

Personnel Policy: Nondiscrimination (adopted April 2000)

It shall be the policy of the Society for Women's Health Research, to provide equal membership/employment/service opportunities to all eligible persons without regard to race, color, religious creed, ancestry, union membership, age, sex, sexual orientation, national origin, or mental or physical challenges. This policy is practiced and is applicable to persons served, staff employment, and to membership on the governing board.

Personnel Policy: Employee Benefits

Establishment of a pension plan for Society staff, with the Society contributing 3% of salary for staff with 1 year+ service. (adopted February 1996)

Approve an increase in the Society's contribution to employees' pension plans who have worked for the Society for at least two years from 3% to 5% of their gross salaries. (adopted December 1996)

Establish a cafeteria plan that would allow employees to contribute pre-tax dollars to health insurance, medical expenses, and child care. (adopted February 1996)

Provide long-term disability insurance to staff that would provide 60% of salary for disabilities lasting more than 90 days to age 65. (adopted February 1996)

Personnel Policy: Communicating Individual Job-Related Complaints (adopted April 2004)

It is the philosophy of the Society to encourage employees to raise any of their individual, job-related concerns informally with their immediate supervisors. No employee will be disciplined or otherwise penalized for raising a good-faith concern pursuant to this policy. The Society will attempt to keep all such expressions of concern, and our investigations into them, confidential recognizing, however, that in the course of investigating and resolving concerns some communication of information to others may be appropriate.

Employees should raise any individual job-related concerns with their immediate supervisors as soon as possible after the events that cause the concerns. Employees are further encouraged to pursue discussion of these concerns with their supervisor until the matters raised are fully resolved. The Society cannot guarantee that in each instance employees will be satisfied with the results, but in each case an attempt will be made to explain the result to the employees who raised the concerns. The Society believes that employees' work-related concerns are best addressed through informal and open communication.

The Society believes most complaints can be settled promptly by discussion of the facts between the employee and her/his supervisor. However, the following procedure has been established to resolve those issues that can not be settled more informally:

- A. If you are not satisfied with the resolution following the discussion of your complaint with your immediate supervisor, you should prepare a written report outlining the date of your complaint/incident, nature of the incident, where it occurred, who it involved, etc., and the resolution offered by your supervisor. This report is to be provided to the Vice President, Finance & Administration, who will seek a written report from your supervisor and offer a resolution.
- B. Should you disagree with the resolution of your complaint provided by the Vice President, Finance & Administration, you have the option of contacting the President.
- C. The President's resolution of your complaint shall be final and binding upon all the parties.

Personnel Policy: Communicating Issues of Corporate Concern (adopted April 2004)

The Society recognizes that often the best source of feedback about its operations is Society personnel. Our staff is uniquely placed to see that we fulfill our mission, interact with outside groups and individuals, and conduct our internal governance and operation. Any employee who wishes to draw the Society's attention to an issue of organizational concern—such as a suggestion for improving a procedure, a concern about legal compliance, or an issue of business ethics—should bring the matter to the attention of his/her supervisor, the Vice President of Finance and Administration, or the President. Concerns may be raised anonymously if the person raising the issue prefers that approach.

The Society is committed to maintaining a workplace where employees feel free to raise questions and concerns about the Society's operations. The Society appreciates that staff will not raise concerns if those who raise them are subjected to harassment, intimidation, retaliation, or discrimination. It is therefore the Society's policy that it will not tolerate reprisals against staff for raising issues of corporate concern. Any employee who believes that he or she has been subjected to retaliation as a result of raising a question or concern under this policy should immediately report such retaliation to his/her supervisor, the Vice President of Finance and Administration, or the President. Reports of retaliation will be promptly investigated in a manner intended to protect confidentiality, consistent with a thorough and fair investigation. Any employee whom the Society believes to have engaged in such retaliation will be subject to discipline, up to and including termination of employment.

If the employee or contractor is not satisfied with the Society's handling of his/her concern pursuant to this policy, including any claim of retaliation, the employee or contractor may raise the issue with the Chair of the Society's Board of Directors, who will review the matter, conduct any further investigation he/she thinks appropriate, and render a determination that will conclude the Society's review of the concern.

Personnel Policy: Document Retention Policy (adopted April 2004)

The Society for Women's Health Research's "Document Retention Policy" establishes criteria for retention and storage of both paper and electronic documents. Any destruction of documents is to be routine and standardized, pursuant to the schedule. Records should not be destroyed outside of the record retention schedule. If documents are to be destroyed, both electronic and hard copies need to be destroyed. It is the Society's intent to retain and store documents consistent with the law. Failure to retain records in accordance with this policy could subject staff and the Society to penalties and fines, cause the loss of rights, obstruct justice, place the Society in contempt of court, or seriously disadvantage the Society in litigation. The Society expects all employees to fully comply with any published records retention or destruction policies and schedules.

Note: All employees should note the following very important general exception to any stated destruction schedule: If the employee believes, or the Society informs the employee, that Society records are relevant to litigation, or potential litigation (ie, a dispute that could result in litigation), then the employee must preserve those records until the Society's attorneys determine the records are no longer needed. Should the employee have any questions, please check with the Vice President, Finance and Administration, before destroying documents. That exception supersedes any previously or subsequently established destruction schedule for those records.

At such time as the Society's documents are no longer required to be maintained, the Society will purge those documents to facilitate the efficient maintenance of file space and electronic network storage capacity and to control overhead costs associated with document storage. At the end of each fiscal year, each Society staff member is responsible for reviewing documents under his or her control and making judgments about materials that are no longer required to be retained, following these guidelines.