

L.I.F.T. Foundation Inc.

Personnel Policy

Adopted on July 2018

I. Introduction

L.I.F.T. Foundation Inc. is committed to fostering a safe, respectful, and inclusive environment for its employees, volunteers, contractors, and program participants.

These personal policies are established to define expectations for behavior, conduct, and workplace practices consistent with our mission to uplift individuals and communities through service, education, and empowerment.

II. Equal Opportunity and Non-Discrimination

L.I.F.T. Foundation Inc. prohibits discrimination or harassment on the basis of race, color, religion, gender, gender identity or expression, sexual orientation, national origin, age, disability, marital status, or any other protected status. All individuals will be treated with dignity and respect and given equal access to opportunities for employment, training, and advancement.

III. Code of Conduct

All employees and representatives of the Foundation are expected to:

- Demonstrate honesty, integrity, and professionalism in all interactions.
- Respect the confidentiality and privacy of clients, partners, and colleagues.
- Avoid conflicts of interest or the appearance of impropriety.

- Maintain a drug-free and harassment-free workplace.
 - Use organizational resources responsibly and only for approved purposes.
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IV. Attendance and Work Hours

- Employees are expected to be punctual and reliable in attendance.
 - Work schedules will be communicated in advance and should be adhered to unless arrangements are made with supervisors.
 - Absences must be reported as soon as possible and documented when appropriate.
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V. Remote Work and Technology Use

- L.I.F.T. may allow flexible or remote work arrangements with prior approval.
 - Technology provided by the Foundation must be used in accordance with our mission and not for personal profit or unlawful activities.
 - Employees are expected to protect passwords, maintain data security, and avoid sharing confidential information without authorization.
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VI. Personal Appearance and Dress Code

- Employees and volunteers are expected to maintain a clean and professional appearance appropriate to their role and environment.
- When representing L.I.F.T. at events or in the community, attire should reflect the values and mission of the Foundation.

VII. Social Media and Public Representation

- Employees are encouraged to share and promote the Foundation's mission responsibly.
- Personal social media accounts should not be used to speak on behalf of the organization unless authorized.
- Confidential or sensitive information should never be disclosed online.

VIII. Workplace Relationships and Boundaries

- L.I.F.T. promotes healthy professional relationships. Romantic relationships that may create conflicts of interest or affect workplace dynamics must be disclosed to HR.
- Abuse of power, favoritism, or any form of harassment is strictly prohibited.

IX. Working with Children

As part of its mission, L.I.F.T. Foundation Inc. often serves youth and children through educational, mentoring, and community outreach programs. All employees, volunteers, and contractors working with minors must adhere to the following policies to ensure the safety, well-being, and positive development of every child:

A. Background Checks and Screening

- All individuals who may have direct or unsupervised contact with children must undergo a comprehensive background check prior to engagement.
- Any past criminal offenses involving violence, abuse, neglect, or exploitation will disqualify individuals from working with minors.

B. Conduct Expectations

- Staff and volunteers must maintain appropriate professional boundaries with all minors.
- Physical contact should be limited to what is appropriate and necessary (e.g., high-fives, handshakes) and must never be harmful, invasive, or suggestive.
- Private one-on-one interactions with children should take place in visible or publicly accessible areas.

C. Mandatory Reporting

- All personnel are required to report suspected abuse, neglect, or exploitation of a minor to the appropriate authorities and to L.I.F.T. leadership immediately.
- L.I.F.T. will support mandated reporters and protect them from retaliation.

D. Training

- All staff and volunteers who work with children must complete annual child safety training.
- Training will include maintaining safe environments, and proper reporting procedures.

E. Parental/Guardian Communication

- Program activities involving children must be transparent and communicated clearly to parents or guardians.

- No personal contact information (e.g., cell numbers, social media) should be exchanged between minors and staff/volunteers without written parental consent.

X. Disciplinary Actions

Violations of this personal policy may result in corrective action, including verbal warnings, written reprimands, suspension, or termination, depending on the severity of the incident. The Foundation will follow a fair and transparent process to resolve all concerns.

XI. Acknowledgment

All employees, volunteers, and contractors must sign a written acknowledgment confirming they have read, understood, and agreed to abide by these policies.
