way. Though we don’t want to put a “legalistic” standard down that quenches the expression of God’s love one for another, it is important within the organization when working to treat people respectfully and in a professional manner. We want to use wisdom to help avoid people from starting down a wrong path in their relationships between the opposite sex, that could have more serious consequences to both the individual and/or CFN.

SAFETY STATEMENT

Christ For The Nations considers the safety and health of its employees a high priority. Every employee must accept his or her responsibility to use wisdom, as well as plain “common sense”, in order to help prevent injuries to themselves and fellow employees. The Security Department, in conjunction with the Facilities Department, have scheduled fire drills and other training throughout the year in commercial buildings where CFN employees work.

LEGAL WORK STATUS

Christ For The Nations will **not** hire anyone without a current legal visa and/or work status than allows them to legally work within the United States of America, per existing U.S. Government laws and policies. Even those under a particular legal visa status are limited to the amount of hours they work in any given day or week, as well as specified seasonal times, per official Government policies. An example of this is a person under an F1 student visa that is limited to no more than 20 hours of scholarship or other paid work when Christ For The Nations Institute is in session.

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EMPLOYEE CLASSIFICATION

Full Time Employee: one who works 32 or more hours per week throughout the year.

Part Time Employee: one who works under 32 hours per week throughout the year.

Some positions are exempt from overtime payment due to their FLSA status. The following are listed as examples:

EXEMPT (SALARIED): Those executive, administrative, professional, directors, department heads and marketing management employees who do not receive overtime payment, provided they meet the requirements of the Fair Labor Standards Act. Examples of exempt employees at Christ For The Nations include (but are not limited to):

- **Executive:** President/CEO, COO, CFO
- **Computer Related:** IT Manager, Systems Specialist
- **Administrative:** Department Heads, Specified Managers and Supervisors
- **Professional:** CPA, Attorney

NON-EXEMPT (Hourly): Hourly employees are not exempt from the provisions of the Fair Labor Standards Act. Non-exempt employees receive overtime payment for time worked in excess of 40 hours per scheduled payroll week.

EXEMPT EMPLOYEES:

1. Under normal circumstances, exempt (salaried) employees are to be on campus Monday through Friday, during the workweek hours of 8:00 a.m. or 8:30 a.m. to 5:00 p.m. (depending on length of lunch hour). Department Heads/Supervisors will notify HR in writing concerning work hours/shifts different from these published hours for any of their employees.

Occasionally, exempt (salaried) employees may be granted extra-time off (Comp time) by their respective oversight or supervisor, if their number of hours worked is excessively greater than 40 in any scheduled payroll week, or the exempt employee works during a CFN paid holiday. Comp time is usually granted the week or two following the excessive OT or worked paid holiday. Please note that a salaried employee is expected to work normal OT hours in any given week. Working up to 50 hours a week is not considered excessive overtime for an exempt employee. A great example of qualifying comp time for an excessive amount of OT work is a YFN or KFN salaried employee that works 60 or more hours during any given summer camp week

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2. Any exempt employee, whose office hours are irregular, shall provide a current cell phone number to their direct supervisor and other key department employees to ensure proper communication in order to process CFN work.
3. The responsibility of exempt employees is to demonstrate leadership by example. That leadership is exemplified by attendance to CFN's sponsored conferences and events. As staff you are encouraged to attend such events for your growth, as well as to support CFN.

WORKING HOURS

The normal 40-hour workweek is Monday through Friday, 8:00 a.m. or 8:30 a.m. to 5:00 p.m., depending on whether the lunch period is 30 minutes or an hour. Employees may be required to work overtime when authorized/budgeted for by their Supervisor, and hourly, non-exempt employees, will be paid at one and one-half times their regular hourly rate for hours in excess of 40 in any scheduled payroll week. The normal workday shall consist of eight (8) consecutive hours of work, interrupted by an unpaid 30-minute or 60-minute meal period. Paid (on the clock) breaks (not to exceed 10 minutes in the AM and 15 minutes in the PM) are allowed for FT employees. PT employees are awarded one rest or break period, per work day on the clock, but they must clock out for any lunch break.

CHAPEL / DEVOTIONAL / PRAYER DURING PAID WORK TIMES

Regularly scheduled department and organizational devotional or prayer times together, as well as CFNI morning 8:00AM IB chapel times, are considered paid work time for those employees who attend, with proper notification to and approval from their Supervisor. Employees are still required to finish all daily work tasks, regardless of attendance at any of these events.

IMPORTANT: For **hourly employees on the clock**, who attend CFNI 8:00 a.m. IB chapel times, you are required to first clock in at your normal work office area or other authorized swipe-in station before heading over to the IB for chapel. CFN will **not pay** for non-clocked in hours because an hourly employee failed to swipe in, so please make sure you are on the clock beforehand.

All CFN FT Staff are required to attend Chapel on specific day(s) as designated each year by the COO, when the Institute is in session. This also includes PT Staff, if their normal working hours start at 8:00 a.m. on those days). **Worship together is a major part of our CFN staff culture.** Department Heads and Supervisors are responsible to oversee that this expectation for their staff is met, as well as being responsible for when their department staff need to return back to their work stations. Certain department personnel (like Security and Facilities) may be exempt or limited from these Chapel services, due to their specific job requirements or work scheduling. Supervisors can contact HR regarding questions about possible exemptions due to their employee's normal job requirements.

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11:00 a.m. CFNI IB Services: Please note that unless you are specifically **required** by your job description to be at these 11:00 a.m. services, **hourly** employees cannot be on the paid clock to attend. The only exception to this is when an invite is given by CFN Leadership for a specific employee or for all employees to attend for a special event or occasion (Founder's Day, Freda Lindsay Award, Prayer Time, Special Guest Speaker, Graduation ceremonies, or other approved event, etc.)

Salary employees have more freedom to attend as needed because they are expected to complete all their daily job duties, no matter what devotional, prayer, worship or other CFN event they attend. They still must have prior approval though from their supervisor to attend, or a firm understanding from their supervisor that they have the freedom to attend these services as they choose to.

TIME CLOCK COMPUTER STATIONS

Non-exempt (hourly) employees are required to swipe in/out at designated campus computer stations. This means clocking in/out for work, for lunch or other designated meal time, and when leaving the building and/or your assigned work station, for any reason other than official CFN business. The only exception to this policy relates to Security Officers on their assigned 8 hour shifts because they remain on call as they take their meal breaks during their shifts. Please note that the failure to properly clock in/out for work, meals, and non-CFN business, as described above, can result in employee discipline, up to and including the loss of employment.

PERFORMANCE EVALUATIONS

Christ For The Nations does employee reviews for FT & PT Regular employees each year during the summer months. Evaluation forms are sent by HR to the supervisor of the employee, to be completed and sent back to HR by a designated date. These reviews are to be completed by the Supervisor, with the employee, with the original paper work turned back into HR to put in the employees file. Supervisors, please make sure to make a copy of the completed & signed evaluation for your files and for the employee before turning in the original form back to HR.

CFN SALARY, WAGES, COMPENSATION

The COO has a designated CFN team, which reviews, defines and determines all wages, salaries, bonuses and other CFN compensation. The COO is required to sign off on all pay & compensation decisions before implementation by HR/Payroll. Currently there are no automatic cost-of-living differential adjustments. Wages, pay, bonuses, other compensation for all employees (exempt / non-exempt) is based on many factors, such as: job title/position, responsibility/task, job level pay ranges, % of CFN pay to marketplace pay, job performance, experience, budgets, and the current or projected financial situation of CFN.

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HEALTH and DENTAL INSURANCE PLANS

Christ For The Nations offers comprehensive health and dental insurance policies for all full-time employees. This also counts for FT continuous domestic student employment. However, once a FT student worker goes back to PT status they immediately lose all employee benefits. International student workers are prohibited by Govt. policy from FT continuous work because of their F1 Student visa status. All employees who qualify for benefits will share the cost of these insurances in all cases, unless CFN decides otherwise. Covered employees are given the option of adding eligible dependents to their insurance. The insurance will become effective the first of the month after sixty days of full time employment.

PROMOTIONS

It is the policy of CFN to promote employees within the organization when merited and agreed upon by the related CFN department head and the employee being promoted. Supervisors should check with their Division Director's to see if their approval is also needed for certain jobs within the Division. The COO's counsel or approval may be required for higher level job positions. Management may use attendance and work records, performance evaluations, job related testing and educational qualifications, as well as attitude, example and loyalty, to evaluate employees for promotion.

CFNI STAFF HONORARIUM POLICY

CFN & CFNI EVENTS: Conferences, Camps, Seminars, Tuesday Night Encounter and Retreats, YFN / SYFN / KFN / Preteen Impact or similar:

Only Christ for the Nations Institute hourly (FT or PT) employees and adjunct Instructors are eligible to receive honorariums or extra pay from CFN/CFNI, when it is out of the normal scope of their daily responsibilities. This would include seminars, conferences, Tuesday Night Encounter, camps and retreats, etc. Salaried employees are given permission to adjust their normal work hours on those days to cover the event responsibility they freely chose to accept. It is not mandated that a CFN employee accept an offer to do additional services for these extra CFN events unless it is part of their normal job description to do so. Of course most CFN salaried employees will feel honored to participate if invited to minister at these extra CFN events, knowing they can adjust their work schedules that day.

In order for an hourly employee or adjunct instructor to receive compensation for such an event, funds must be built into that department's budget. If there is no budget for such an honorarium, the staff member must be made aware in advance that they will not receive compensation. Each employee has the right to decline any invitation. Please contact the Accounting/Finance Department for all other policies & procedures for CFN employees not listed in this manual.

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TEACHING CFNI CLASSES

FT time or PT employees will not be compensated for classes they teach during their normal scheduled work hours. However, they may receive additional compensation to their normal pay when they teach in the Online School, Remedial English program or Extra Cost Electives, before or after their normal scheduled work hours. FT or PT employees who do not work between 8:00am to Noon during CFNI's Monday through Friday school schedule are eligible for teaching pay on top of their normal compensation for those morning classes.

All approved honorariums for hourly employees/adjunct will be added to the payroll cycle that follows the date of the event unless an employee has an established 501c3 ministry. In that case a W-9 must be submitted to HR and a check may be cut to their ministry.

TIME OFF WITH PAY

CFN has one of the most generous time-off benefits of any organization from the start of FT employment. Following are the days off with pay that CFN provides. These benefits also apply to FT Domestic students who continuously work FT hours year-round. International students do not qualify for year-round continuous FT employment because of their F1 student visa status. Please note: PTO days are not available for use the first sixty days of full time employment. However, holiday pay is covered as soon as the employee is officially hired and starts their FT employment.

VACATION DAYS and PTO (Paid Time Off) DAYS

1. We encourage employees to take time off from work by using their PTO days.
 - a. Full time regular employees are given **18 PTO days** each year, and these days are accumulated monthly at a specific accrual rate upon hiring.
 - b. Employees who have completed ten years of FT employment will then start to accumulate **23 PTO days** per year, starting in year eleven and going forward.
 - c. All FT employees receive 12 paid holidays per year.
 - d. Christmas and other holiday dates will be determined by the HR Department well in advance. These dates correspond with the official U.S. Government holiday schedule for that year.
 - e. Part-time employees accumulate PTO days based upon the number of work hours accrued. Part-time employees must complete 2080 work hours before they can begin accumulating pro-rated PTO pay.
 - f. Please note that employees hired before 1/1/2022 were grandfathered into some previous time off policies, until they leave CFN employment. If they return back to work at CFN in the future they are automatically put into all current HR and CFN policies, including PTO policy.

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CFN HOLIDAYS

The specific holiday date is based off the official U.S. Government day off for each holiday that year. CFN's Christmas Week will be the week where December 25th falls in any part of a consecutive new week of Sunday through the following Saturday. Example: December 25th falls on a Saturday, thus the Christmas five-day holiday week will be from Monday, December 20th through Friday, December 24th, because the Government will recognize that Friday the 24th is their official Christmas Day holiday. New Year's Day and July 4th are similar when they fall on a weekend. If they fall on a Saturday, it's celebrated by the Government on the Friday before. If they fall on a Sunday, the official Government holiday will be the Monday afterwards.

New Year's Day	Good Friday	Memorial Day	July 4 th
Labor Day	Thanksgiving – (Thursday & Friday)		
Christmas - Five days for 'Christmas Week', which includes Christmas Day			

2. A Time-Off Request form must be submitted to and approved by the Department Head prior to taking time off, unless the absence is due to illness, at which time the employee will complete the form upon returning to work.
 - a. Salaried (exempt) employees must complete and turn in their time off request forms to their Department Heads to give the Department Head sufficient time to assure the work is covered.
 - b. If a salaried employee fails to turn in a signed, prior approved time-off request, the CFN reserves the right to deny pay for the period of their absence.
3. A limited number of PTO days may be carried over from one calendar year to the next. That limit is 18 PTO days during the first 10 years of employment. 23 PTO days maximum may be carried over for qualifying employees after 10 years of employment. **Please note that employees will lose any accumulated PTO days in excess of 18 days (23 for those with over 10 years of employment) on January 1st of each calendar year.**
4. When a qualifying FT or PT employee resigns or is laid off from CFN employment they are paid any unused accrued PTO days upon leaving employment, up to a maximum of one-years' worth (18 or 23 days, depending on being under or over the 10-year employment mark). Please note that pro-rated pay is given to qualifying employees who work under 40 hours per week. This pro-rated Holiday pay is given after the employee has accrued 2080 total paid work hours at CFN.
5. Employees who resign with 5+ or more years of FT regular employment are eligible to receive one extra two-week paycheck for each 5 full years of FT CFN regular employment, if they leave in good standing with CFN. **Employees who fail to complete time off request forms for vacation or personal days during their CFN employment are subject to losing unused vacation**

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days and extra pay, upon leaving CFN employment. Employees who leave with 10 or more years of FT employment are offered an organization wide event to honor them for their service. Each individual department hosts smaller events to honor their employees with less than 10 years of employment.

6. Employees who are terminated by CFN for violation of the Employee Standard of Personal Conduct (as outlined in the Employee Manual) lose their right to being paid accrued, unused PTO days or years of service pay. **CFN still reserves the sole right** to choose to compensate any terminated employee beyond their earned paycheck after termination (though CFN is not required to do so).
7. Those employees designated by the COO as Level 1 do not receive any unused accrued PTO compensation when they leave CFN employment. They are also not required to fill out time off request forms to turn into HR during their time as a Level 1 employee. However, they are required ahead of time to notify the COO when taking time off.

All employees are required to enroll in “direct deposit” as soon as possible after receiving their first paycheck. Please see the Payroll & Benefits Manager on this or other related payroll questions.

CFN BLOCKED TIME OFF DATES & DEPARTMENTAL SCHEDULING OF TIME OFF REQUESTS

1. **CFN has specific blocked dates where every FT employee is prohibited from taking any time off, except for personal/family emergencies, sickness or family bereavement times. The reason for this is because there are “all hands on deck” times when every staff member needs to be available to help CFN with important campus events.**

Examples: VOH, Alumni, Worship or other major in-semester conferences, opening rally, the first week of CFNI classes in the Fall & Spring, as well as end of semester graduation dates.

If a personal/family emergency, sickness or bereavement time occurs that prevents you from being present for work during one of these major CFN events, please note that on your time-off request form that your supervisor signs.

2. **Department Heads shall ensure, before granting time-off requests, that required departmental work duties are covered during the period of time when an employee is on approved time off.**
 - a. Departmental cross-training must be provided to assure that the department is covered during an employee’s absence.

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- b. All job duties must be fulfilled on a daily basis, during the time when an employee is on vacation or has approved time off.
 - c. It is the Department Head's responsibility to ensure adequate staffing, so that the operation of the organization is not impeded in any way, be it internally or externally, even if he/she do the work themselves.
3. Employees leading CFN approved outreach trips must turn in time off request forms as soon as their itinerary is completed. This is required in order to assist the Department Head to make sure the department is staffed enough for its work requirements, and to properly schedule PTO days for other department employees.
4. The one designated employee leading an outreach may take 'Other time off-with pay', without having to use any of their normal accrued PTO days. This also applies to one designated employee on larger outreach groups (20 or more paying students) who serve as an asst. outreach leader. The Summer Outreach Coordinator will notify HR of those larger outreaches that qualify an asst. leader, as well as the name of the specific employee designated to fill that role.
5. All other employees who desire to go on a CFN approved outreach must take other qualifying PTO days and/or time off without pay).

No department should be left without sufficient staff while other employees from that department are on vacation, PTO, an outreach trip, or on other time off with or without pay.

JURY DUTY

CFN considers Jury Duty as an important facet of a Christian's civil responsibilities. Therefore, CFN will pay a FT Regular their regular pay for each workday missed due to local DFW area Jury Duty. These days are not counted against your PTO days. No out of DFW area Jury Duty is approved under this allowance but employees may use their normal PTO days for this if so desired. A Time-Off Request Form must be submitted, along with a copy of the local government notice for the day(s) of Jury Duty service.

BEREAVEMENT

For FT Regular Employees, CFN allows one day paid leave for attending the funeral of "distant family." CFN allows three days paid leave for attending the funeral of "immediate family." Immediate family is considered an employee's spouse, father, mother, son, daughter, brother, or sister. These days are not counted against your PTO days.

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CFN's "The Huddle"

This gathering is for the spiritual benefit of all employees at CFN. Prior to the gathering, an optional meal is served; however, all employees must attend, unless they are out of town or have an excused absence from HR. Most Security officers are exempt from this requirement because of their shift duties. Scholarship students are not required to go but may be invited on occasions.

ABSENCE

In case of absence, for any reason, the employee must notify his/her immediate Supervisor as far in advance as possible. In the event of an unexpected absence, the Supervisor must be notified by the time the employee is due to report for work. If the Supervisor cannot be contacted for any reason, the absence should be reported to the HR / Personnel Department as soon as possible.

FAMILY AND MEDICAL LEAVE ACT

Employees who have worked for CFN for at least 12 months, and have worked at least 1,250 hours within the previous 12-month period, are entitled to 12 weeks of **unpaid** leave, within 12 months after the birth of a child, or the placement of an adopted or foster child. They are also entitled to 12 weeks of **unpaid** leave within a 12-month period to care for a child, spouse, or parent with a "serious health condition" or because of the employee's own serious health condition that makes it impossible for the employee to continue working.

FT Regular Employees are entitled to a total of 12 weeks of unpaid leave to care for a newborn or newly adopted child, or a seriously ill parent. They are each entitled to 12 weeks of **unpaid** leave to care for a sick child or their spouse. Under Federal legislation, the employee must give CFN 30 days' notice or "as much as can be given" under the circumstances. CFN can deny the leave request for up to 30 days, if proper notice is not given.

Employees returning from leave are entitled to their previous job or one that is "equivalent," with no change of pay or benefits accruing before the leave. Also, FMLA leave time must be treated as continued service under CFN's T.S.A. plan. If the employee has health or dental benefits, they are continued during FMLA leave. The employee, however, is responsible to pay for his or her usual portion of the insurance. The employee must make arrangements with the HR / Personnel Department for paying his or her portion before the leave is taken. The employee must pay their designated insurance amount before the FMLA leave or in writing designate when they will pay during their FMLA leave.

RETIREMENT PLAN

As a benefit to employee retirement, CFN will make contributions to a Tax Sheltered Annuity (TSA) 403B on behalf of those full-time employees who have completed at least five (5) years of continuous full-time regular service. CFN will begin these contributions following the employee's fifth anniversary

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of continuous full-time regular employment. These contributions will be in the employee's name, deposited into an account with the Guidestone Retirement Services Company. The retirement plan cannot be reactivated if an employee is on approved leave of absence longer than six months. Please note that FT Regular employees may contribute to the TSA immediately upon employment or at any time thereafter, while they are waiting for their required five employment years to be completed to make them eligible to receive CFN contributions. Please contact our HR Payroll & Benefits Manager for details.

RESIGNATION, LAYOFF, AND DISMISSAL

Resignation

All employees shall give written notice of their intent to resign.

1. Key Institute and Academic Affairs administrative & supervisory employees, along with faculty members, are expected to fulfill their teaching/admin assignments for each semester/term. They are not to accept new assignments that they cannot completely fulfill each semester.
2. Other CFN supervisors and key administrative employees are expected to give at least three (3) week's written notice.
3. All other employees are expected to give at least two (2) weeks' written notice.

Layoff or unpaid Furloughs

Employees dismissed because of a reduction in the workforce or those put on unpaid furloughs will usually be given advance notice. Though financial or other circumstances may necessitate far less notice, in most cases, the notice period will be at least a week or so before the layoff or furlough is scheduled to occur.

Departing employees must complete an EXIT Form with their Supervisor, and then return back to HR, with all CFN office/building keys, computers, phone, uniforms, tools or any other CFN owned property. Please note that in order to receive any qualified unused accrued PTO days; the employee is required to have a track record of signed, approved "time off request" forms on file with HR / Personnel, during their entire work time with CFN.

EMERGENCY MEDICAL & SECURITY INFORMATION

CFN does not have campus medical personnel for Staff. Call 911 if you have a medical emergency. Please familiarize yourself with the Hospitals and Urgent Care Centers in the area.

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Please note that for liability reasons, no child can be born in any campus building (commercial or resident.) Each person and/or family is to arrange the birth of their child off campus. Please call 911 if you have a pregnancy related medical emergency.

There is now a Security / Weather Alert System in place. Please familiarize yourself with this plan through your Department Head / Supervisor, and the CFN Security Department.

EMPLOYEE EMERGENCY ASSISTANCE FUND

It is the policy of CFN to have a voluntary Employee Emergency Assistance Fund (EEAF) to aid full-time regular employees when urgent, non-medical emergencies arise. Allocation of monies will only be distributed when funds are available and is approved in writing by HR, per EEAF policies. CFN full time employees are required to contribute to this fund out of their paycheck a minimum of \$1.00 each pay period, in order to be eligible to request EEAF funds. Employees are limited to one EEAF fund distribution every five years of FT regular employment.

TUITION DISCOUNT

Full **100%** CFNI tuition only discounts will be given to the immediate family of Level 1, 2, and 3 job positions. Immediate family is considered an employee's spouse and/or child. This discount applies to an employee's child who is under the age of 25 at the time of registration.

All other FT Regular employees receive a **50%** CFNI tuition only discount for their spouse and qualifying child after they have been employed as FT Regular employees for one full year. After 5 full years of FT regular employment a **100%** tuition discount is awarded. This discount applies to the CFNI day and Online programs. This 50% discount (not 100%) also applies to Academic Major Chairs who teach at CFNI, even if they are not FT employees.

Tuition only discounts do not apply towards extra-cost elective classes, music lessons, etc. They also do not cover application fees for any CFNI academic program or classes of any kind.

An employee must obtain a Tuition Discount Form from the HR / Personnel Department for each semester a discount is needed.

CAMPUS STAFF HOUSING

FT or PT Regular staff can be put on a list for staff housing (if available). Please contact the Housing Dept. in Student Services about information related to this matter. Employee housing is not guaranteed, as it is dependent on availability and the current number of employees already on the waiting list for housing.

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WORKERS COMPENSATION INSURANCE

Christ For The Nations has Workers Compensation Insurance (WCI). This protects every employee in the event of an **on the job work-related** injury or illness, per the State of Texas WCI rules and regulations.

In the event of a work-related injury, the following applies:

1. Report immediately every injury or incident, no matter how minor, to your supervisor, manager, or other person in charge at the time.
2. If medical attention is necessary, an injured employee has the right to be treated by the doctor of their choice.
3. An employee must notify the CFN HR Department of expected recovery time immediately after primary medical treatment and after all other doctor's appointments.
4. An injured employee must complete an Employee Statement as soon as is practical. The CFN HR Department must be informed of the details of all work-related injuries requiring medical treatment.
5. An injured employee must follow doctor's order fully and keep all scheduled appointments.
6. An injured employee must notify the CFN HR Department immediately when released to light or full duties.

All claims are handled by an outside, designated WCI insurance company. Payment of any kind may be terminated should CFN or its designated WCI insurance company, discover the injury was not clearly sustained on the job in the furtherance of CFN's business or for failure to comply with CFN or State of Texas WCI policies. Payment does not constitute admission of liability on the part of CFN, and such liability is specifically denied.

NO UNEMPLOYMENT INSURANCE AVAILABLE

Please note that CFN, as a tax exempt non-profit organization, is **not required to participate** in the State of Texas Unemployment Insurance program. Thus there is **no** unemployment insurance for those that leave employment at CFN, under any circumstance or for any reason.

PERSONAL APPEARANCE OF EMPLOYEES

1. **Policy:**
Employees of Christ For The Nations represent the organization in their conduct, as well as in their appearance. Our dress policy may or may not be an ethical issue, but it is CFN's culture.

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A properly attired man or woman helps to create a favorable impression for CFN. Accordingly, a casual business-like standard for dress, which is neat, modest, conservative, and professional, is desired. We ask that our staff hold a higher standard than our students. Therefore, no earrings or other body piercings are allowed to be worn by men during work hours. Women only are allowed to wear modest earrings. Pre-existing tattoos are allowed only but any acutely offensive or profane tattoos should be covered by clothing.

Only natural looking hair coloring or natural highlighted hair is allowed. No bright or non-natural hair coloring is allowed during work hours (red, orange, pink, purple, bright yellow, etc.) Personnel working summer camps are allowed leniency in this matter during the summer break period, per the discretion of the camp directors.

It is each supervisor's responsibility to make sure that all employees in his/her department adhere to the dress code. The code applies to all CFN faculty, staff, OPT, volunteer and scholarship student.

Please note that during the summer months, winter break and spring break, that there will be a more relaxed dress code for employees unless they are meeting with outside business people or special guests.

***Students who work on campus, please note that any relaxed CFNI student dress code policy in place does **not** carry over to campus work hours, except if specifically allowed in this manual.

2. Dress Code for Women:

Modesty and discretion are the guiding principles for women's dress at Christ For The Nations.

- a. The following general attire for women will be acceptable:
 - Business dress or skirt
 - Dress pants, or dress khakis
 - Dress blouse or sweater
 - Dress heels, dress flats, dress sandals, or dress boots (no flip flops).
 - Business dress capris (mid-calf) are allowed. No skinny capris or baggy, military style capris are allowed.
 - Jeans in great condition (no noticeable tears, holes or fraying). No super tight jeans.
 - Facilities and Security employees will be provided full or partial uniformed clothing, due to the nature of their work. They will be expected to keep these neat and clean.
- b. **Guidelines:**
 - No super tight, form revealing clothing will be permitted.
 - Dresses and skirts must be no higher than the top of the knee (**No miniskirts or similar dress styles allowed**).
 - No slits (front, back, or sides) may be higher than the top of the knee.

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- No hoodies allowed for indoor work areas. CFN logo t-shirts or sweatshirts may be worn with a sweater (pullover or button down), shirt or blouse.
- Slip type or revealing sleeveless dresses or blouses may not be worn.
- No low-cut dresses (front, back, or sides) are allowed.
- Denim pants and skirts, no matter the color, may be worn. Jeans must be in good condition with no noticeable holes, tears, or frays. No super tight form fitting jeans are allowed.
 - No sports ball-cap style hats allowed for indoor work. Normal dress hats are allowed.

3. Dress Code for Men:

Male employees should maintain a standard of professionalism, cleanliness, and modesty. The following general attire for men will be acceptable:

- Dress slacks or dress khakis
 - Collared shirt, polo shirt or sweater
 - Suit jackets, sports coats, and ties are optional
 - Dress or casual work shoes; worn with socks preferred.

There are many stylish yet comfortable shoes that appear to look like dress shoes, so those are approved. **No athletic, gym or tennis shoes are allowed during work hours, except when allowed on special days per official COO office communications.**

 - Security, as well as Facility/Custodial employees, will be provided uniforms due to the nature of their work. They will be expected to keep these neat and clean.

Guidelines:

- T-shirts, cargo pants, shorts, cutoffs, athletic wear, and athletic, gym or tennis shoes are not appropriate business attire for indoor work stations, as well as sports ball-cap style hats. Normal dress hats are allowed.
- Beards and mustaches must be kept clean & groomed.
- Although there are no longer any hair length prohibitions, it is desired that long hair be kept clean and placed in a neat pony tail, man bun or bow during work hours.
- Colored denim jeans/pants may be worn. They must be in good condition with no noticeable holes, tears, or frays. Skinny jeans that are form fitting are not allowed.

Official CFNI logo clothing may be worn during work hours as long as it meets the standards as outlined in this manual. CFN logo t-shirts, hoodies or sweatshirts without a proper covering, may only be worn during designated campus events like Campus Days, Summer Camps, CFN conferences, staff work days or other days designated by CFN leadership for the wearing of those logoed clothing.

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4. **Scholarship students:**

All scholarship work students will be required to adhere to the same dress standards for their gender as regular employees, during their work hours, and comply with the requirements for the department to which they are assigned.

5. **Dressing as leaders:**

Dress codes are not established to primarily determine what is the right or wrong way to dress. However, **as CFN staff, we should lead in righteousness, even in our appearance.**

Therefore, CFN staff are not permitted to wear earrings, studs or gauges on the eyebrows, cheeks, nose or tongue, etc., while on campus. Please note there are no restrictions for wearing these as stated above inside residential campus apartments or when the employee is going off campus.

6. **Special Needs:**

- a. An employee who has special health related needs for their dress or footwear may receive special accommodations with written approval from HR.
- b. Due to the nature of certain types of seasonal or daily work, some employees may be allowed a more relaxed dress code for all or part of the day, with prior approval from HR. Example: IT or Media staff who work either outside in the heat or inside doing more manual labor may wear CFN logoed or other t-shirts or sweatshirts in good condition for that part of the day (AM or PM hours). The same goes for more comfortable shoes to do their work, though protective footwear may be required for certain tasks.

7. **Compliance with Dress Code regulations during regular business hours:**

If an employee reports for work improperly dressed or groomed, the supervisor shall instruct the employee to return home to change clothes or take other appropriate corrective action. After the first violation, the employee will not be compensated during such time away from work, and repeated violations of this policy will be cause for disciplinary action.

8. **CFN Gym attire guidelines:**

Once again, modesty and discretion are the guiding principles for the dress code.

This includes what is worn at the gym when working out or participating in any athletic event in the gym facilities (including the upstairs section where all the equipment is).

Athletic clothing is not to be too short, tight or form revealing, both for top & bottom clothing. This applies to any person who is allowed to enter the gym, whether they are staff, faculty, spouse, family member, alumni, guest, visitor or student.

Gym staff, whether they are employees or students, have been authorized to monitor this issue and report any violations they observe. If deemed serious enough they will ask the person in violation of this policy to please leave the gym and not come back until they have changed into more modest and discrete clothing. A second violation can result in the loss of gym privileges for a designated time period

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CAMPUS SECURITY - LEVELS OF RISK

The response to threats will vary according to the degrees of perceived risk and will be categorized as follows:

GREEN Low-Level Threat:

A threat that poses minimal risk.

The threat is vague and indirect.

Information contained in the threat is inconsistent, implausible, or lacks detail.

The threat lacks realism.

The content of the threat suggests the person is unlikely to carry it out.

A law enforcement investigation may not be necessary, but campus security will retain the information for future reference. Appropriate intervention may involve university administrative units as deemed necessary.

YELLOW Medium-Level Threat:

A threat that could be carried out, although it may not appear entirely realistic.

The threat is more direct and more concrete than a low-level threat.

The wording in the threat suggests that the person making the threat has given some thought to how the act will be carried out.

There may be a general indication of a place and time but not a detailed plan.

There is no strong indication that the person making the threat has taken preparatory steps, although there may be some veiled reference or ambiguous or inconclusive evidence pointing to that possibility.

There may be a specific statement seeking to convey that the threat is not empty, such as "I'm serious!" or "I mean this!"

CFNI Security will notify the Dallas Police Department.

RED High-Level Threat:

A threat that poses an imminent danger to the safety of others.

Threats are direct, specific, and plausible.

The threat suggests that concrete steps have been taken toward carrying out the threat. Immediate law enforcement intervention along with intervention by appropriate administrative units. In cases where the person making the threat is an immediate danger to himself or others, the CFNI security will notify the Dallas Police Department.

The threat level can change over time and with additional information about the threat, the person(s) making the threat, or the surrounding circumstances.

Therefore, the response will change as the team evaluates these additional factors.

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Each CFN department will have a complete copy of both the **Campus Safety Guide** and **Emergency Alert System Protocol** documents available for employees to read. Additionally, both of these documents are also available for viewing on the CFN Intranet website.

ACKNOWLEDGMENT RECEIPT READING OF EMPLOYEE MANUAL

By my signature below, I acknowledge that I have read this entire employee manual, and I understand that what is written in this employee manual is critically important for me to know, accept and comply with, while employed by Christ For The Nations Inc.

Printed Employee Name: _____

Signed Employee Name: _____

Date: _____