

ZEAL FOR YOUR HOUSE CONSUMES ME

**Z** | ZEAL CHURCH

# EMPLOYEE HANDBOOK



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## SECTION I. INTRODUCTIONS

### 1.1. PURPOSE OF THIS HANDBOOK

The purpose of this Handbook is to familiarize you - the employee - with the policies, rules, and other key aspects of Zeal Church. The information in this handbook supersedes all rules and policies that may previously have been expressed or implied, in both written and oral format. Compliance with this Handbook is compulsory for all employees. Zeal Church reserves the right to interpret this Handbook's content as it sees fit and to deviate from policy when it deems necessary.

### 1.2 CHANGES OF POLICY

Zeal Church reserves the right to change this Handbook's content, at any time and at our sole discretion. Its provisions may not be altered by any other means, oral or written. You will receive written notice of any changes we make to the employee handbook and are responsible for understanding and complying with all up-to-date policies. If you are confused about any information defined herein, please contact the Human Resources Manager.

### 1.3 EMPLOYMENT FORMS

All new employees are required to complete and submit the following forms. ADP New Hire Form, Current W4, Current I9, Copy of Drivers License. All employment forms will be provided separately.

*At-Will Employment Agreement and Acknowledgement of Receipt of Employee Handbook \**

### EMPLOYMENT ELIGIBILITY FORM I-9

On the day of hire, each new employee is legally obligated to complete the Employment Eligibility Verification Form I-9 and submit documents to verify identity and employment eligibility within the next three (3) business days. The same policy applies to re-hired employees whose I-9's are over three (3) years old or otherwise invalid.

### NON-DISCLOSURE AGREEMENT

This Handbook expressly prohibits the unauthorized disclosure of confidential Zeal Church information, via any means of communication, including, but not limited to, face-to-face, over the phone, and via the Internet, for employee's own benefit or the benefit of any third party.

## SECTION 2. TERMS AND DEFINITIONS

Zeal Church typically employs less than 20 employees regular and temporary employees on an “at-will” basis. This section defines the terms of “at-will” employment, as well as the different types of employees we hire.



### 2.1 DEFINITION OF “AT-WILL” EMPLOYMENT

The job of an “at-will” employee is not guaranteed. It may be ended, at any time and with or without notice, by the employee or, for a lawful reason, by Zeal Church. Zeal Church also reserves the right to alter an “at-will” employee’s benefits, pay rate, and assignments as it sees fit. The “at-will” terms of employment may only be changed with the approval of the Lead Pastor or Operations Director.

### 2.2 TYPES OF WORKER

This section distinguishes between the different types of workers Zeal Church employs. Employee status is established at the time of hire and may only be altered via a written statement signed by Zeal Church.

#### ***Exempt vs Non-Exempt***

Most employees are non-exempt, meaning they are entitled by law to at least minimum wage and premium pay for overtime. Exempt employees are not subject to these laws. Exempt status is defined by standards set by state law and the Federal Labor Standards Act (FLSA). This class of employee is usually an executive, an administrator, or a highly paid specialist such as a programmer.

#### ***Regular vs. Temporary***

Regular employees work a regular schedule, either on a full-time or part-time basis. To be considered full-time, an employee must work at least 40 hours per week. A temporary employee is a person we hire for a short period (usually 3 months at maximum) to assist with a project or remedy a staff shortage. A temporary employee is also employed on an “at-will” basis (defined above).

#### ***Independent Contractors & Consultants***

Independent contractors and consultants are not Zeal Church employees, but rather self-employed professionals whom we hire for specific projects. Unlike employees, they do not operate under Zeal Church direction and control their own methods, materials, and schedules. They are not eligible for Zeal Church benefits.



SARAH STEFFENSEN,  
DIRECTOR OF OPERATIONS

# SECTION 3. PAYROLL



## 3.1 PAYMENT SCHEDULE

Employees are paid on the 1st & 15th of each month.

In cases where the regular payday falls on a holiday, Employees will receive payment on the last business day before said holiday.

## 3.2 WAGES

Wages vary from employee to employee and are based on the level of skill and experience. Zeal Church conducts regular evaluations of all employees and issues promotions as it sees fit. Employees who feel entitled to higher pay may contact Zeal Church to discuss.

In addition to regular pay, employees may have the option of earning overtime pay and/or bonuses.

### ***Overtime***

A non-exempt employee may work overtime on the terms defined by Colorado law pending prior authorization by his or her manager.

## 3.3 DEDUCTIONS & GARNISHMENT

### ***Deductions***

Federal and state law requires that we deduct the following from every paycheck:

- Social Security
- Income-tax (federal and state)
- Medicare
- State Disability Insurance & Family Temporary Disability Insurance
- Other deductions required by law or requested by the employee

A Wage and Tax Statement (W-2) recording the previous year's wages and deductions will be provided at the beginning of each calendar year.

If at any time you wish to adjust your income tax withholding, please fill out the designated form and submit it to Accounting.

### ***Wage Garnishment***

Sometimes, Zeal Church receives legal papers that compel us to garnish an employee's paycheck - that is, submit a portion of said paycheck in payment of an outstanding debt of the Employee. We must, by law, abide by this either until ordered otherwise by the court or until the debt is repaid in full through withheld payments or otherwise.



**BRANDON CORMIER,  
LEAD PASTOR**

## SECTION 4.

# RIGHTS & POLICIES

The following section summarizes your legal rights as an employee of Zeal Church. Questions about any policy detailed in this section may be addressed with a Zeal Church Human Resources representative.

### 4.1 EQUAL OPPORTUNITY EMPLOYMENT POLICY

Zeal Church provides equal employment opportunities to all applicants, without regard to unlawful considerations of or discrimination against race, creed, color, nationality, sex, age, ancestry, physical or mental disability, medical condition, or characteristics, marital status, or any other classification prohibited by applicable local, state or federal laws. This policy applies to hiring, termination and promotion; compensation; schedules and job assignments; discipline; training; working conditions, and all other aspects of employment with Zeal Church. As an employee, you are expected to honor this policy and to take an active role in keeping harassment and discrimination out of the workplace.

### 4.2 ACCOMMODATION FOR DISABLED EMPLOYEES

We are happy to work with otherwise qualified disabled employees to accommodate limitations, following the Americans with Disabilities Act (ADA). It is up to the employee to approach his or her supervisor with this request and to provide medical proof of his or her needs upon Zeal Church's request.

We are also happy to accommodate employees diagnosed with life-threatening illnesses. Such employees are welcome to maintain a normal work schedule if they so desire, provided that we receive medical papers proving their working cannot harm themselves or others and their work remains at acceptable standards.

### 4.3 EMPLOYMENT OF MINORS

Our policy on employment of minors adheres to all FLSA standards, including the following:

- Minimum employment age (14 for non-agricultural work)
- Maximum weekly hours for employees under 16
- Minimum hazardous job employment age (18)
- Minimum wage standards for students, apprentices, disabled employees, and employees under the age of 20.

#### 4.4 EMPLOYMENT OF RELATIVES

The employment of relatives can prove problematic, particularly in situations where relatives share a department or a hierarchical relationship. Zeal Church will not hire relatives to work in any potentially disruptive situation. An employee must inform us if he or she becomes a co-worker's relative. If at any time we perceive the situation to be dysfunctional, we may have to reassign or ask for one relative's resignation to remedy the situation.

#### 4.5 RELIGION & POLITICS

Zeal Church is respectful of all employees' religious affiliations and political views. We ask that if you choose to participate in political action, you do not associate with Zeal Church in any way. We are happy to work with employees to accommodate political and religious obligations, provided accommodations are requested from a manager in advance.

#### 4.6 PRIVATE INFORMATION

Employee information is considered to be private and only accessed on a need-to-know basis. Your healthcare information is completely confidential unless you choose to share it. In some cases, employees and management may receive guidelines ensuring adherence to the Health Insurance Portability and Accountability Act (HIPAA).

Personnel files and payroll records are confidential and may only be accessed for legitimate reasons. If you wish to view your files, you must set up an appointment in advance with Human Resources. A Zeal Church appointed record keeper must be present during the viewing. You may only make photocopies of documents bearing your signature, and written authorization is needed to remove a file from Zeal Church premises. You may not alter your files, although you may add comments to items of dispute.

Certain information, such as dates of employment and rehiring eligibility, are available by request only. We will not release information regarding your compensation without your written permission.

#### 4.7 LEAVES OF ABSENCE

Employees requiring time off from work may apply for a leave of absence.

All leaves must be approved by management. For planned leaves, employees must submit requests at least 15 days in advance. Emergency leaves must be requested as soon as possible. Accepting/performing another job or applying for unemployment benefits during leave will be considered a voluntary resignation.

We consider all requests in terms of the effect on Zeal Church and reserve the right to approve or deny requests at will, except when otherwise directed by law. Any request for a leave of absence due to disability will be subject to an interactive review. A medical leave request must be supported in a timely manner by a certification from the employee's healthcare provider. Extension of leave must be requested and approved before the current leave ends. No employee is guaranteed reinstatement upon returning from leave unless the law states otherwise. However, Zeal Church will try to reinstate each returning employee in his or her old position or one that is comparable.

Below are the three main types of leave that Zeal Church offers employees. Some, but not all, are governed by law.

##### ***Work-Related Sickness & Injury***

Employees eligible for Worker's Compensation rendered unable to work because of a work-related injury or illness will receive an unpaid leave for the period required. For eligible employees, the first 12 weeks will be treated concurrently as a family and medical leave under FMLA.

### **Maternity Leave**

An employee disabled on account of pregnancy, childbirth, or a related medical condition may request paid leave of absence of up to twelve weeks to commence as early as 4 weeks prior to birth. Time off may be requested for prenatal care, severe morning sickness, doctor-ordered bed rest, and recovery from childbirth. Return to work will come with an added benefit of working remote/part time in office for an additional 4 weeks.

### **Paternity Leave**

An employee may request paid leave of absence of up to two weeks ( in addition to any PTO) to commence as early birth of child. Return to work will come with an added benefit of working remote/part time in office for an additional 2 weeks. If this falls over a Sunday, you are not required to be present. Part- Time Schedule will be M-Th 9-12pm or 1-4pm.

### **Election Days**

Provided an employee's schedule does not allow time for voting outside of work, and that he/she is a registered voter, he/she may take up to two hours, with pay, at the beginning or end of a workday, to vote in local, state or national elections.

### **Vacation Policy**

It is our pleasure to extend a robust vacation policy to both our pastoral and administrative/support staff in this season. Vacation time needs to be submitted with two weeks notice and cannot contain more than two consecutive Sundays without Executive Team Approval. There is also a limit on the annual number of Sundays that both pastoral and administrative staff/support staff, respectively, can miss for personal vacation without special approval. The PTO guideline is on a separate policy.

- **Pastoral Staff:** any Sundays considered to be “ministry engagement” (i.e. weddings, funerals, preaching trips, missions, & retreats) do not count against your vacation Sundays. We have 2 Sundays that are Sabbath (July & December), and you are welcome to take another 2 additional Sundays. It is first come, first serve as it pertains to Sundays.
- **Administrative/Support Staff:** You are allowed to miss a total of 6 vacation Sundays in addition to our Sabbath Sundays (July & December).

If you have any questions please connect with Sarah Steffensen.

**WE ARE COMMITTED  
TO HELPING PEOPLE  
ENCOUNTER  
EVERY DAY**

WE ARE COMMITTED TO HELPING  
PEOPLE ENCOUNTER GOD EVERY  
DAY AND WANT YOU TO KNOW  
THERE IS A PLACE FOR YOU AT ZEAL.



## SECTION 5. EMPLOYMENT BENEFITS

### 5.1 UNEMPLOYMENT INSURANCE

Employees rendered unemployed through no fault of their own or due to circumstances prescribed by law, and who meet the State eligibility requirements for time worked or wages earned, may receive unemployment insurance (also called unemployment benefits or compensation). State agencies directly administer this insurance and determine benefit eligibility, amount (if any), and duration.

### 5.2 WORKERS' COMPENSATION

Workers' Compensation laws compensate for accidental injuries, death, and occupational disabilities suffered in the course of employment. Zeal Church provides Workers' Compensation Insurance for all employees. Generally, this includes lost wages, disability payments and hospital, medical and surgical expenses (paid directly to hospital/physician), and assistance for injured employees in returning to suitable employment.

### 5.3 SOCIAL SECURITY BENEFITS (FICA)

Both employees and Zeal Church contribute funds to the federal Social Security Program as prescribed by law, providing retirees with benefit payments and medical coverage where applicable.

### 5.4 ADDITIONAL BENEFITS

Zeal Church offers the following benefits to its employees. If you would like to obtain more information about any of them, please contact Sarah Steffensen.

Group Health Insurance, 401(k) Plan, Wellness reimbursements, Aflac Accident Insurance, Life Insurance, Vision & Dental Insurance, Emergency Travel Assistance (up to \$400), Bereavement Leave.

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## SECTION 6. RULES OF CONDUCT

### 6.1 ON THE JOB

#### ***Reporting for Work***

Employees are expected to begin and end each shift at the time and on the day appointed. You must inform your supervisor before the start of the workday if you will be absent or late and obtain his or her permission to leave early. Absences and late arrivals will be recorded. Should your absences or tardiness exceed a reasonable limit, you will be subject to disciplinary action and possible termination. Failing to call one's supervisor or report to work for consecutive workdays will be considered voluntary resignation and result in removal from payroll.

#### ***Staying Safe***

Safety in the workplace is Zeal Church number one priority. You must inform your supervisor in the event of unsafe conditions, accidents, or injury, and use safe working methods at all times.

### ***Meals & Breaks***

Unless defined otherwise by Colorado state law, non-exempt employees are entitled to a paid 10- minute break for every four hours of work, as well as a 30-minute meal break for any shift lasting longer than five hours.

### ***Dress Code Policy***

We ask that you are aware that you are representing the culture of excellence at Zeal Church. Please refrain from wearing dirty, wrinkled, or extremely tight clothing. Practicing modesty and good judgment.

### ***Company Electronics and Email Policy***

Zeal Church employees are required to use various forms of electronic communications in their work for the Company including, but not limited to: computers, email, telephones, voicemail, instant message, text message, Internet, cell phones, and smartphones. All communications transmitted by the above-mentioned electronic means remain the sole property of Zeal Church and are to be used for Zeal Church business only and not for personal use.

Employees who misuse electronic communications and engage in any form of criminal behavior, or behavior that is detrimental to Zeal Church interests including but not limited to: defamation, copyright or trademark infringement, misappropriation of trade secrets, discrimination, harassment, or related actions, will be subject to discipline, including immediate termination, and may be referred to the appropriate authorities when necessary.

Employee's personal electronic devices may only be used during breaks. Access to the Internet and other types of Zeal Church paid computer access is to be used for Zeal Church related business only.

Zeal Church reserves the right to access and review electronic files, messages, internet use, blogs, "tweets", instant messages, text messages, email, voice mail, and other digital archives, and to monitor the use of electronic communications as necessary to ensure that no misuse or violation of Company policy or any law occurs.

### ***Social Media Policy***

Zeal Church recognizes the importance and relevance of social media and its benefits in allowing us to receive feedback from customers as well as encourage loyalty and maximize revenue. Thus, we encourage employees to use their personal social networking channel to accomplish these goals provided the following guidelines are respected:

When referring to Zeal Church in any way, Zeal Church employees must always conduct themselves in a professional manner and must respect the views and opinions of others. Behavior and content that may be deemed disrespectful, dishonest, offensive, harassing, or damaging to the Zeal Church interests or reputation are not allowed and will not be tolerated. The use of social media channels on company time for personal purposes is not allowed. Employees must not disclose private or confidential information about the Zeal Church, its employees, members, attendees, clients, suppliers, or customers on social networks.

Zeal Church reserves the right to monitor company-related employee activity in social media networks; violations of this policy are grounds for discipline and is in Zeal Church sole discretion.

### ***Cell Phone Use***

Cell phones brought to work must be on silent or vibrate mode to avoid disrupting coworkers. They may be used



during working hours. If cell phone use interferes with operations in any way, an employee's cell phone privilege may be rescinded and disciplinary action, up to and including termination, may be used.

## 6.2 RULES & POLICIES

### **Confidentiality**

No previous or current employee may disclose or give access to confidential Zeal Church information, in any way or at any time, unless otherwise authorized by leadership.

### **Anti-Discrimination & Harassment**

In keeping with our Equal Opportunity Employment clause, Zeal Church will not tolerate on-site discrimination or harassment on any legally protected basis, including that of physical characteristics, mental characteristics, race, religious or political views, nationality, disability, medical condition, sex, sexual preference, or gender identification. Harassment and discriminatory behavior among employees or contractors will result in disciplinary action, with the possibility of termination. Discrimination and harassment by customers or other business associates should be immediately reported to your supervisor, at which point Zeal Church will investigate and take corrective action. You are welcome to seek legal relief if you find Zeal Church actions inadequate.

## STATEMENT OF FAITH

For a simple and quick explanation, these are the things we believe and live out. If you need a deeper theological explanation, see our full statement of faith below.

### **WE BELIEVE IN JESUS**

We passionately follow Jesus and believe that through a relationship with Him, we are healed, renewed, redeemed, forgiven, transformed, and loved. Because of what Jesus did on the cross, everyone who says 'yes' to Him can have a full and abundant life!

### **WE TEACH FROM THE BIBLE**

We believe in and teach from the Bible, and we believe that it addresses every question about life that man has. Although our approach to church is anything but traditional, we believe in and maintain a conservative theological position.

### **WE ARE ALL ABOUT PEOPLE**

It would be unbelievably selfish for us to receive God's grace and goodness and not share it with others! It is our passion to share this faith and hope with the world.

### **GOD**

We believe that God is eternal, has revealed Himself as ONE God existing in THREE persons, Father, Son and Holy Spirit, the Trinity. (*Matthew 28:19; II Corinthians 13:14*)

### **JESUS**

We believe in the Lord Jesus Christ, the Savior of men, conceived of the Holy Spirit, born of the Virgin Mary, fully God and fully man. (*Luke 1:26-35; John 1:18; Isaiah 7:14; 9:6*) We believe Christ died for our sins, was buried and rose again the third day, and personally appeared to His disciples. (*I Corinthians 15:1-8; Romans 4:25*)

We believe Jesus ascended to Heaven and will come to Earth again for the Church. (*John 14:2,3; I Thessalonians 4:13-18*)

## **HOLY SPIRIT**

We believe that the Holy Spirit indwells all believers, and through the baptism of the Holy Spirit, believers are empowered for Christian service and gifted for this service. The Baptism of the Holy Spirit is typically evidenced by speaking in tongues as the Holy Spirit gives utterance. The Holy Spirit also enables believers to live a Christ-like life exhibiting Godly character. (Luke 11:13; Acts 1:8, 2:1-4, 8:17, 10:44-46, 19:6; Galatians 5:22-23; 1 Corinthians 12) We believe in the operations of the gifts of the Holy Spirit as described in I Corinthians 12:14.

## **MAN & SALVATION**

We believe in the creation, test and fall of man as recorded in Genesis; his total spiritual depravity and inability to attain righteousness on his own. (Romans 3:11; 5:12,18) We believe in the salvation of sinners by grace, through repentance and faith in the work of the Cross by which our sin was atoned. (Ephesians 2:8-9; Hebrews 9:12,22; Romans 5:11)

## **THE BIBLE**

We believe in the plenary verbal inspiration of the accepted canon of the Scriptures as originally given and that they are infallibly and uniquely authoritative and free from error of any sort in all matters with which they deal, including scientific and historical as well as moral and theological. (II Timothy 3:16; I Corinthians 2:13).

## **WATER BAPTISM**

We believe in the necessity of water baptism by immersion in order to fulfill the command of Christ. (Matthew 28:19; Acts 2:34 -38; 10:44-48; 19:1-6)

## **HEALING**

We believe in the healing of the body by divine power, or divine healing. (Acts 4:24-31; Romans 8:11; I Corinthians 12:9; James 5:14-15)

## **COMMUNION**

We believe in the Table of the Lord, commonly called Communion or the Lord's Supper, for believers. (I Corinthians 11:23-32)

## **HEAVEN & HELL**

We believe in eternal life in Heaven for believers and eternal punishment in Hell for unbelievers. (John 5:24; 3:16; Mark 9:43-50; II Thessalonians 1:8-9; Revelation 20:10-15). We believe in the reality and person of Satan and the eternal judgment of Satan and his angels. (Matthew 25:41; Revelation 20:10 -15)

## **FINAL AUTHORITY FOR MATTERS OF BELIEF AND CONDUCT**

The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Zeal Church faith, doctrine, practice, policy, and discipline, our executive committee or board of directors is Zeal Church final interpretive authority on the Bible's meaning and application.

## ***Drugs & Alcohol***

Good performance on the part of our employees is crucial to Zeal Church's success. For this reason, we strictly forbid employees to do the following while at work\*:

- Drinking alcohol and selling, purchasing, or using illegal drugs at work. An “illegal drug” is any drug that has not been obtained by legal means. This includes prescription drugs being used for non-prescribed purposes.
- Possession of any non-prescribed controlled substance, including alcohol, and legal but illegally obtained prescription drugs.
- Reporting for work intoxicated. We reserve the right to test employees for substance abuse. Illegal drugs, illegal drug metabolites, or excessive alcohol in your system will result in disciplinary action up to and including termination.

Zeal Church cares about the overall health and well-being of its employees. Any employee who feels that he/she is developing a substance abuse problem is urged to seek help. Zeal Church will grant time off (within reason) for rehabilitation. Be advised, however, that this will not excuse a substance-related offense. In some cases, completion of a Zeal Church approved rehabilitation program may serve as an alternative to termination.

*\*Including any part of Zeal Church property, Zeal Church vehicles, and during work hours.*

## EQUAL EMPLOYMENT

Zeal Church shall follow the spirit and intent of all federal, state and local employment law and is committed to equal employment opportunity. **Zeal Church also reserves the right to withhold employment based on those we do not feel meet the biblical standards outlined throughout Scripture and will be at the discretion of the Board of Directors and Executive Team as aforementioned in matters of belief and conduct.** To that end, the Board of Directors and Senior Pastor of Zeal Church will not discriminate against any employee or applicant in a manner that violates the law. Zeal Church is committed to providing equal opportunity for all employees and applicants without regard to race, color, national origin, sex, age, marital status, sexual orientation, disability, political affiliation, personal appearance, family responsibilities, matriculation or any other characteristic protected under federal, state or local law after being reviewed on a case-by-case basis to determine if they meet the company standards. Zeal Church policy regarding equal employment opportunity applies to all aspects of employment, including recruitment, hiring, job assignments, promotions, working conditions, scheduling, benefits, wage and salary administration, disciplinary action, termination, and social, educational and recreational programs. The Operations Director shall act as the responsible agent in the full implementation of the Equal Employment Opportunity policy.

All employees are expected to cooperate fully in implementing this policy. In particular, any employee who believes that any other employee of Zeal Church may have violated the Equal Employment Opportunity Policy should report the possible violation to the Operations Director.

If Zeal Church determines that a violation of this policy has occurred, it will take appropriate disciplinary action against the offending party, which can include counseling, warnings, suspensions, and termination. Employees who report, in good faith, violations of this policy and employees who cooperate with investigations into alleged violations of this policy will not be subject to retaliation. Upon completion of the investigation, Zeal Church will inform the employee who made the complaint of the results of the investigation.

Zeal Church is also committed to complying fully with applicable disability discrimination laws, and ensuring that equal opportunity in employment exists at Zeal Church for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis. Reasonable accommodations will be available to all qualified disabled employees, upon request, so long as the potential accommodation does not create an undue hardship on Zeal Church. Employees who believe that they may require an accommodation

should discuss these needs with the Executive Director. If you have any questions regarding this policy, please contact the Operations/HR Director.

## **POLICY AGAINST WORKPLACE HARASSMENT**

### **A.**

Zeal Church is committed to providing a work environment for all employees that is free from sexual harassment and other types of discriminatory harassment. Employees are expected to conduct themselves in a professional manner and to show respect for their co-workers. Zeal Church's commitment begins with the recognition and acknowledgment that sexual harassment and other types of discriminatory harassment are, of course, unlawful. To reinforce this commitment, Zeal Church has developed a policy against harassment and a reporting procedure for employees who have been subjected to or witnessed harassment. This policy applies to all work-related settings and activities, whether inside or outside the workplace, and includes business trips and business-related social events.

Zeal Church property (e.g. telephones, copy machines, computers, and computer applications such as e-mail and Internet access) may not be used to engage in conduct that violates this policy. Zeal Church policy against harassment covers employees and other individuals who have a relationship with Zeal Church, which enables Zeal Church to exercise some control over the individual's conduct in places and activities that relate to Zeal Church's work (e.g. directors, officers, contractors, vendors, volunteers, etc.).

### **B.**

**Prohibition of Sexual Harassment:** Zeal Church's policy against sexual harassment prohibits sexual advances or requests for sexual favors or other physical or verbal conduct of a sexual nature, when: (1) submission to such conduct is made an express or implicit condition of employment; (2) submission to or rejection of such conduct is used as a basis for employment decisions affecting the individual who submits to or rejects such conduct; or (3) such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile, humiliating, or offensive working environment.

While it is not possible to list all of the circumstances which would constitute sexual harassment, the following are some examples: (1) unwelcome sexual advances -- whether they involve physical touching or not; (2) requests for sexual favors in exchange for actual or promised job benefits such as salary increases, promotions, or continued employment; or (3) coerced sexual acts. Depending on the circumstances, the following conduct may also constitute sexual harassment: (1) use of sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; (2) sexually oriented comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess; (3) displaying sexually suggestive objects, pictures, cartoons; (4) unwelcome leering, whistling, deliberate brushing against the body in a suggestive manner; (5) sexual gestures or sexually suggestive comments; (6) inquiries into one's sexual experiences; or (7) discussion of one's sexual activities.

While such behavior, depending on the circumstances, may not be severe or pervasive enough to create a sexually hostile work environment, it can nonetheless make co-workers uncomfortable. Accordingly, such behavior is inappropriate and may result in disciplinary action regardless of whether it is unlawful. It is also unlawful and expressly against Zeal Church's policy to retaliate against an employee for filing a complaint of sexual harassment or for cooperating with an investigation of a complaint of sexual harassment.

### **C.**

**Prohibition of Other Types of Discriminatory Harassment:** It is also against Zeal Church's policy to engage in verbal

or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, gender, religion, sexual orientation, age, national origin, disability, or other protected category (or that of the individual's relatives, friends, or associates) that: (1) has the purpose or effect of creating an intimidating, hostile, humiliating, or offensive working environment; (2) has the purpose or effect of unreasonably interfering with an individual's work performance; or (3) otherwise adversely affects an individual's employment opportunities.

Depending on the circumstances, the following conduct may constitute discriminatory harassment: (1) epithets, slurs, negative stereotyping, jokes, or threatening, intimidating, or hostile acts that relate to race, color, gender, religion, sexual orientation, age, national origin, or disability; and (2) written or graphic material that denigrates or shows hostility toward an individual or group because of race, color, gender, religion, sexual orientation, age, national origin, or disability and that is circulated in the workplace, or placed anywhere in Zeal Church's premises or social media accounts, or such as on an employee's desk or workspace or on Zeal Church's equipment or posting boards. Other conduct may also constitute discriminatory harassment if it falls within the definition of discriminatory harassment set forth above. It is also against Zeal Church's policy to retaliate against an employee for filing a complaint of discriminatory harassment or for cooperating in an investigation of a complaint of discriminatory harassment.

#### **D.**

**Reporting of Harassment:** If you believe that you have experienced or witnessed sexual harassment or other discriminatory harassment by any employee of Zeal Church, you should report the incident immediately to your direct report or to the Operations/HR Director. Possible harassment by others with whom Zeal Church has a business relationship, including customers and vendors, should also be reported as soon as possible so that appropriate action can be taken.

Zeal Church will promptly and thoroughly investigate all reports of harassment as discreetly and confidentially as practicable. The investigation would generally include a private interview with the person making a report of harassment. It would also generally be necessary to discuss allegations of harassment with the accused individual and others who may have information relevant to the investigation. Zeal Church's goal is to conduct a thorough investigation, to determine whether harassment occurred, and to determine what action to take if it is determined that improper behavior occurred. If Zeal Church determines that a violation of this policy has occurred, it will take appropriate disciplinary action against the offending party, which can include counseling, warnings, suspensions, and termination. Employees who report violations of this policy and employees who cooperate with investigations into alleged violations of this policy will not be subject to retaliation. Upon completion of the investigation, Zeal Church will inform the employee who made the complaint of the results of the investigation.

Compliance with this policy is a condition of each employee's employment. Employees are encouraged to raise any questions or concerns about this policy or about possible discriminatory harassment with the Operations/HR Director. In the case where the allegation of harassment is against the Operations/HR Director, please notify the senior pastor designated as grievance officer.

### **6.3 DISCIPLINARY ACTION**

Zeal Church takes disciplinary matters very seriously and will exact discipline as it sees fit for any unacceptable action or behavior. These may include:

- Excessive lateness and/or absence
- Improper or indecent conduct
- Poor communication

- Uncooperative attitude
- Abuse, perfunctory or unauthorized use, or unauthorized possession of Company property
- Possession and/or use of illegal drugs, weapons, or explosives
- Unauthorized use or disclosure of Company information
- Illegal harassment and/or discrimination - of any kind
- Violations of Zeal Church policy

Disciplinary action may consist of anything from verbal/written warnings and counseling, to demotion, transfer, suspension, or termination. Rather than follow rote procedures, Zeal Church will handle each matter individually to ensure fairness to all involved. Please review and internalize the list of “Don’ts” above and try to use good judgment at all times.

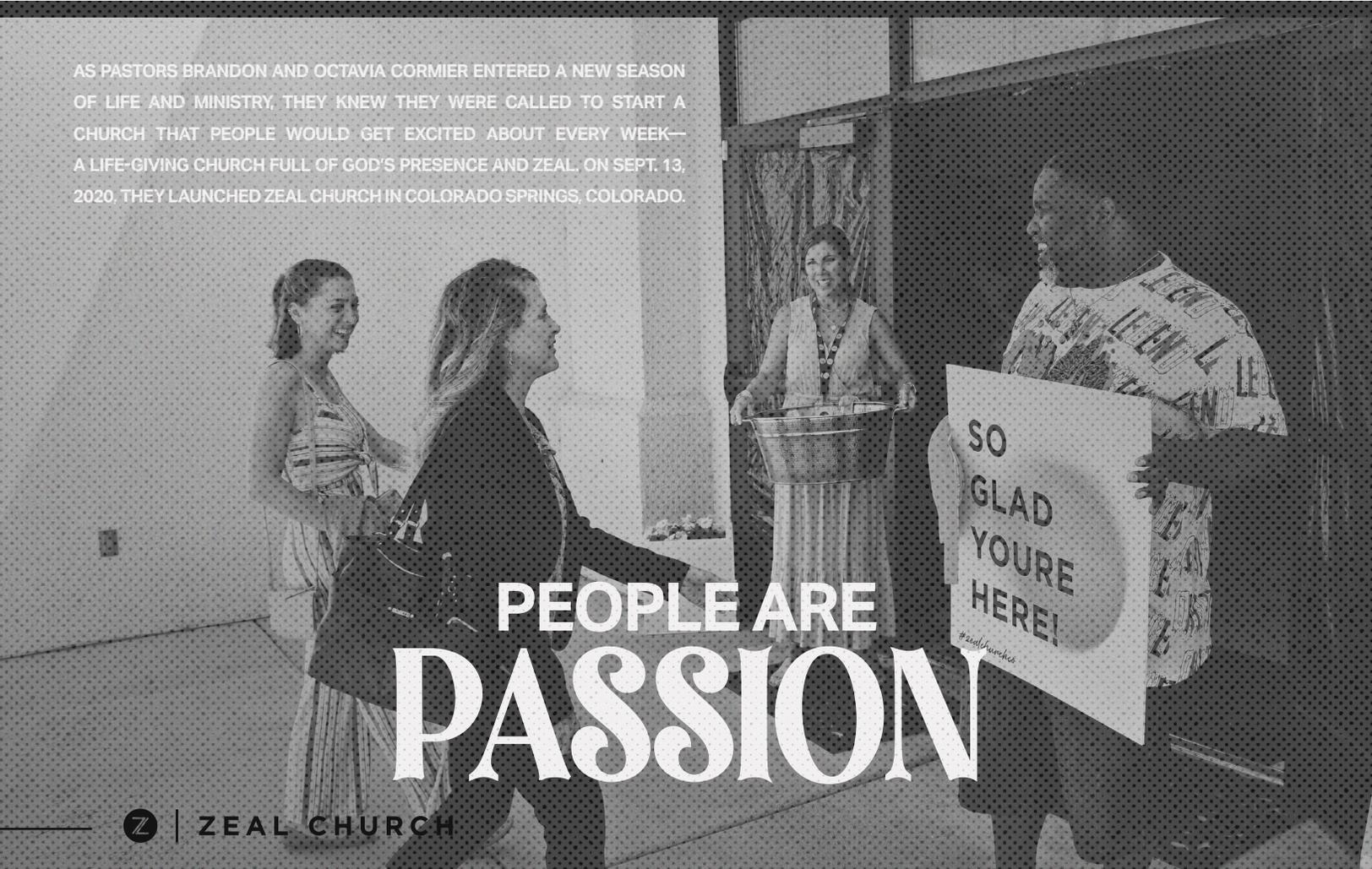
### ***Workplace Inspections***

At Zeal Church we have a responsibility to protect our employees and our property. For this reason, we reserve the right to inspect the following, at any time, with or without notice:

- Offices
- Computers and other equipment
- Company vehicles
- Any personal possessions brought onto Zeal Church premises, such as handbags, briefcases, and vehicles.

All inspections are compulsory. Those who resist inspection may be denied access to Zeal Church premises and be subject to disciplinary action.

AS PASTORS BRANDON AND OCTAVIA CORMIER ENTERED A NEW SEASON OF LIFE AND MINISTRY, THEY KNEW THEY WERE CALLED TO START A CHURCH THAT PEOPLE WOULD GET EXCITED ABOUT EVERY WEEK—A LIFE-GIVING CHURCH FULL OF GOD’S PRESENCE AND ZEAL. ON SEPT. 13, 2020, THEY LAUNCHED ZEAL CHURCH IN COLORADO SPRINGS, COLORADO.



PEOPLE ARE  
**PASSION**

# AT WILL EMPLOYMENT AGREEMENT AND ACKNOWLEDGEMENT OF RECEIPT OF EMPLOYEE HANDBOOK

## EMPLOYEE:

*I acknowledge that I have received a copy of the Zeal Church Employee Handbook, which contains vital information on Zeal Church policies, procedures, and benefits.*

*I understand that this Handbook's policies are intended only as guidelines, not as a contract of employment. I understand that my employment is on "at-will" terms and therefore subject to termination, with or without notice or obvious reason, by myself or Zeal Church. Changes to my "at-will" status may only take the form of a written agreement signed by an authorized member of Zeal Church as well as myself. This agreement supersedes all prior/contemporaneous inconsistent agreements.*

*I understand that Zeal Church may change its policies, procedures, and benefits at any time at its sole discretion, as well as interpret or vary them however it deems appropriate.*

*I have read (or will read) and agree to abide by all policies and procedures contained therein.*

By: \_\_\_\_\_ Date: \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_

**SARAH STEFFENSEN, DIRECTOR OF OPERATIONS**

A crowd of people is shown at night, many with their hands raised in a gesture of praise or clapping. The scene is dimly lit, with some colorful lights visible in the background. In the foreground, a person wearing a blue denim jacket is seen from the side, also clapping. The overall atmosphere is one of collective joy and celebration.

**ZEAL FOR YOUR HOUSE HAS  
CONSUMED ME**

—PSALM 69:9