

The American Legion Department of Connecticut



Policy Manual

Revised Copy

Approved by D.E.C.

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**THE AMERICAN LEGION
DEPARTMENT OF CONNECTICUT
POLICY MANUAL**

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THE AMERICAN LEGION

DEPARTMENT OF CONNECTICUT

DEPARTMENT POLICY

◀ CODE OF ETHICS ▶

The American Legion Department of Connecticut Code of Ethics is a demonstration of the organization's commitment to high ethical standards. This code recognizes that an organization is defined by its members and the people who work for it, and that those individuals, officers, staff, and volunteers, must demonstrate their commitment to the core values of integrity, honesty, fairness, openness, respect, and responsibility.

The department's code of ethics is a part of a larger commitment to ethical practices on the part of the American Legion. The Legion's values must be supported by policies and procedures that staff and officers follow. The American Legion Department of Connecticut also recognizes the importance of an organizational culture that encourages high ethical standards, and fosters such an atmosphere through the discussion of ethical issues, the promotion of transparency about our work, and the setting of the proper example at the leadership level.

I. Personal and Professional Integrity

All staff, Department Executive Committee members, Commission and Committee chairmen and volunteers of the American Legion Department of Connecticut act with honesty, integrity, and openness whenever they represent the American Legion. The American Legion Department of Connecticut promotes an environment that values respect, fairness, and integrity.

II. Mission

The American Legion Department of Connecticut has a clearly stated mission and purpose, articulated in the "Preamble to the Constitution of the American Legion". All the department's programs support that mission and all who work for or on behalf of the American Legion Department of Connecticut understand and are loyal to that mission and purpose. The mission is responsive to the constituencies (Legionnaires, veterans, military personnel, children and youth, etc.) and communities served by the American Legion Department of Connecticut, and articulates the department's commitment to promoting the public good and being of service to society at large.

III. Governance

The American Legion Department of Connecticut, acting through the Department Executive Committee (DEC), is responsible for setting strategic direction of the department and for oversight of the finances, operations, and policies of the American Legion Department of Connecticut. The Department Executive Committee:

- Ensures that its members have the requisite skills and experience to carry out their duties, that all members understand and fulfill their governance duties by acting for the benefit of the American Legion Department of Connecticut and its purpose, and that all members have specified terms of office;
- Approves and enforces a conflict of interest policy that ensures that any conflicts of interest or the appearance thereof are avoided or appropriately managed through disclosure, recusal, or other means.

- Is responsible for the hiring, terminating, and regular review of the performance of the Adjutant, and ensures that his/her compensation is reasonable and appropriate.
- Ensures that the Adjutant and staff provide the Department Executive Committee with timely, accurate and comprehensive information so that the DEC can effectively carry out its duties.
- Ensures that the American Legion Department of Connecticut conducts all transactions and dealings with integrity and honesty.
- Ensures that the American Legion Department of Connecticut promotes working relationships with DEC members, department officers, commission and committee chairmen, staff, volunteers, Legionnaires, and other stakeholders that are based on mutual respect, fairness, and openness.
- Ensures that the American Legion Department of Connecticut is fair and inclusive in its hiring and promotion policies and practices.
- Ensures that policies of the American Legion Department of Connecticut are in writing, clearly articulated and officially adopted.
- Ensures that the resources of the American Legion Department of Connecticut are responsibly and prudently managed; and
- Ensures that the American Legion Department of Connecticut has the wherewithal to carry out its programs effectively.

IV. Legal Compliance

The American Legion Department of Connecticut is knowledgeable of and complies with all U.S. laws and regulations as well as all laws and regulations of the State of Connecticut.

V. Responsible Stewardship

The American Legion Department of Connecticut manages its funds responsibly and prudently. The American Legion Department of Connecticut:

- Spends a reasonable percentage of its annual budget on programs in pursuance of its mission.
- Spends an adequate amount on administrative expenses to ensure effective accounting systems, internal controls, competent staff, and other expenditures critical to professional management.
- Compensates staff, and any others who may receive compensation, reasonably and appropriately.
- Has reasonable fundraising costs, recognizing the variety of factors that affect fundraising costs.
- Does not accumulate operating funds excessively.
- Prudently draws from reserve funds consistent with donor intent and to support the public purpose of the American Legion.
- Ensures that all spending practices and policies are fair, reasonable, and appropriate to fulfill the mission of the American Legion; and
- Ensures that all financial reports are factually accurate and complete in all material respects.

VI. Openness and Disclosure

The American Legion Department of Connecticut provides comprehensive and timely information to the public, the media, and all stakeholders and is responsive in a timely manner to reasonable requests for information. All information about the American Legion Department of Connecticut fully and honestly reflects its policies and practices. Basic informational data about American Legion Department of Connecticut, such as the Form 990 and audited financial statements are posted on American Legion Department of Connecticut's website or otherwise available to the public. All solicitation materials

accurately represent American Legion Department of Connecticut's policies, practices, and programs. All financial, organizational, and program reports are complete and accurate in all material respects.

VII. Program Evaluation

The American Legion Department of Connecticut regularly reviews program effectiveness, acting through the department's Internal Affairs Committee, and has mechanisms to incorporate lessons learned. The American Legion Department of Connecticut is committed to improving program and organizational effectiveness and to developing mechanisms to promote learning from its activities and experiences.

VIII. Inclusiveness and Diversity

The American Legion Department of Connecticut is committed to inclusiveness and diversity in its membership, staff, commissions and committees, and Department Executive Committee. The American Legion Department of Connecticut takes meaningful steps to promote inclusiveness in its membership, its recruitment, hiring, retention, and promotion of employees, as well as in its constituencies served (i.e., veteran service programs, youth programs, etc.).

IX. Fundraising

The American Legion Department of Connecticut is truthful in its fundraising solicitation materials. The American Legion Department of Connecticut respects the privacy of individual donors, expends funds consistent with donor intent, and discloses important and relevant information to potential donors. In raising funds from the public, the American Legion Department of Connecticut respects the rights of donors:

- To be informed of the mission of the American Legion Department of Connecticut, the way the resources will be used and its capacity to use donations effectively for its intended purposes.
- To be informed of the identity of those serving on the American Legion Department of Connecticut's Executive Committee and to expect the Department Executive Committee to exercise prudent judgment in its stewardship responsibilities.
- To have access to the American Legion Department of Connecticut's most recent audited financial report.
- To be assured their gifts will be used for the purposes for which they were given.
- To receive appropriate acknowledgement and recognition.
- To be assured that information about their donations is handled with respect and with confidentiality to the extent provided by the law.
- To expect professional and respectful conduct from the American Legion Department of Connecticut's staff.
- To be informed whether those seeking donations are volunteers, employees of the organizations or hired solicitors.
- To have the opportunity for their names to be deleted from mailing lists that the American Legion Department of Connecticut may intend to share; and
- To feel free to ask questions when donating and to receive prompt, truthful and forthright answers.

APPROVAL AND ADOPTION

-Reviewed by Kardis-Larson Human Resources Consulting Firm March 2016.

-Adopted by the Department Executive Committee at its regularly scheduled meeting held in Lebanon, CT on May 16, 2016.



THE AMERICAN LEGION DEPARTMENT OF CONNECTICUT

DEPARTMENT POLICY

◀ WHISTLEBLOWER POLICY ▶

The American Legion Code of Ethics and Conduct (“Code”) requires chairpersons, officers, and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the American Legion, we must practice honesty and integrity in fulfilling our responsibilities and complying with all applicable state and federal laws, regulations, and the Department Constitution and By-Laws.

I. Reporting Responsibility

It is the responsibility of all chairpersons, officers, and employees to comply with the Code and to report violations or suspected violations in accordance with this Whistleblower Policy.

II. No Retaliation

No chairperson, officer, or employee who in good faith reports a violation of the Code shall suffer harassment, retaliation, or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within the American Legion prior to seeking resolution outside the American Legion.

III. Reporting Violations

The Code addresses the American Legion’s open-door policy and suggests that employees share their questions, concerns, suggestions, or complaints with someone who can address them properly. In most cases, an employee’s immediate supervisor is in the best position to address an area of concern. However, if you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor’s response, you are encouraged to speak with the Internal Affairs Commission Chairperson, the department adjutant, the Personnel Director, or any officer whom you are comfortable in approaching. Supervisors and officers are required to report suspected violations of the Code of Conduct to the Internal Affairs Commission, who has specific and exclusive responsibilities to investigate all reported violations. For suspected fraud, or when you are not satisfied or uncomfortable with following the American Legion’s open-door policy, individuals should contact the Internal Affairs Chairperson directly.

IV. Compliance Officer

The Internal Affairs Commission is responsible for investigating and resolving all reported complaints and allegations concerning violations of the Code, shall advise the Department Executive Committee and Department Commander of all findings. The Internal Affairs Commission Chairperson has direct access to the Department Executive Committee and shall report annually at the Department Convention on compliance activity. The Internal Affairs Chairperson is designated by the Department Commander.

V. Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation of the Code must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the Code. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

VI. Confidentiality:

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct a thorough investigation.

VII. Handling of Reported Violations

The Internal Affairs Chairperson will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated, and appropriate corrective action will be taken if warranted by the investigation.

APPROVAL AND ADOPTION

-Reviewed by Kardis-Larson Human Resources Consulting Firm March 2016.

-Adopted by the Department Executive Committee at its regularly scheduled meeting held in Lebanon, CT on May 16, 2016.



THE AMERICAN LEGION DEPARTMENT OF CONNECTICUT

DEPARTMENT POLICY

◀ DOCUMENT RETENTION POLICY ▶

The American Legion Department of Connecticut recognizes the importance of maintaining records for many reasons, including, but not limited to, the following:

- Maintain a record of the structure of The American Legion Department of Connecticut.
- Document Department Executive Committee decisions and activities
- Maintain The American Legion Department of Connecticut policies
- Maintain a record of federal and state tax filings and important supporting information
- Maintain a record of financial statements and budgets and supporting information, to monitor budgetary and financial results and activities, and to identify sources of receipts
- Identify donations and to maintain required documents
- Maintain personnel and employment records
- Maintain records of all contracts or other documents creating legal obligations or potential legal liabilities, including insurance contracts, vendor contracts, personal services contracts, leases and other property related contracts, as well as notices of any legal processes involving The American Legion Department of Connecticut.

The American Legion Department of Connecticut's goal is to maintain such documents for a time period defined at a minimum by law, but otherwise for as long as such documents create an important historical record of The American Legion Department of Connecticut's activities or may be relevant to The American Legion Department of Connecticut's business needs, legal obligations, or any litigation or investigation.

I. Method of Retention

- A. The American Legion Department of Connecticut may maintain records in electronic form or paper or in any other safe and reliable manner.
- B. Records shall be stored in a secure location, which may be in the The American Legion Department of Connecticut offices or in a storage facility or other location.
- C. The American Legion Department of Connecticut shall maintain a record of where records are stored or located so that they may be accessed within a reasonable period of time.

II. Document Destruction, Including Prohibition on Document Destruction

- A. Documents not covered by this policy shall be destroyed when no longer useful to The American Legion Department of Connecticut and such files should be periodically reviewed to prevent duplication.
- B. Documents covered by this policy must be maintained for the period established in this policy, at a minimum, but may be maintained for a longer period of time.
- C. Documents may not be destroyed and must be preserved and not altered in any manner if The American Legion Department of Connecticut knows or has been informed that they may be relevant to an investigation by any government entity or to litigation or potential litigation.

III. Internal Affairs Commission Authority

- A. The Internal Affairs Commission is authorized and directed to take steps to reasonably implement this policy and shall report to the Department Executive Committee on any issues, resource constraints, or concerns related to implementation of this policy.
- B. The Internal Affairs Chairperson shall notify the Department Executive Committee, the Adjutant and the Treasurer of any additional document retention requirements mandated by law, and they are directed to implement such requirements upon such notification, even if not included in this policy.
- C. The Internal Affairs Commission may, by administrative policy and without Department Executive Committee authorization, with proper notification to the Department Adjutant and Treasurer, mandate additional document retention requirements, as long as such requirements are not more restrictive than this policy.

IV. Compliance Officer

The Internal Affairs Commission is responsible for investigating and resolving all reported complaints and allegations concerning violations of the Code and, at their discretion, shall advise the Department Executive Committee and Department Commander of all findings. The Internal Affairs Commission Chairman has direct access to the Department Executive Committee and shall report annually at the Department Convention on compliance activity. The Internal Affairs Chairperson is designated by the Department Commander.

V. Documents that must be maintained and retention periods

A. Legal structure of The American Legion Department of Connecticut

- | | |
|---|-------------|
| i. Articles of Incorporation and any amendments | Permanently |
| ii. Annual filing with the Secretary of State | Permanently |
| iii. By-Laws and any amendments | Permanently |
| iv. IRS letter recognizing The American Legion Department Connecticut tax exempt status | Permanently |

B. Department Executive Committee membership, decisions, and activities

- | | |
|--|-------------|
| i. Minutes of Department Executive Committee Meetings | Permanently |
| ii. Financial statements and budgets approved by the DEC | Permanently |
| iii. List of DEC members, contact information, and their terms | Permanently |
| iv. Annual Conflict of Interest disclosure statements | 7 years |

C. American Legion Department of Connecticut policies and administrative policies

- | | |
|---|-------------|
| i. American Legion policies, including record of effective dates, Amendments, and revisions | Permanently |
| ii. Administrative policies, including record of effective dates, Amendments, and revisions | Permanently |

D. Financial statements, budgets, tax returns, and important supporting information

- i. Federal and state annual tax returns and any amendments 7 years
- ii. Business records that support federal and state annual returns 7 years
- iii. Financial reviews by outside CPAs or audited financial Statements of The American Legion Department of Connecticut 10 years
- iv. Documents that establish the American Legion Department of Connecticut's sources of receipts for tax and other purposes 7 years

E. Donations

- i. Records of all donations, names, and contact information for Donor, any limitations on use, and disbursements 7 years

F. Other

- i. Personnel and employment records Permanently
 - a. Employee Termination 10 years unless claim is filed
- ii. Position descriptions 10 years
- iii. Expired Contracts or other documents creating legal obligations or potential legal liabilities, including insurance contracts, vendor contracts, personal services contracts, leases and other property related contracts as well as notices of any legal processes Involving The American Legion Department of Connecticut. 10 years after Expired
- iv. In Effect Contracts see above

APPROVAL AND ADOPTION

-Reviewed by Kardis-Larson Human Resources Consulting Firm March 2016.

-Adopted by the Department Executive Committee at its regularly scheduled meeting held in Lebanon, CT on May 16, 2016.



THE AMERICAN LEGION DEPARTMENT OF CONNECTICUT

DEPARTMENT POLICY

◀ SEXUAL HARASSMENT POLICY ▶

The American Legion, Department of Connecticut will not tolerate verbal or physical conduct by any employee that is inappropriate, offensive and discriminates against any co-workers, visitors, or others associated with the Legion, on the basis of any legally protected status, or which harasses, disrupts or interferes with another's work performance or which creates an intimidating, offensive or hostile working environment.

Discrimination or harassment can take many forms. It may be, but is not limited to: words, conduct, adverse job action, signs, jokes, pranks, intimidation, physical contact, or violence. While all forms of discrimination and harassment based on an employee's legally protected status are prohibited, including but not limited to any adverse job action or intimidation based on race, color, age, religion, gender, national origin, disability status, marital status, veteran's status or sexual orientation, it is the Legion's policy to emphasize that Sexual Harassment is illegal and prohibited by both CT State and Federal law.

In order to maintain a work organization that is free from any form of sexual harassment, the Legion puts all employees including Legion officials, department heads and supervisors on notice that sexual harassment of employees is prohibited.

Specifically, it is contrary to the Legion's policies for any employee to sexually harass another employee by, including but not limited to:

- (1) Unwelcome sexual advances, propositions or flirtations;
- (2) Unwelcome attention of a sexual nature such as degrading comments, suggestive or lewd remarks, propositions, jokes, tricks or noises;
- (3) Unwanted hugs, touches, kisses or requests for sexual favors;
- (4) The threat or suggestion that continued employment, advancement, assignment or earnings depend on whether or not the employee will submit to or tolerate harassment;
- (5) Retaliation for complaining about sexual harassment.
- (6) Creating a work environment in which conduct of a sexual nature substantially interferes with an individual's work performance or creates an atmosphere intimidating, hostile or offensive to employees.

All employees are further advised that sexually explicit or sexually offensive material has no place within the Legion's facilities. Such material may not be posted, displayed, or even possessed within the facility. Possession of such material, even if it is not posted or publicly displayed, will be considered a violation of Legion policy and will subject the individual to disciplinary action, including discharge and possible criminal prosecution. Please be advised that any type of unlawful harassment, sexual or otherwise, will carry the same treatment as stated for Sexual Harassment.

Any employee who believes that the actions or words of a supervisor, fellow employee or any outside party in the workplace constitute unwelcome harassment or unlawful discrimination has a responsibility to report such conduct or immediately complain to his or her immediate supervisor should his/her direct requests that the conduct cease, be ignored. If an employee is uncomfortable raising his or her complaint with someone to whom he/she reports, or if the complaint involves someone in his or her direct line of command, then that employee should bring a complaint to another supervisor or the Department Adjutant. As this can be a very disturbing situation, any complainant may bring a trusted friend with them to report the complaint if they choose to, no matter who they report the complaint to. If an investigation is warranted, the complaint will be forwarded to the Internal Affairs Commission for investigation and recommendation.

Confidentiality at the time of reporting the incident will be preserved to the maximum extent possible. However, all allegations of unlawful harassment and discrimination must be investigated promptly. In this regard, the reporting employee, the alleged harasser or discriminator and any other employees aware of the incident are required to treat this information in a confidential manner.

The Legion will take prompt action upon the receipt of a complaint of unlawful harassment or discrimination. Any employee determined to have committed unlawful harassment or discrimination will be subject to appropriate disciplinary action, up to and including discharge. Moreover, any individual who makes unwelcome advances, threatens or in any way discriminates or harasses another employee based on a legally protected status may be personally liable for monetary damages for such actions and their consequences, in addition to disciplinary action and/or discharge.

The Legion will not tolerate the taking of any reprisal/retaliation against an employee who files a complaint of unlawful harassment or discrimination and such reprisal/retaliation could result in disciplinary action or discharge.

Similarly, The Legion will not tolerate any false complaints of harassment or discrimination, and that conduct could also result in disciplinary action or discharge.

APPROVAL AND ADOPTION

-Reviewed by Kardis-Larson Human Resources Consulting Firm March 2016.

-Adopted by the Department Executive Committee at its regularly scheduled meeting held in Lebanon, CT on May 16, 2016.

-Reviewed by Internal Affairs Commission on September 9, 2020, with recommended changes

-Adopted by the Department Executive Committee at its regularly scheduled meeting held in Wolcott, CT on September 20, 2020.



THE AMERICAN LEGION DEPARTMENT OF CONNECTICUT

DEPARTMENT POLICY

◀ SOCIAL SECURITY PRIVACY PROTECTION POLICY ▶

This Social Security Privacy Protection Policy applies to U.S. Social Security Numbers (SSNs) that The American Legion obtains in the course of service our people. Safeguarding the personally identifiable information that we collect from our employees, vendors, officials, and others is important to us. We use systems, policies, and procedures to protect personally identifiable information, including SSNs, from loss, misuse, or alteration. Specifically, our policies mandate the following with respect to protecting the confidentiality of sensitive personally identifiable information we have collected, including SSNs:

- Such information should be collected only when necessary to conduct business effectively and its use limited to the stated or reasonably implied purposes for which it was collected. For example, we collect SSNs to support legal and regulatory requirements and to fulfill our human resources needs.
- Access and/or disclosure of such information must be restricted to employees, agents, and authorized third parties who have a legitimate business need for access. We may disclose such information to other third parties as legally required.
- Such information must be stored and transmitted in a safe and secure manner. To the extent SSN data is collected over the public Internet, encryption is required.
- All data containing such information, whether hard copy or electronic, must be destroyed securely in a manner that protects the confidentiality of the underlying data.
- Unlawful or improper use or disclosure of SSN information is prohibited. Those who violate this Policy are subject to disciplinary action, up to and including discharge.

APPROVAL AND ADOPTION

-Reviewed by Kardis-Larson Human Resources Consulting Firm March 2016.

-Adopted by the Department Executive Committee at its regularly scheduled meeting held in Lebanon, CT on May 16, 2016.



THE AMERICAN LEGION DEPARTMENT OF CONNECTICUT

DEPARTMENT POLICY

◀ SOCIAL MEDIA POLICY ▶

At The American Legion, Department of Connecticut, we understand that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media.

This policy applies to all employees/elected officials, etc. who work for The Legion and supervisors should use the supplemental Social Media Management Guidelines for additional guidance in administering the policy.

I Guidelines

In the rapidly expanding world of electronic communication, *social media* can mean many things. *Social media* includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with The Legion, as well as any other form of electronic communication. The same principles and guidelines found in The Legion's policies and three basic beliefs apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow employees (etc.) or otherwise adversely affects, vendors, elected officials, or people who work on behalf of The American Legion may result in disciplinary action up to and including discharge.

II. Know and follow the rules

Carefully read these guidelines, and the Department's Code of Ethics and Sexual Harassment Policies to ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including discharge.

III. Be respectful

Always be fair and courteous to fellow employees, vendors, elected officials, or people who work on behalf of The Legion. Also, keep in mind that you are more likely to resolve work related complaints by speaking directly with your co-workers or your supervisors/department heads than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage fellow employees, vendors, elected officials, or people who work on behalf of The American Legion, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or company policy.

IV. Be honest and accurate

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about The Legion, fellow employees, vendors, elected officials, or people who work on behalf of The American Legion.

V. Post only appropriate and respectful content

Maintain the confidentiality of The Legion's private or confidential information. Confidential information may include processes or technology. Do not post internal reports, policies, procedures or other internal confidential communications.

Respect financial disclosure laws. If the information is not deemed "public record", it is illegal to communicate it.

Do not create a link from your blog, website or other social networking site to a Legion website without identifying yourself as an employee of The American Legion, Department of Connecticut.

Express only your personal opinions. Never represent yourself as a spokesperson for The Legion. If The Legion is a subject of the content you are creating, be clear and open about the fact that you are an employee (etc.) and make it clear that your views do not represent those of The Legion, fellow employees, vendors, elected officials, or people who work on behalf of The American Legion, Department of CT.

If you do publish a blog or post online related to the work you do or subjects associated with The Legion, make it clear that you are not speaking on behalf of The Legion. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of The American Legion, Department of CT."

VI. Using social media at work

Refrain from using social media while on work time or on equipment we provide, unless it is work-related as authorized by your supervisor, department head, etc. Do not use The Legion email addresses to register on social networks, blogs or other online tools utilized for personal use.

**Under no circumstances should a supervisor/department head, require an employee to provide their password for their personal social media site, or should they require an employee to log into the site so the supervisor can view the site!
Retaliation is prohibited.**

The American Legion, Department of CT prohibits taking negative action against any employee (etc.) for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee, (etc.) who retaliates against another associate for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including discharge.

VII. Media contacts

Employees should not speak to the media on The Legion's behalf without express authority from the supervisor/department head or his/her designee. All media inquiries should be directed to employee's supervisor/department head.

For more information

If you have questions or need further guidance, please contact your Personnel Committee or Department Adjutant.

APPROVAL AND ADOPTION

-Reviewed by Kardis-Larson Human Resources Consulting Firm March 2016.

-Adopted by the Department Executive Committee at its regularly scheduled meeting held in Lebanon, CT on May 16, 2016.



THE AMERICAN LEGION DEPARTMENT OF CONNECTICUT

DEPARTMENT POLICY

◀ COMPENSATION POLICY ▶

Annual Performance Review and Evaluation

Every employee's job performance will be reviewed on an annual basis and measured against job requirements and skills listed in each employee's Job Description. These reviews must be completed prior to July 31st of each calendar year.

Each employee will be evaluated on progress made toward attainment of individual and Department goals assigned and agreed upon in concert with his/her supervisor.

In addition to the customary performance review annually, supervisors also provide frequent, objective feedback to employees throughout the year concerning ongoing job performance. This counseling may be informal or presented in a more formal written format depending on the facts and the circumstances at issue.

Employee Performance Reviews

Performance reviews will be conducted with new employees at the end of the first six months of employment.

Performance reviews for all full-time and part-time employees will be conducted annually to:

- Provide a uniform and timely method for supervisors to objectively (in accordance with the employee's Job Description) evaluate the performance of those employees reporting directly to them.
- Provide effective and specific communication between an employee and his/her supervisor regarding job performance during the evaluation period.
- Evaluate and discuss the employee's contribution to the attainments of individual and unit goals during the preceding year.
- Set individual performance and training goals for the ensuing year.

The purpose of performance evaluations is to assist an employee in evaluating his/her level of performance and to identify areas, if applicable, where the employee needs to direct his or her attention in order to achieve and sustain an acceptable level of performance. Each performance review includes an evaluation of the employee's progress toward meeting individual goals agreed upon for the evaluation period just completed. Additionally, every performance review will quantify and rate each employee's contribution toward the attainment of individual and unit goals.

The justification for each rating is intended to be specific, factual, objective, quantifiable, and deal with demonstrated performance and conduct. This applies equally to commendable performance and to substandard performance.

In addition to the customary performance review annually, supervisors also provide frequent, objective feedback to employees throughout the year concerning ongoing job performance. This counseling may be informal or presented in a more formal written format depending on the facts and the circumstances at issue.

Performance Evaluation

Each Job Description forms the objective basis on which each employee is evaluated annually, although other factors, such as attainment of goals, are also considered.

Each employee is evaluated on performance criteria; however, the character of those criteria may vary according to an employee's level of responsibility and Job Description. Certain performance criteria are common to all:

- Job Knowledge
- Quality of Work
- Dependability/Reliability
- Initiative

The following ratings are augmented by overall written documentation explaining the reason the ratings were awarded. The overall documentation is intended to be specific, factual, objective, and quantitative to the extent possible, recognizing that subjective assessment of various performance criteria is usually also necessary. The numerical value assigned to the performance evaluation will be used to determine merit pay increases.

The ratings are:

1 - Employee's performance usually/always met and occasionally exceeded the requirements of the job description, with numerous or especially significant incident(s) of noteworthy accomplishment(s)

2 - Employee's performance usually/always met and occasionally exceeded the requirements of the job description, with incident(s) of noteworthy accomplishment(s).

3 - Employee's performance usually/always met and occasionally exceeded the requirements of the job description.

4 - Employee's performance usually met and occasionally exceeded the requirements of the job description; however, performance was significantly deficient in some respect(s).

NI - Employee's performance requires significant improvement to meet the requirements for this position.

Once the performance review has been completed and discussed with the employee, both the employee and supervisor will sign the review.

Performance reviews will be forwarded to the Personnel Committee for review when determining merit pay increases. Such salary increases, if granted, will be based on the funding available and must be approved by the Finance Commission and the Department Treasurer. Merit pay increases must be approved by the Department Executive Committee upon recommendation of the Personnel Committee in consultation with the Finance Commission and the Department Treasurer.

APPROVAL AND ADOPTION

-Reviewed by Kardis-Larson Human Resources Consulting Firm March 2016.

-Adopted by the Department Executive Committee at its regularly scheduled meeting held in Lebanon, CT on May 16, 2016.



THE AMERICAN LEGION DEPARTMENT OF CONNECTICUT

DEPARTMENT POLICY

◀ CONFLICT OF INTEREST ▶

This Conflict of Interest Policy governs the activities of Chairmen, Officers and Employees of the American Legion, Department of Connecticut. Questions about the policy should be directed to the Internal Affairs Commission. It is the duty of all chairmen, officers and employees to be aware of this policy and to identify conflicts of interest and situations that may result in the appearance of a conflict and to disclose those situations, conflicts or potential conflicts to your immediate supervisor, Internal Affairs Commission or Internal Affairs Chairman.

This policy provides guidelines for identifying conflicts, disclosing conflicts and procedures to be followed to assist the American Legion, Department of Connecticut manage conflicts of interest and situations that may result in the appearance of a conflict.

I. What is a Conflict of Interest

A conflict of interest arises when a chairman, officer or employee has a personal interest that conflicts with the interests of The American Legion, Department of Connecticut or arise in situations where a chairman, officer or employee has divided loyalties (also known as a "duality of interest"). The former can result in situations that result in inappropriate financial gain to persons in authority at The American Legion, Department of Connecticut, which can lead to financial penalties and violations of IRS regulations. Similarly, situations or transactions arising out of a conflict of interest can result in either inappropriate financial gain or the appearance of a lack of integrity in The American Legion, Department of Connecticut's decision-making process. Both results are damaging to The American Legion, Department of Connecticut and are to be avoided.

II. Who might be affected by this policy

Typically persons who are affected by a conflict of interest policy are the Organizations chairman, officers and employees. In some cases a donor could also be in a conflict situation. The American Legion, Department of Connecticut takes a broad view of conflicts and chairmen, officers and employees are urged to think of how a situation/transaction would appear to outside parties when identifying conflicts or possible conflicts of interest.

III. Disclosure of Conflicts

Chairmen, officers and employees will annually disclose and promptly update any disclosures previously made to the Internal Affairs Commission on an Annual Conflict Disclosure Questionnaire form provided by the Organization that requests them to identify their interests that could give rise to conflicts of interest, such as a list of family members, substantial business or investment holdings, and other transactions or affiliations with businesses and other organizations or those of family members as well as other nonprofit organizations.

Chairman, officers and employees are also urged to disclose conflicts as they arise as well as to disclose those situations that are evolving that may result in a conflict of interest. Advance disclosure must occur so that a determination may be made as to the appropriate plan of action to manage the conflict. Chairman and officers should disclose to the Department Commander and employees should disclose to their supervisor as soon as they become aware of the conflict/potential conflict or appearance of a conflict exists.

IV. Procedures to manage conflicts

For each interest disclosed, the full Internal Affairs Commission shall convene to determine whether The American Legion, Department of Connecticut should:

- A. Take no action
- B. Decide on what action to take
- C. Refrain from taking action and otherwise avoid the conflict.

In most cases the broadest disclosure possible is advisable so that decision-makers can make informed decisions that are in the best interests of The American Legion, Department of Connecticut.

- When the conflict involves a decision-maker, the person with the conflict must fully disclose the conflict to all other decision-makers. That person shall not be involved in the decision of what action to take, but may serve as a resource to provide other decision-makers with needed information.
- In some cases the person with the conflict may be asked to recuse him/herself from sensitive discussions so as not to unduly influence the discussion of the conflict.
- In all cases, decisions involving a conflict will be made only by disinterested persons.
- The Internal Affairs Chairman will monitor proposed or ongoing transactions of The American Legion, Department of Connecticut for conflicts of interest and disclose them to the Internal Affairs Commission as appropriate, whether discovered before or after the transaction has occurred.

V. Gifts, Gratuities and Entertainment

Accepting gifts, entertainment or other favors from individuals or entities can also result in a conflict or duality of interest when the party providing the gift/entertainment/favor does so under circumstances where it might be inferred that such action was intended to influence or possibly would influence the interested person in the performance of his or her duties. This does not preclude the acceptance of items of nominal or insignificant value or entertainment of nominal or insignificant value which are not related to any particular transaction or activity of The American Legion Department of Connecticut.

VI. Confidentiality

Each Chairman, committee member, officer and employee shall exercise care not to disclose confidential information acquired in connection with disclosures of conflicts of interest or potential conflicts, which might be adverse to the interests of The American Legion Department of Connecticut. Furthermore, chairmen, committee members, officers and employees shall not disclose or use information relating to the business of The American Legion Department of Connecticut for their personal profit or advantage or the personal profit or advantage of their family member(s).

VII. Review of policy

Each Chairman, officer and employee shall be provided with and asked to review a copy of this policy and to acknowledge in writing that he or she has done so.

- Annually, not later than August 1 for continuing positions or 30 days after appointment for newly appointed positions, each chairman, officer and employee shall complete a disclosure form identifying any relationships, positions or circumstances in which he/she is involved that he or she believes could contribute to a Conflict of Interest. Such relationships, positions or circumstances might include service as a chairman, officer, employee or consultant to another nonprofit organization or ownership of a business that might provide goods or services to The American Legion Department of Connecticut. Any such information regarding the business interests of a chairman, officer, employee or family member thereof, shall be treated as confidential and shall generally be made available only to the Internal Affairs Commission, except to the extent additional disclosure is necessary in connection with the implementation of this policy.
- This policy shall be reviewed periodically by the Internal Affairs Commission. Any changes to the policy shall be communicated to the Department Executive Committee and after approval shall be communicated to all chairmen, officers and employees.

APPROVAL AND ADOPTION

- Approved and recommended for adoption by the Department Internal Affairs Committee at its regularly scheduled meeting held in Rocky Hill, CT on December 15, 2011.

- Adopted by the Department Executive Committee at its regularly scheduled meeting held in Rocky Hill, CT on January 20, 2012.

-Reviewed by Kardis-Larson Human Resources Consulting Firm March 2016.

-Adopted by the Department Executive Committee at its regularly scheduled meeting held in Lebanon, CT on May 16, 2016.

The American Legion



For God and Country

Department of Connecticut

WEBSITE www.ct.legion.org

Headquarters

PO Box 208
Rocky Hill, CT 06067
860-436-9986
Fax: 860-436-9491
ctadj@ctlegion.necoxmail.com

Finance

864 Wethersfield Avenue
Hartford, CT 06114
860-296-0719
Fax: 860-296-0820
Kenneth.Lewis3@va.gov

Service Office

PO Box 310909
Newington, CT 06131
860-594-6600
Fax: 860-667-3257

Basic Conflict of Interest Disclosure Form

Date: _____

Name: _____

Position (Chairperson/officer/employee) _____

_____ I have the following conflict of interest to report (please specify other nonprofits and for-profit boards you (and your spouse) sit on, any for-profit business for which you or an immediate family member are an officer or director, or a majority shareholder, and the name of your employer and any business you or a family member own):

1. _____

2. _____

3. _____

I hereby certify that the information set forth above is true and complete to the best of my knowledge. I have reviewed, and agree to abide by, the Conflict of Interest policy of The American Legion Department of Connecticut.

Signature: _____

Date: _____

Please Return to Department Adjutant:

**The American Legion
Attn: Department Adjutant
P.O. Box 208
Rocky Hill, CT 06067**

RULES OF PROCEDURE
DEPARTMENT EXECUTIVE COMMITTEE
THE AMERICAN LEGION OF CONNECTICUT

Adopted – September 14, 2017

Rule 1

SELF-GOVERNING

The Department Executive Committee of the Connecticut Department, The American Legion, as provided by the Department Constitution of The American Legion, shall be a self-governing committee and transact business in accordance with the rules hereinafter set forth, subject only to the Constitution and By-Laws of the Connecticut Department, The American Legion and mandates of the Department and National Convention.

Rule 2

OFFICERS

The Department Commander shall be the Chairman of the Department Executive Committee, and the Department Adjutant shall serve as Secretary. Any temporary vacancies, in such offices of Chairman and Secretary, shall be filled by action of the Committee, for the respective meeting in which the vacancy occurs.

Rule 3

DUTIES AND POWERS

The Department Executive Committee as provided by the Department Constitution shall exercise the executive power of the Department. In general, between Department Conventions, the Department Executive Committee will perform any and all actions necessary and consistent with the exercise of administrative power. Specifically the Department Executive Committee will oversee the program operation of the Department through the Department Operating Structure and the administrative operation of the Department through the Department Personnel Policy and other necessary policies.

If a quorum of 11, as specified in Article II, Section 5 of the Department Bylaws, is not present, the Department Commander may order a call of the Department Executive Committee and send for absentees.

Rule 4

DECORUM

Whenever the District Commander from any District shall be absent from any meeting of the Department Executive Committee, an accredited representative of the District not represented may be granted the privilege of voice but not of vote in the meeting

No question shall be debated until it has been put forward for discussion by the Chair. At that time the member making the motion shall have the right to explain his views before any other member speaks

No member shall speak more than twice upon the same subject without leave of the Department Executive Committee and then only if every other member wishing to speak has had the opportunity.

Voting during a Department Executive Committee meeting shall be by voice vote except that a roll call vote will be taken upon the request of three members. The vote of any member of the Department Executive Committee shall be recorded upon request.

Rule 5

ORDER OF BUSINESS

The Department Commander and Adjutant shall have the authority to create an agenda for each meeting with the provision that the agenda be communicated to each member at least ten days prior to the meeting. The meeting shall be opened and closed as prescribed in the Officers Guide with roll call taken immediately after the opening.

A consent agenda is authorized for items and reports where no discussion or additional action is anticipated. All items on the consent agenda shall be communicated to each member at least seven days prior to the meeting. Any member of the Committee has the authority to request that an item be moved from the consent agenda for separate discussion.

Rule 6

FISCAL POLICY

All matters affecting the fiscal policy of the Connecticut Department, The American Legion, including all matters concerning any contract to which the Department is a party, shall be considered under two readings. A minimum time of thirty minutes must elapse between the two readings. A written copy of the subject matter being considered must be supplied to each member of the Department Executive Committee prior to the first reading. Final action shall be taken only upon the second reading.

Matters contained in the report of the Department Finance Commission with a recommendation to approve may be considered at the time the Commission report is given. The Finance Commission report is exempt from the requirement for a second reading.

Rule 7

LEGISLATIVE PROGRAM

Any resolution adopted by the Department Convention or the Department Executive Committee which seeks action of the Connecticut Legislature shall immediately become part of the legislative program of the Department of Connecticut and shall remain in effect only during the session of the Legislature during which it was adopted. The Department Legislative Committee shall compile such resolutions for the sole purpose of establishing an orderly historical record of resolutions requesting legislative action

Rule 8
PROCEDURE

All items of business with the exception of Officers Reports and communications shall be subject to one of the following actions:

1. Accept
2. Accept as Amended
3. Receive and File
4. Refer to a Standing Commission or Committee
5. Refer to an Ad-Hoc Committee
6. Reject

Officers reports may not be altered or amended and are subject to actions 1 and 3 only. In the event the Department Executive Committee disagrees with the report or any part of the report, a separate statement will be filed with the report. That statement must be approved by the Department Executive Committee.

Communication to the Department Executive Committee shall be received and filed. The Department Commander and Adjutant shall determine if the subject matter of the communication requires consideration by the Department Executive Committee directly or by one of the Department Commissions and take appropriate action to place the communication before the appropriate body.

All Department Commissions, Department Committees, Ad-Hoc Committees or Subcommittees of the Department Executive Committee shall be required to present all recommendations as to their future conduct or future policy for matters within their scope of authority. Such recommendations shall be filed with the Department Adjutant prior to the Department Executive Committee meeting at which action is requested.

Any member of the Department Executive Committee may present a resolution under

1. A proper order of business, in which case the subject matter must be germane
2. Miscellaneous business.

Resolutions from individual Legionnaires, Posts, or Districts may be submitted to the Department Executive Committee. The Department Commander and Adjutant shall determine if a resolution will be considered by the Department Executive Committee directly or should be referred to a Department Commission or Committee for consideration.

Rule 9
FORM OF RESOLUTIONS

Resolutions which shall be offered as the direct action of the Department Executive Committee shall be prepared in appropriate form containing such informative preamble in the form of "Whereas" followed by statements of fact and shall conclude with a Resolving Clause or Clauses which shall specifically set forth what statement or declaration is to receive action of the Department Executive Committee. Such Resolving clause or clauses shall contain the following leading language:

“RESOLVED, By the Department Executive Committee of the Connecticut Department of The American Legion in regular (or special) meeting assembled in Rocky Hill, Connecticut (or other place), on (date or dates), that, etc. -- and be it further

“RESOLVED, That, etc.”

Rule 10

TRANSACTION OF BUSINESS BY MAIL OR E-MAIL OR TELEPHONE

The Department Executive Committee may transact business by mail or by e-mail or by telephone on a matter on which action cannot be delayed to the next regular meeting, by voting upon proposed item mailed or e-mailed or telephoned to them by the Department Adjutant, with the approval of the Department Commander.

Fifteen days shall be allowed for the return by mail or e-mail of the votes on the matter to the Department Adjutant. Voting shall be closed at the end of the fifteen days provided that three-fourths of the members of the Department Executive Committee have returned their votes by that time with the exception that voting shall be closed prior to fifteen days if and when all members shall have returned their votes. The Department Adjutant shall notify the committee of the results of the vote within five days of the closing of the vote and shall preserve the mail or e-mail ballots for the record.

In the event that one-third of the committee objects in writing to conducting the ballot by mail or e-mail or telephone, the matter shall not be decided and will be considered as the first item of business at the next regular or special meeting.

Rule 11

SUSPENSION OF RULE

No standing rule of the Department Executive Committee shall be suspended except by a vote of two-thirds of all the members present.

Rule 12

ROBERT’S RULES OF ORDER TO GOVERN

Except as otherwise herein specifically provided, Roberts Rules of Order, Revised, shall govern.



THE AMERICAN LEGION DEPARTMENT OF CONNECTICUT

DEPARTMENT POLICY

◀ ANTI BULLYING POLICY ▶

The American Legion, Department of Connecticut is committed to creating and maintaining a workplace environment which fosters mutual respect, integrity, and professional conduct. In keeping with this commitment, the American Legion Department of Connecticut has established this policy and a set of reporting/investigation procedures for all employees relating to the issue of workplace bullying. The American Legion Department of Connecticut will not tolerate bullying or harassment in the workplace and will make every reasonable effort to prevent and eliminate conduct which falls within the scope of this policy.

I. Scope

All employees, directors and officers of The American Legion Department of Connecticut are covered by this policy. This policy applies to all activities which take place on the Legions places of business (including interpersonal and electronic communications) or which are directly related to the workplace and during any job-related task or activity, including conferences, training sessions, travel and social functions.

II. Definition of Bullying

Bullying is characterized by aggressive, intimidating, malicious or insulting behavior or abusive behavior or abuse of power through means intended to undermine, humiliate, denigrate, or hurt the person to whom it is directed.

Bullying does not always result from supervisor/subordinate relationships or vice versa; unacceptable peer pressure can also constitute bullying.

Examples of conduct or comments which might constitute bullying include:

- Demonstrations of rage against a colleague in public and/or private
- Personal insults and name calling
- Shouting, yelling
- Targeting an individual through persistent, unwarranted criticism
- Verbal, written or physical threats and intimidation
- Unfair criticism and persistent public humiliation
- Setting targets with deadlines that cannot be met
- Removing areas of responsibility and impose subordinate tasks instead
- Ignoring or excluding a person, or speak only to a third party to isolate another person
- Vandalizing personal belongings
- Spreading malicious rumors, gossip, or negative innuendo
- Insulting someone or derogatory remarks, gestures, or actions
- Copying critical memos about someone to others who do not need to know
- Ridiculing or belittling someone
- Exclusion
- Victimization
- Unfair treatment
- Overbearing surveillance
- Unwelcome sexual advances
- Touching or standing too close
- Positions of offensive material

- Making threats or comments about job security without foundation
- Deliberately undermine a competent worker by constantly neglecting and criticizing him/her
- Preventing people from progressing by intentionally blocking promotion or training opportunities

Bullying can take other forms. For example, what may emerge as a concern initially categorized as “harassment”, “intimidation” or “aggressive management” may, upon investigation, be a case of bullying.

Bullying or harassment would not include:

- Normal exercise of supervisory responsibilities, including performance reviews, direction, counseling, and disciplinary action where necessary, provided they are conducted in a respectful, professional manner, in accordance with American Legion Department of Connecticut policies and procedures.
- Social interactions, jokes, and bantering, which are mutually acceptable, provided the interactions are respectful and there is no negative impact for others in the work environment; and
- Disagreements, misunderstandings, miscommunication and/or conflict situations, provided the behavior of the individuals involved remains professional and respectful.

III. Consequences of Bullying

A person who is bullied may suffer from physical and/or emotional symptoms, such as sleep disorders, nausea, sweating, tremors, depression, and loss of confidence and motivation.

In addition, they may suffer other consequences, such as the loss of training and development opportunities, and missed promotion opportunities.

IV. Employees’ Rights, Roles and Responsibilities

Every employee of The American Legion Department of Connecticut is expected to support the implementation of this policy by:

- Behaving in a manner that reflects professional conduct, mutual respect for others and respect for diversity in the workplace.
- Not intimidating or harassing others.
- Participating fully and in good faith in any resolution process or formal complaint and investigation process when it has been determined that they are able to provide relevant information.
- Reporting any bullying or harassment they experience or observe in the workplace that may contravene this policy; and
- Respecting the rights to personal dignity, privacy and confidentiality relating to this policy.

V. Management Roles and Responsibilities

While each employee has a responsibility to maintain and contribute to the preservation of an environment that is free from intimidation, those in positions of authority over employees have more responsibilities than other employees in the organization.

Manager and Supervisors have an additional obligation to make every reasonable effort to establish and maintain a workplace free of intimidation or harassment. For the purposes of this policy, their responsibilities include, but are not limited to, the following:

- Ensuring that employees have full access to information about employer policies and standards.
- Respecting the right of all parties to a fair, equitable and confidential process for responding to complaints.
- Providing support to all those involved in a problem-solving process; and
- The application of corrective and/or disciplinary measures, if any.

VI. Procedure

If you observe or believe you are being bullied or subjected to any other form of harassment in the workplace, in the course of American Legion Department of Connecticut business or any other activity sponsored by the American Legion Department of Connecticut, here are the first things you can do:

- Employees are encouraged to make it clear to the person who is bullying them that their behavior is undesirable and that it must be stopped.
- If the behavior persists, keep records of incidents of behavior, which you consider to be harassment or bullying, noting the date and time of the incident and details of any witnesses. Such records can be helpful in describing the problem and may also be used if any formal action is subsequently taken.
- Should the behavior continue, staff should approach their supervisor or, if appropriate (e.g. if that person is the one causing the concerns), another supervisor or Department Adjutant.
- Make your bullying complaint by contacting your supervisor or Department Adjutant. The complaint may be verbal or in writing. If the complaint is made verbally, the supervisor or Department Adjutant will record the details provided by the employee.
- A supervisor handling the complaint of bullying is likely, in the first instance, to discuss the complaint informally with the alleged offender. This should take place without delay after the complaint has been made. If the matter is not resolved informally, the supervisor will initiate an investigation and at that time it will be turned over to the Internal Affairs Commission.
- Following an investigation, the decision of the Internal Affairs Commission will be confirmed in writing to the supervisor, complainant, and the person against whom the allegation has been made.
- If the Internal Affairs Commission concludes that bullying has taken place, procedures set out in the American Legion Department of Connecticut's disciplinary procedure will be initiated.

Complaints should be made as soon as possible but no later than within one year of the last incident of perceived harassment, unless there are circumstances that prevented the employee from doing so.

VII. How Complaints Will Be Dealt With

Any claims of bullying will be investigated promptly and discreetly. All complaints are treated with sensitivity and are kept confidential as possible. If you witness a bullying situation and make a complaint about it, we will never disclose who made a complaint to anyone or give out information that may help others identify that person (e.g. which department or role they work in). An appropriate disciplinary action will be taken to eliminate inappropriate behavior.

In addition, you are not required to report your complaint to the person who is the subject of the complaint. For example, if your complaint concerns your supervisor, you can talk to someone else. However, if someone at work, in the course of the American Legion Department of Connecticut business or in an American Legion Department of Connecticut sponsored function engages in conduct that makes you feel uncomfortable, we encourage you to tell them that the conduct is unwelcome, that you find it offensive and that you ask that it stop immediately.

Internal Affairs will promptly investigate complaints. You must cooperate fully in such investigations. If warranted, the American Legion Department of Connecticut will take appropriate corrective action, up to and including termination of employment.

The American Legion Department of Connecticut will not tolerate intimidation, victimization, retaliation, or discrimination against an individual for filing a complaint or assisting in an investigation, whether the complaint is upheld. Where such action is alleged, the matter will be dealt with in the same way as an allegation or harassment or bullying.

If you believe you have been subject to reprisal, you can use any of the resources described above to report your concern.

APPROVAL AND ADOPTION

- Approved and recommended for adoption by the Department Internal Affairs Committee at its regularly scheduled meeting held in Cromwell, CT on July 29, 2021.

- Adopted by the Department Executive Committee at its regularly scheduled meeting held in Cromwell, CT on September 12, 2021.



THE AMERICAN LEGION DEPARTMENT OF CONNECTICUT

DEPARTMENT POLICY

◀ TRAVEL & EXPENSE REIMBURSEMENT POLICY ▶

It is the American Legion Department of Connecticut's policy to reimburse employees and other approved Legion members for ordinary, necessary, and reasonable expenses when related to the transaction of Organization business.

Related expenses are those in which there is the expectation of deriving some current or future benefit for the Organization, the employee or approved member is actively engaged in a business meeting or activity necessary to the performance of the employee or member's job, duties, or, in the case of entertainment, there is a clear business purpose.

Employees and members are expected to exercise prudent business judgement regarding expenses covered by this Policy.

Reimbursement for expenses that are not in compliance with this Policy requires the prior written approval of the Organization's Chief Financial Officer (Treasurer).

Organization employees and members are responsible for complying with this Policy. Employees and members submitting expenses that are not in compliance with this policy risk delayed, partial or forfeited reimbursement.

Travel Expenses

Travel expenses include any kind of transportation and accommodation expenses that you incur when going on a business trip. Expenses related to this category that may be fully or partly reimbursable include:

Accommodation

Air, train, ship, or other transportation fares

Local transportation during trips (taxi fares, rental cars etc.)

Other minor or per diem expenses that have been approved by an employee's manager (e.g., parking, business material)

We will not reimburse the following:

Expenses incurred by spouses or other non-employees who accompany our employees or members on their travels

Un-authorized service upgrade (e.g., business class or hotel rooms)

Personal services (massages, beauty treatments etc.)

Personal purchases (gifts, clothes etc.)

Lost personal property (e.g., luggage)

Entertainment expenses at Legion Activities (bowling, golf etc.)

Expenses paid for by the Parent Organization (National) for call-ins (e.g., airfare, per diem for meals)

Work-related expenses

This category includes expenses that are related to an employee or member either in the form of a benefit (e.g., business phone) or entertainment expenses that may occur in a business setting (e.g., professional dinners with clients or colleagues.)

These expenses may be capped, and the Chief Financial Officer should approve them. If you spend more than the approved amount, you must cover the extra cost yourself.

We will not reimburse the following work expenses:

Unauthorized or unscheduled business trips

Non-business training

Personal trips

This list is not exhaustive. Please ask the treasurer about reimbursable expenses before you submit a claim.

Mileage

Mileage may be reimbursed if the employee or member is on official business or attending Organizational functions within the state or events outside the state as approved by the Organization.

Mileage will be reimbursed at the rate prescribed by the IRS for the year the reimbursement is requested.

Mileage reimbursement for conducting outreach events or other similar events will only be paid from the place of employment to the event and back to the place of employment.

If working at an approved alternate work location, mileage will be reimbursed for any excess mileage incurred beyond the mileage from the employee's home of record to their normal place of work.

This list is not exhaustive. Please ask the treasurer about reimbursable expenses before you go on a business trip.

Documentation:

Requests for reimbursement of business expenses must be submitted on the appropriate expense reimbursement request form. Each expense shall be separately identified. Forms shall be dated and signed by the employee.

Expense reports must be submitted monthly (as a minimum) to ensure you get credit for your expenses.

Expense reports not submitted in a timely manner could be denied thus causing the expenses to become the employee or member's responsibility.

Receipts are required for all expenses submitted for reimbursement.

The Company complies with IRS regulations, which require that all business expenses be substantiated with adequate records. This substantiation must include information relating to:

1. The amount of the expenditure.
2. The time and place of the expenditure; and
3. The business purpose of the expenditure.

APPROVAL AND ADOPTION

- Approved and recommended for adoption by the Department Internal Affairs Committee at its regularly scheduled meeting held in Cromwell, CT on July 29, 2021.

- Adopted by the Department Executive Committee at its regularly scheduled meeting held in Wolcott, CT on September 12, 2021.



THE AMERICAN LEGION DEPARTMENT OF CONNECTICUT

DEPARTMENT POLICY

◀ REMOTE WORK POLICY ▶

Purpose

The American Legion recognizes that working remotely when beneficial to both the organization and the employee, has become an integral part of today's workforce and as such may allow its employees to work remotely when the need arises. This document contains the terms and conditions for working remotely. It should act as a guide for both management and the employee.

Terms and Conditions:

1. Eligibility.

Not all work performed by The American Legion lends itself to remote work, an employee may be granted permission to work remotely if their duties can be met through basic hardware and software, they've proven to be trustworthy, disciplined, and self-motivated. Supervisors must evaluate each request to determine if the need is beneficial to the organization. Each request must be submitted for approval by the Department Adjutant.

2. Rules and other organization policies.

All The American Legion's rules and policies, including those set forth in The American Legion's Employee Handbook, apply while working from a remote workspace. These policies include, but are not limited to, policies regarding attendance, confidentiality, and policies prohibiting harassment. Employees are reminded that this Remote Work Policy is not to be used in place of sick leave, FMLA leave, etc. The American Legion is not responsible for any expenses related to remote work.

Disciplinary actions will follow policy transgressions of any kind.

3. Work expectations.

Employees must follow their regular assigned work schedule, unless otherwise discussed with and approved by the employee's supervisor. All arrangements for childcare, elder care, repair persons, etc. must be arranged so as not to interfere with the employee's regular work schedule.

Employees are to be online and accessible for 7 hours. They are expected to check-in with their supervisor at least once a day.

Any correspondence from a co-worker or client must be answered as quickly as possible.

4. Designated Workspace.

It is the responsibility of the employee to designate a remote workspace, which is typically a space in the employee's home (an office, spare bedroom, etc.). No work should be performed outside of this designated

workspace. The designated workspace must be kept in a safe condition, free from hazards to both the employee and the equipment. Should the employee sustain any injuries in their designated workspace and in conjunction with his or her regular work duties, the employee is responsible for notifying his or her manager of such injuries as soon as is practicable. The American Legion will not be responsible for any injuries to the employee or any third parties outside of the designated workspace or during the employee's non-working time.

If, while working from a designated workspace, the employee experiences technical issues with his or her computer or internet access that prevent the employee from working remotely, the employee must notify his or her supervisor immediately.

5. Security.

As per the Employee Handbook and the confidentiality agreement signed by the employee upon employment, securing data and company information should be of utmost concern. Any breaches in security protocol will lead to strict and swift disciplinary action.

APPROVAL AND ADOPTION

- Approved and recommended for adoption by the Department Internal Affairs Committee at its regularly scheduled meeting held in Cromwell, CT on July 29, 2021.

- Adopted by the Department Executive Committee at its regularly scheduled meeting held in Cromwell, CT on September 12, 2021.

Change History

Items added May 2016

Sexual Harassment Policy

Social Security Number Protection Policy

Social Media Policy

Compensation Policy

Items added September 2017

Rules of Procedure for Department Executive Committee

Items added September 2021

Anti-Bullying Policy

Travel & Expense Reimbursement Policy

Remote Work Policy

AMERICAN LEGION, DEPARTMENT OF CONNECTICUT

ACKNOWLEDGEMENT FORM

I acknowledge that I have received and reviewed a copy of The American Legion Department of CT, Policy Manual. I understand that it is my obligation to familiarize myself with and abide and comply with all of the policies and procedures set forth therein. I further understand that the Legion has the right to change, delete, add to, suspend, or discontinue any of its policies and procedures at any time without prior notice, and that if the Legion so exercises this right and I remain employed thereafter, I will abide by, and comply with, all of the Legion's policies and procedures which are then in effect.

_____ (employee)

on _____ (date)

Employee Signature