

KCA Handbook for Employees, Officers, and Directors

Original Issue Date: 10/01/2006

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51 Employee Acknowledgment Form

Effective Date: 10/01/2006 Revised: 10/01/2007

EMPLOYEE ACKNOWLEDGEMENT FORM

The employee or "Personnel-" the terms are used interchangeably- handbook describes

important information about the Kidney Cancer Association (KCA,) and I understand that I should

consult the Chief Executive Officer (CEO) regarding any questions not answered in the handbook.

I have entered into my employment relationship with KCA voluntarily and acknowledge that there

is no specified length of employment. Accordingly, either I or KCA can terminate the relationship

at will, with or without cause, at any time, so long as there is no violation of applicable federal or

state law.

Since the information, policies, and benefits described here are necessarily subject to change, I

acknowledge that revisions to the handbook may occur, except to KCA's policy of employment-at-will.

All such changes will be communicated through official notices, and I understand that

revised information may supersede, modify, or eliminate existing policies. Only the chief

executive officer of KCA has the ability to adopt any revisions to the policies in this handbook.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal

document. I have received the handbook, and I understand that it is my responsibility to read

and comply with the policies contained in this handbook and any revisions made to it.

EMPLOYEE'S NAME (printed):

EMPLOYEE'S SIGNATURE:

DATE: _____

104 Business Ethics and Conduct

Effective Date: 10/01/2006

The successful business operation and reputation of KCA are built upon the principles of fair

dealing and ethical conduct of our employees. Our reputation for integrity and excellence

requires careful observance of the spirit and letter of all applicable laws and regulations, as well

as a scrupulous regard for the highest standards of conduct and personal integrity.

The continued success of KCA is dependent upon our constituents' trust and we are dedicated to

preserving that trust as an integral part of this mission of our charitable organization. Employees

owe a duty to KCA, the people it serves, and the general public, to act in a way that will merit

continued trust and confidence.

KCA will comply with all applicable laws and regulations and expects its officers, employees and

volunteers to conduct business in accordance with the letter, spirit, and intent of all relevant laws

and to refrain from any illegal, dishonest, or unethical conduct.

In general, the use of good judgment, based on high ethical principles, will guide you with

respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the

proper course of action, the matter should be discussed openly with your immediate supervisor

or with the CEO.

Compliance with this policy of business ethics and conduct is the responsibility of every KCA

employee. Employees are entitled to Whistleblower protection, as described later in this

handbook.

105 Document Retention

Effective Date: 11/01/2007

It is a crime to alter, cover up, falsify or destroy a document to prevent its use in an official

proceeding. It is also illegal to persuade someone else to do so. Destruction is not an issue if

done in the course of normal operations so long as there is no knowledge of any pending

investigation or administrative inquiry. Documents should be retained as required in the normal

course of business and as required by statute or regulation.

108 Conflicts of Interest

Employees have an obligation to conduct business within guidelines that prohibit actual or

potential conflicts of interest. This policy establishes only the framework within which KCA

wishes the business to operate. The purpose of these guidelines is to provide general direction

so that employees can seek further clarification on issues related to the subject of acceptable

standards of operation. Contact the CEO for more information or questions about conflicts of

interest.

An actual or potential conflict of interest occurs when an employee is in a position to influence a

decision that may result in a personal gain for that employee or for a relative as a result of KCA's

business dealings. For the purposes of this policy, a relative is any person who is related by

blood or marriage, or whose relationship with the employee is similar to that of persons who are

related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms.

However, if employees have any influence on transactions involving purchases, contracts, or

leases, it is imperative that they disclose to an officer of KCA as soon as possible the existence of

any actual or potential conflict of interest so that safeguards can be established to protect all

parties.

Personal gain may result not only in cases where an employee or relative has a significant

ownership in a firm with which KCA does business, but also when an employee or relative

receives any kickback, bribe, substantial gift, or special consideration as a result of any

transaction or business dealings involving KCA.

110 Outside Employment

Effective Date: 10/01/2006

An employee may hold a job with another employer as long as he or she satisfactorily performs

his or her job responsibilities with KCA. All employees will be judged by the same performance

standards and will be subject to KCA's scheduling demands, regardless of any existing outside

work requirements.

If KCA determines that an employee's outside work interferes with performance or the ability to

meet the requirements of KCA as they are modified from time to time, the employee may be

asked to terminate the outside employment if he or she wishes to remain with KCA.

Outside employment will present a conflict of interest if it has an adverse impact on KCA.

112 Non-Disclosure

Effective Date: 10/01/2006

The protection of confidential business information is vital to the interests and the success of

KCA. Such confidential information includes, but is not limited to, the following examples:

- *compensation data
- *computer processes
- *customer lists
- *financial information
- *pending projects and proposals
- *proprietary processes

All employees may be required to sign a non-disclosure agreement as a condition of employment.

Employees who improperly use or disclose trade secrets or confidential business information will

be subject to disciplinary action, up to and including termination of employment, even if they do

not actually benefit from the disclosed information.

202 Access to Personnel Files

Effective Date: 10/01/2006

KCA maintains a personnel file on each employee. The personnel file may include, without

limitation, such information as the employee's job application, resume, records of training,

documentation of performance appraisals and salary increases, and other employment records.

Personnel files are the property of KCA, and access to the information they contain is restricted.

Generally, only supervisors and management personnel of KCA who have a legitimate reason to

review information in a file are allowed to do so.

Employees who wish to review their own file should contact the CEO. With reasonable advance

notice, employees may review their own personnel files in KCA's offices and in the presence of an

individual appointed by KCA to maintain the files.

205 Introductory Period

Effective Date: 10/01/2006

The introductory period is intended to give new employees the opportunity to demonstrate their

ability to achieve a satisfactory level of performance and to determine whether the new position

meets their expectations. KCA uses this period to evaluate employee capabilities, work habits,

and overall performance. Either the employee or KCA may end the employment relationship at

will at any time during or after the introductory period, with or without cause or advance notice.

All new and rehired employees work on an introductory basis for the first 28 calendar days after

their date of hire. Any significant absence will not automatically extend an introductory period by

the length of the absence. If KCA determines that the designated introductory period does not

allow sufficient time to thoroughly evaluate the employee's performance, the introductory period

may be extended for a specified period.

Upon satisfactory completion of the introductory period, employees enter the "regular"

employment classification.

209 Performance Evaluation

Effective Date: 10/01/2006

Supervisors and employees are strongly encouraged to discuss job performance and goals on an

informal, day-to-day basis. Additional formal performance evaluations are conducted to provide

both supervisors and employees the opportunity to discuss job tasks, identify and correct

weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for

meeting goals. The performance of all employees is periodically evaluated according to a

schedule established by the CEO.

303 Vacation Benefits

Effective Date: 10/01/2006 Revised 10/28/2014

Vacation time off with pay is available to eligible employees to provide opportunities for rest,

relaxation, and personal pursuits. Employees in the following employment classification(s) are

eligible to earn and use vacation time as described in this policy:

*Regular full-time employees

The amount of paid vacation time employees receive each year increases with the length of their

employment as shown in the following schedule:

*Upon initial eligibility the employee is entitled to 10 vacation days each year, accrued

semimonthly.

*After 3 years of eligible service the employee is entitled to 15 vacation days each year, accrued

semimonthly.

*After 5 years of eligible service the employee is entitled to 20 vacation days each year, accrued

semimonthly.

The length of eligible service is calculated on the basis of a “benefit year.” This is the 12-month

period that begins when the employee starts to earn vacation time. An employee’s benefit year

may be extended for any significant leave of absence except military leave of absence. Military

leave has no effect on this calculation. (See individual leave of absence policies for more information.)

Once employees enter an eligible employment classification, they begin to earn paid vacation

time according to the schedule. They can request use of vacation time after it is earned.

Paid vacation time can be used in minimum increments of one day. To take vacation, employees

should request advance approval from their supervisors. Requests will be reviewed based on a

number of factors, including business needs and staffing requirements.

Vacation time off is paid at the employee's base pay rate at the time of vacation. It does not

include overtime or any special forms of compensation such as incentives, bonuses, or shift

differentials.

As stated above, employees are encouraged to use available paid vacation time for rest,

relaxation, and personal pursuits. In the event that available vacation is not used by the end of

the benefit year, employees may carry unused time forward to the next benefit year, up to a maximum accrual of 21 days.

Upon termination of employment, employees will be paid for up to 21 days of unused vacation time that has been earned and accrued through the last day of work.

305 Holidays

Effective Date: 10/01/2006

KCA will grant holiday time off to all employees on the holidays listed below:

- *New Year's Day (January 1)
- *Martin Luther King, Jr. Day (third Monday in January)
- *Presidents' Day (third Monday in February)
- *Good Friday (Friday before Easter)
- *Memorial Day (last Monday in May)
- *Independence Day (July 4)
- *Labor Day (first Monday in September)
- *Columbus Day (second Monday in October)
- *Veterans' Day (November 11)
- *Thanksgiving (fourth Thursday in November)

*Day after Thanksgiving

*Christmas Eve (December 24)

*Christmas (December 25)

*New Year's Eve (December 31)

KCA will grant paid holiday time off to all eligible employees immediately upon assignment to an

eligible employment classification. Holiday pay will be calculated based on the employee's

straight-time pay rate (as of the date of the holiday) times the number of hours the employee

would otherwise have worked on that day. Eligible employee classification(s):

*Regular full-time employees

If a recognized holiday falls during an eligible employee's paid absence (e.g., vacation, sick

leave), the employee will be ineligible for holiday pay. If eligible nonexempt employees work on a

recognized holiday, they will receive holiday pay plus wages at their straight-time rate for the

hours worked on the holiday. In addition to the recognized holidays previously listed, eligible

employees will receive three (3) floating holidays in each anniversary year. These holidays must

be scheduled with the prior approval of the employee's supervisor. Paid time off for holidays will

be counted as hours worked for the purposes of determining whether overtime pay is owed.

Floating holidays may not be carried over into a subsequent anniversary year and must be used

in the year in which they were earned.

307 Sick Leave Benefits

Effective Date: 10/01/2006

KCA provides paid sick leave benefits to all eligible employees for periods of temporary absence

due to illnesses or injuries. Eligible employee classification(s):

*Regular full-time employees

Eligible employees will accrue sick leave benefits at the rate of 5 days per year (.42 of a day for

every full month of service). Sick leave benefits are calculated on the basis of a "benefit year,"

the 12-month period that begins when the employee starts to earn sick leave benefits.

Paid sick leave can be used in minimum increments of one day. An eligible employee may use

sick leave benefits for an absence due to his or her own illness or injury, or that of a child,

parent, or spouse of the employee.

Employees who are unable to report to work due to illness or injury should notify their direct

supervisor before the scheduled start of their workday if possible. The direct supervisor must

also be contacted on each additional day of absence.

Sick leave benefits will be calculated based on the employee's base pay rate at the time of

absence and will not include any special forms of compensation, such as incentives, commissions,

bonuses, or shift differentials.

Unused sick leave benefits will be allowed to accumulate until the employee has accrued a total

of 30 calendar days worth of sick leave benefits. If the employee's benefits reach this maximum,

further accrual of sick leave benefits will be suspended until the employee has reduced the

balance below the limit.

Sick leave benefits are intended solely to provide income protection in the event of illness or

injury, and may not be used for any other absence. Unused sick leave benefits will not be paid

to employees while they are employed or upon termination of employment.

308 Time Off to Vote

Effective Date: 11/4/2006

KCA encourages employees to fulfill their civic responsibilities by participating in elections.

Generally, employees are able to find time to vote either before or after their regular work

schedule. If employees are unable to vote in an election during their nonworking hours, KCA will

grant up to 4 hours of paid time off to vote.

Employees should request time off to vote from their supervisor at least two working days prior

to the Election Day. Advance notice is required so that the necessary time off can be scheduled

at the beginning or end of the work shift, whichever provides the least disruption to the normal

work schedule. Employees must submit a voter's receipt on the first working day following the election to qualify for paid time off.

309 Bereavement Leave

Effective Date: 10/01/2006

Employees who wish to take time off due to the death of an immediate family member should

notify their supervisor immediately. Up to 3 days of paid bereavement leave will be provided to

eligible employees in the following classification(s):

*Regular full-time employees

Bereavement pay is calculated based on the base pay rate at the time of absence and will not

include any special forms of compensation, such as incentives, commissions, bonuses, or shift

differentials.

Bereavement leave will normally be granted unless there are unusual business needs or staffing

requirements. Employees may, with their supervisors' approval, use any available paid leave for

additional time off as necessary.

KCA defines "immediate family" as the employee's spouse, parent, child, or sibling.

311 Jury Duty

Effective Date: 10/01/2006

KCA encourages employees to fulfill their civic responsibilities by serving jury duty when required.

Employees in an eligible classification may request up to 2 weeks of paid jury duty leave over any

2 year period. Jury duty pay will be calculated on the employee's base pay rate times the number

of hours the employee would otherwise have worked on the day of absence. Employee

classifications that qualify for paid jury duty leave are:

*Regular full-time employees

If employees are required to serve jury duty beyond the period of paid jury duty leave, they may

use any available paid time off (for example, vacation benefits) or may request an unpaid jury

duty leave of absence.

Employees must show the jury duty summons to their supervisor as soon as possible so that the

supervisor may make arrangements to accommodate their absence. Of course, employees are

expected to report for work whenever the court schedule permits.

Either KCA or the employee may request an excuse from jury duty if, in KCA's judgment, the

employee's absence would create serious operational difficulties. KCA will continue to provide

health insurance benefits for the full term of the jury duty absence.

312 Witness Duty

Effective Date: 10/01/2006

KCA encourages employees to appear in court for witness duty when subpoenaed to do so.

If employees have been subpoenaed or otherwise requested to testify as witnesses by KCA, they

will receive paid time off for the entire period of witness duty.

Employees will be granted unpaid time off to appear in court as a witness when requested by a

party other than KCA. Employees are free to use any available paid leave benefit (such as

vacation leave) to receive compensation for the period of this absence.

The subpoena should be shown to the employee's supervisor immediately after it is received so

that operating requirements can be adjusted, where necessary, to accommodate the employee's

absence. The employee is expected to report for work whenever the court schedule permits.

314 Educational Assistance

Effective Date: 10/01/2006

KCA recognizes that the skills and knowledge of its employees are critical to the success of the

KCA. The educational assistance program encourages personal development through formal

education so that employees can maintain and improve job-related skills or enhance their ability

to compete for reasonably attainable jobs within KCA.

KCA will provide educational assistance to eligible employees immediately upon assignment to an

eligible employment classification. To maintain eligibility employees must remain on the active

payroll and be performing their job satisfactorily through completion of each course. Employees

in the following employee classification(s) are eligible for educational assistance:

*Regular full-time employees

Individual courses or courses that are part of a degree, licensing, or certification program must

be related to the employee's current job duties or a foreseeable-future position in the KCA in

order to be eligible for educational assistance. KCA has the sole discretion to determine whether

a course relates to an employee's current job duties or a foreseeable-future position. Employees

should contact the CEO for more information or questions about educational assistance.

While educational assistance is expected to enhance employee performance and professional

abilities, KCA cannot guarantee that participation in formal education will entitle the employee to

automatic advancement, a different job assignment or pay increases.

Unless waived by the CEO, educational assistance is available to employees only upon successful

completion of the probationary employment period of 28 days or more. Spending limits for

educational assistance may be imposed from time to time at the discretion of the CEO.

316 Health Insurance

Effective Date: 10/01/2006

KCA's health insurance plan provides employees and their dependents access to medical

insurance benefits. Employees in the following employment classifications are eligible to

participate in the health insurance plan:

*Regular full-time employees

Eligible employees may participate in the health insurance plan, following completion of the

probationary period, subject to all terms and conditions of the agreement between KCA and the

insurance carrier.

Details of the health insurance plan are described in the Summary Plan Description (SPD). An

SPD and information on cost of coverage will be provided in advance of enrollment to eligible

employees. Upon mutual agreement, a fixed payment, not to exceed \$200 monthly, may be

remitted to eligible employees in lieu of health insurance coverage. Contact the CEO for more

information about health insurance benefits.

317 Life Insurance

Effective Date: 10/01/2006

Life insurance offers you and your family important financial protection. KCA provides a basic life

insurance plan for eligible employees.

Employees in the following employment classifications are eligible to participate in the life

insurance plan:

*Regular full-time employees

Eligible employees may participate in the life insurance plan, following completion of the

probationary period, subject to all terms and conditions of the agreement between KCA and the

insurance carrier.

Details of the basic life insurance plan including benefit amounts are described in the Summary

Plan Description provided to eligible employees. Contact the CEO for more information about life

insurance benefits.

401 Timekeeping

Effective Date: 10/01/2006

KCA employees may be compensated on a salaried or hourly basis, depending primarily upon

whether they are employed in an exempt supervisory position and whether work is performed on

a nonexempt full-time or part-time basis. All part-time employees earn pay by the hour. Fulltime

employees are those who are scheduled to regularly work at least forty (40) hours per week

and they may be employed in the exempt or nonexempt categories. If a part-time employee

exceeds eight (8) hours of work in a day or more than forty (40) hours in a week, he or she does

not automatically become employed in the Regular category. Salaried employees are paid a

monthly salary. Exempt supervisory employees are not generally eligible to receive payment for

work that exceeds forty (40) hours in a week. Hourly employees are paid for their work on an

hourly basis and may earn overtime pay for work that exceeds eight (8) hours in a day or more

than forty (40) hours in any week.

Accurately recording time worked is the responsibility of every nonexempt employee. Federal

and state laws require KCA to keep an accurate record of time worked in order to calculate

employee pay and benefits. Time worked is all the time actually spent on the job performing

assigned duties.

Nonexempt employees should accurately record the time they begin and end their work, as well

as the beginning and ending time of each meal period. They should also record the beginning

and ending time of any split shift or departure from work for personal reasons. Overtime work

must always be approved before it is performed.

Altering, falsifying, tampering with time records, or recording time on another employee's time

record may result in disciplinary action, up to and including termination of employment.

Nonexempt employees should report to work no more than 15 minutes prior to their scheduled

starting time nor stay more than 15 minutes after their scheduled stop time without prior

authorization from their supervisor.

403 Paydays

Effective Date: 10/01/2006

All employees are paid monthly. Each paycheck will include earnings for all work performed

through the end of the previous payroll period. In the event that a regularly scheduled payday

falls on a day off such as a weekend or holiday, employees will be paid on the first day of work

following the regularly scheduled payday. If a regular payday falls during an employee's vacation,

the employee may receive his or her earned wages before departing for vacation if a written

request is submitted at least one week prior to departing for vacation. Employees may have pay

directly deposited into their bank accounts if they provide advance written authorization to KCA.

KCA shall not provide advance payment of wages to any employee nor shall KCA make loans to any employee.

405 Employment Termination

Effective Date: 10/01/2006

Termination of employment is an inevitable part of personnel activity within any organization,

and many of the reasons for termination are routine. Below are examples of some of the most

common circumstances under which employment is terminated:

*Resignation – voluntary employment termination initiated by an employee

*Discharge – involuntary employment termination initiated by the KCA

Since employment with KCA is based on mutual consent, both the employee and KCA have the

right to terminate employment at will, with or without cause, at any time. Employees will receive

their final pay in accordance with applicable state law.

502 Work Schedules

Effective Date: 10/01/2006

Employees are expected to begin and end work without direct supervision. Start time can be

between 7:00 a.m. and 9:00 a.m. and spans an 8 hour workday that includes a paid 30-minute

lunch period for full-time employees. Work schedules for employees may vary. Staffing needs

and operational demands may necessitate variations in starting and ending times, as well as

variations in the total hours that may be scheduled each day and week. Flexible scheduling, or

flextime, is available in some cases to allow employees to vary their starting and ending times

each day within established limits. Flextime may be possible if a mutually workable schedule can

be arranged with the supervisor involved. However, such issues as staffing needs, the

employee's performance, and the nature of the job will be considered before approval of

flextime. Employees should consult their supervisor to request participation in the flextime

program.

Employees may be required to work any day of the week. When nonexempt employees are

required to work on weekends, they will generally be permitted to take week days off so as not

to exceed 40 hours of work in a 7 day period. Nonexempt employees should inform their

supervisor before working a schedule that would result in payment of overtime, as payment for

overtime is not authorized without prior approval.

When required to travel on behalf of the KCA, nonexempt employees must obtain approval from

their supervisor, prior to making any travel arrangements. Nonexempt employees should arrange

schedules, whenever possible, so that travel to and from the job site and work performed do not

exceed 8 hours in a 24-hour period, including a 30-minute paid lunch.

504 Use of Phone and Mail Systems

Effective Date: 10/01/2006

Employees may be required to reimburse KCA for any charges resulting from their personal use

of the telephone. The use of KCA-paid postage that is not immediately reimbursed for personal

correspondence is not permitted.

505 Smoking

Effective Date: 10/01/2006

In keeping with KCA's intent to provide a safe and healthful work environment, smoking is prohibited throughout the workplace.

This policy applies equally to all employees, customers, and visitors.

506 Rest and Meal Periods

Effective Date: 11/30/2006

Meal Periods for all full-time regular employees are provided each workday. Supervisors will schedule meal periods to accommodate operating requirements. Employees will be relieved of all active responsibilities during meal periods.

507 Overtime

Effective Date: 10/01/2006

When operating requirements or other needs cannot be met during regular working hours, regular employees will be given the opportunity to volunteer for overtime work assignments. All overtime work must receive the supervisor's prior authorization.

Overtime compensation is paid to all nonexempt employees in accordance with federal and state

wage and hour restrictions. Overtime pay is based on actual hours worked. Time off on sick

leave, vacation leave, or any leave of absence will not be considered hours worked for purposes

of performing overtime calculations. Employees who work overtime without receiving prior

authorization from the supervisor may be subject to disciplinary action, up to and including

possible termination of employment.

512 Business Travel Expenses

Effective Date: 10/01/2006 Revised: 03/13/2008

1. Purpose

The Board of Directors of KCA recognizes that board members, officers, employees and others ("Personnel") may be required to travel or incur other expenses from time to time to conduct KCA business and to further the mission of the organization. The purpose of this Policy is to ensure that (a) adequate cost controls are in place, (b) travel and other expenditures are appropriate, and (c) to provide a uniform and consistent approach for the timely reimbursement of authorized expenses incurred by Personnel. It is the policy of KCA to reimburse only reasonable and necessary expenses actually incurred by Personnel. When incurring business expenses, KCA expects Personnel to:

*Exercise discretion and good business judgment with respect to those expenses

*Be cost conscious and spend KCA's money as carefully and judiciously as the

individual would spend his or her own funds

*Report expenses, supported by required documentation, as they were actually spent

2. Expense Report

Expenses will not be reimbursed unless the individual requesting reimbursement submits an

Expense Report using software or paper forms approved by the KCA. The Expense Report, which

shall be submitted at least monthly, or within two weeks of the completion of travel, if expense

reimbursement is requested, must include:

*The individual's name

*The date, origin, destination and purpose of the trip, including a description of each

KCA-related activity during the trip

*The name and affiliation of all people for whom expenses are claimed (i.e., people on

whom money is spent in order to conduct KCA's business)

*An itemized list of all expenses for which reimbursement is requested

3. Receipts

Receipts are required for all expenditures billed directly to KCA, such as airfare and hotel

charges. Unless approved by the CEO of KCA, no expense in excess of \$25.00 shall be

reimbursed to Personnel unless the individual requesting reimbursement submits with the

Expense Report written receipts from each vendor (not a credit card receipt or statement)

showing the vendor's name, a description of the services provided (if not otherwise obvious), the

date, and the total expenses, including tips (if applicable).

4. General Travel Requirements

A. Advance Approval.

The individual's supervisor must approve all trips involving air travel or at least one

overnight stay in advance. Expense that is consistent with published per diem rates for

federal employees (www.gsa.gov) is encouraged.

B. Necessity of Travel.

In determining the reasonableness and necessity of travel expenses, Personnel and the

person authorizing the travel shall consider the ways in which KCA will benefit from the

travel and weigh those benefits against the anticipated costs of the travel. The same

considerations shall be taken into account in deciding whether a particular individual's

presence on a trip is necessary. In determining whether the benefits to KCA outweigh the

costs, less expensive alternatives, such as participation by telephone or video

conferencing, or the availability of local programs or training opportunities, shall be

considered.

C. Personal and Spousal Travel Expenses.

Individuals traveling on behalf of KCA may incorporate personal travel or business with

their business-related trips; however, Personnel shall not arrange travel at a time that is

less advantageous to KCA or involving greater expense to KCA in order to accommodate

personal travel plans. Any additional expenses incurred as a result of personal travel,

including but not limited to extra hotel nights, additional stopovers, meals or

transportation, are the sole responsibility of the individual and will not be reimbursed by

KCA. Expenses associated with travel of an individual's spouse, family or friends will not

be reimbursed by KCA.

5. Air Travel

A. General.

Air travel reservations should be made as far in advance as possible in order to take

advantage of reduced fares. For staff, KCA will reimburse or pay only the cost of the

lowest coach class fare available for direct, non-stop flights from the airport nearest the

individual's home or office to the airport nearest the destination.

Speakers and invited guests at KCA-sponsored medical education symposia shall

purchase the least expensive upgradeable coach class ticket, which may be upgraded to

a higher class of service at the traveler's sole expense, including use of the traveler's

frequent flyer miles, only when the reservation is placed through the travel agency

designated by KCA. No reimbursement shall be made for tickets that are not purchased

through the travel agency designed by KCA.

B. Saturday Stays.

Personnel may be required to stay over Saturday nights in order to reduce the price of an

airline ticket. An individual who stays over a Saturday night shall be reimbursed for

reasonable lodging and meal expenses incurred over the weekend to the extent the

expenses incurred do not exceed the difference between the price of the Saturday night

stay ticket and the price of the lowest price available ticket that would not include a

Saturday night stay.

C. Frequent Flyer Miles and Compensation for Denied Boarding.

Personnel traveling on behalf of KCA may accept and retain frequent flyer miles and

compensation for denied boarding for their personal use. Individuals may not deliberately

patronize a single airline to accumulate frequent flyer miles if substantially less expensive

comparable tickets are available on another airline.

6. Lodging

Personnel traveling on behalf of KCA may be reimbursed at the single room rate for the

reasonable cost of hotel accommodations. Safety, convenience, the cost of staying in the

city in which the hotel is located, and proximity to other venues on the individual's

itinerary shall be considered in determining reasonableness.

Personnel shall make use of

available corporate and discount rates for hotels. "Deluxe" or "Luxury" hotel rates will not

be reimbursed. Expense that is consistent with published per diem rates for federal

employees (www.gsa.gov) is encouragedd.

7. Out-of-Town Meals

Personnel traveling on behalf of KCA are reimbursed for the reasonable and actual cost

of meals (including tips) subject to a maximum per diem meal allowance and the terms

and conditions established by KCA relating to the per diem meal allowance.

Expense that is consistent with published per diem rates for federal employees

(www.gsa.gov) is encouragedd.

8. Ground Transportation

Employees are expected to use the most economical ground transportation appropriate

under the circumstances and should generally use the following, in this order of

desirability:

*Courtesy Cars

Many hotels have courtesy cars, which will take you to and from the airport at no charge

Employees should take advantage of this free service whenever possible

*Airport Shuttle or Bus

Airport shuttles or buses generally travel to and from all major hotels for a small fee. At

major airports such services are almost as quick as a taxi and considerably less

expensive

*Taxis

When courtesy cars and airport shuttles are not available, a taxi is often the next most

economical and convenient form of transportation when the trip is for a limited time and

minimal mileage is involved. A taxi may also be the most economical mode of

transportation between an individual's home and the airport

*Rental Cars

Car rentals are expensive, so other forms of transportation should be considered when

practical. Employees will be allowed to rent a car while out of town provided that the

individual's supervisor has given advance approval, and the cost is less than alternative

methods of transportation

9. Personal Cars

Personnel are compensated for use of their personal cars when used for KCA business. When

individuals use their personal car for such travel, including travel to and from the airport, mileage

will be allowed at the currently approved IRS rate per mile. In the case of individuals using their

personal cars to take a trip that would normally be made by air (e.g., Chicago to Milwaukee)

mileage will be allowed at the currently approved rate; however, the total mileage

reimbursement will not exceed the sum of the lowest available roundtrip coach airfare.

10. Parking/Tolls

Parking and toll expenses, including charges for hotel parking, incurred by Personnel traveling on

KCA business will be reimbursed. The costs of parking tickets, fines, car washes, valet service,

etc., are the responsibility of the employee and will not be reimbursed. On-airport parking is

permitted for short business trips.

11. Entertainment and Business Meetings

Reasonable expenses incurred for business meetings or other types of business-related

entertainment will be reimbursed only if the expenditures are approved in advance by the CEO of

KCA or his/her designee and qualify as tax-deductible expenses.

Detailed documentation for any such expense must be provided, including:

*Date and place of entertainment

*Nature of expense

*Names, titles and corporate affiliation of those entertained

*A complete description of the business purpose for the activity including the

specific business matter discussed

*Vendor receipts showing the vendor's name, a description of the services

provided, the date, and the total expenses, including tips (if applicable)

12. Other Expenses

Reasonable KCA-related telephone, Internet and fax charges due to absence of Personnel from

the individual's place of business are reimbursable. In addition, reasonable and necessary

gratuities that are not covered under meals may be reimbursed. Finally, emergency secretarial

work and/or postal charges incurred are reimbursable for the purpose of work on behalf of KCA.

13. Non-Reimbursable Expenditures

KCA maintains a strict policy that expenses in any category that could be perceived as lavish or

excessive will not be reimbursed, as such expenses are inappropriate for reimbursement by a

nonprofit, charitable organization. Expenses that are not reimbursable include, but are not limited

to:

*Travel insurance.

*Business Class or First Class tickets or upgrades

*When lodging accommodations have been arranged by KCA and the individual

elects to stay elsewhere, reimbursement is made at the amount no higher than

the rate negotiated by KCA. Reimbursement shall not be made for transportation

between the alternate lodging and the meeting site

*Limousine travel, when the cost substantially exceeds the expense for other

available methods of transportation

*Membership dues at any country club, private club, athletic club, golf club, tennis

club or similar recreational organization

*Participation in or attendance at golf, tennis or sporting events, without the

advance approval of the CEO or his/her designee

*Purchase or rental of golf clubs or any other sporting equipment

*Spa or exercise charges

*Clothing purchases

*Valet service of any kind

*Car washes

*Toiletry articles

*Expenses for spouses, friends or relatives. If a spouse, friend or relative

accompanies Personnel on a trip, it is the responsibility of the Personnel to

determine any added cost for double occupancy and related expenses and to

make the appropriate adjustment in the reimbursement request

516 Computer and E-mail Usage

Effective Date: 10/01/2006

Computers, computer files, the e-mail system, and software furnished to employees are KCA

property intended for business use. Employees should not use a password, access a file, or

retrieve any stored communication without authorization. To ensure compliance with this policy,

computer and e-mail usage may be monitored.

KCA strives to maintain a workplace free of harassment and sensitive to the diversity of its

employees. Therefore, KCA prohibits the use of computers and the e-mail system in ways that

are disruptive, offensive to others, or harmful to morale.

For example, the display or transmission of sexually explicit images, messages, and cartoons is

not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, offcolor

jokes, or anything that may be construed as harassment or showing disrespect for others.

KCA purchases and licenses the use of various computer software for business purposes and

does not own the copyright to this software or its related documentation. Unless authorized by

the software developer, KCA does not have the right to reproduce such software for use on more

than one computer. Employees may only use software on local area networks or on multiple

machines according to the software license agreement. KCA prohibits the illegal duplication of

software and its related documentation.

Employees should notify their immediate supervisor, the CEO or any member of management

upon learning of violations of this policy. Employees who violate this policy will be subject to

disciplinary action, up to and including termination of employment.

518 Workplace Monitoring

Effective Date: 10/01/2006

Workplace monitoring may be conducted by KCA to ensure quality, employee safety, security,

and other purposes. Computers furnished to employees are the property of KCA. As such,

computer usage and files may be monitored or accessed.

Because KCA is sensitive to the legitimate privacy rights of employees, reasonable effort will be

made to assure that workplace monitoring is done in an ethical and respectful manner.

520 Telecommuting

Effective Date: 10/01/2006

Telecommuting is the practice of working at home or at a site near the home instead of

physically traveling to a central workplace. It is a work alternative that KCA may offer to some

employees when it would benefit both the KCA and the employee.

The decision to approve a telecommuting arrangement will be based on factors such as position

and job duties, performance history, related work skills, and the impact on the KCA.

The issuance of laptop computers, cellular telephones, email appliances and other technology to

an employee by KCA does not imply that telecommuting is authorized without first obtaining the

permission of a supervisor. At-home use of such technology for the employee's convenience is

not a substitute for reporting to work.

The employee's compensation, benefits, work status, work responsibilities, and the amount of

time the employee is expected to work per day or per pay period will not change due to

participation in the telecommuting program.

The employee's at-home work hours will conform to a schedule agreed upon by the employee

and his or her supervisor. If such a schedule has not been agreed upon, the employee's work

hours will be assumed to be the same as they were before the employee began telecommuting.

Changes to this schedule must be reviewed and approved in advance by the employee's

supervisor.

Telecommuting is an alternative method of meeting the needs of the KCA and is not a universal

employee benefit. As such, KCA has the right to refuse to make telecommuting available to an

employee and to terminate a telecommuting arrangement at any time.

526 Cell Phone Usage

Effective Date: 10/01/2006

KCA provides cellular telephones to some employees as a business tool. They are provided to

assist employees in communicating with management and other employees, their clients,

associates, and others with whom they may conduct business. Cell phone use is primarily

intended for business-related calls. However, occasional, brief personal use is permitted within a

reasonable limit. Cell phone invoices may be regularly monitored. Employees may have access

to a cell phone while in their cars and should remember that their primary responsibility is driving

safely and obeying the rules of the road. Employees are prohibited from using cell phones to

conduct business while driving and should safely pull off the road and come to a complete stop

before dialing or talking on the phone.

As a KCA representative, cell phone users are reminded that the regular business etiquette

employed when speaking from office phones or in meetings applies to conversations conducted

over a cell phone.

602 Family Leave

Effective Date: 10/01/2006

KCA provides family leaves of absence without pay to eligible employees who wish to take time

off from work duties to fulfill family obligations relating directly to childbirth, adoption, or

placement of a foster child; or to care for a child, spouse, or parent with a serious health

condition. A serious health condition means an illness, injury, impairment, or physical or mental

condition that involves inpatient care in a hospital, hospice, or residential medical care facility; or

continuing treatment by a health care provider.

Employees in the following employment classifications are eligible to request family leave as

described in this policy:

*Regular full-time employees

Eligible employees should make requests for family leave to their supervisors at least 30 days in

advance of foreseeable events and as soon as possible for unforeseeable events.

Employees requesting family leave related to the serious health condition of a child, spouse, or

parent may be required to submit a health care provider's statement verifying the need for a

family leave to provide care, its beginning and expected ending dates, and the estimated time

required.

Eligible employees may request up to a maximum of 12 weeks of family leave within any 12

month period. Any combination of family leave and medical leave may not exceed this maximum

limit. Employees will be required to first use any accrued paid leave time before taking unpaid

family leave. Married employee couples may be restricted to a combined total of 12 weeks leave

within any 12 month period for childbirth, adoption, or placement of a foster child; or to care for

a parent with a serious health condition. Subject to the terms, conditions, and limitations of the

applicable plans, KCA will continue to provide health insurance benefits for the full period of the

approved family leave. Benefit accruals, such as vacation, sick leave, or holiday benefits, will be

suspended during the leave and will resume upon return to active employment.

So that an employee's return to work can be properly scheduled, an employee on family leave is

requested to provide KCA with at least two weeks advance notice of the date the employee

intends to return to work. When a family leave ends, the employee will be reinstated to the

same position, if it is available, or to an equivalent position for which the employee is qualified.

If an employee fails to return to work on the agreed upon return date, KCA will assume that the

employee has resigned.

704 Attendance and Punctuality

Effective Date: 10/01/2006

To maintain a safe and productive work environment, KCA expects employees to be reliable and

to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on

other employees and on KCA. In the rare instances when employees cannot avoid being late to

work or are unable to work as scheduled, they should notify their supervisor as soon as possible

in advance of the anticipated tardiness or absence.

Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up

to and including termination of employment.

708 Resignation

Effective Date: 10/01/2006

Resignation is a voluntary act initiated by the employee to terminate employment with KCA.

Although advance notice is not required, KCA requests at least two (2) weeks' written notice from

all employees.

718 Problem Resolution

Effective Date: 10/01/2006

KCA is committed to providing the best possible working conditions for its employees. Part of

this commitment is encouraging an open and frank atmosphere in which any problem, complaint,

suggestion, or question receives a timely response from KCA supervisors and management.

KCA strives to ensure fair and honest treatment of all employees. Supervisors, managers, and

employees are expected to treat each other with mutual respect. Employees are encouraged to

offer positive and constructive criticism.

If employees disagree with established rules of conduct, policies, or practices, they can express

their concern through the problem resolution procedure. No employee will be penalized, formally

or informally, for voicing a complaint with KCA in a reasonable, business-like manner, or for using

the problem resolution procedure.

If a situation occurs when employees believe that a condition of employment or a decision

affecting them is unjust or inequitable, they are encouraged to make use of the following steps.

The employee may discontinue the procedure at any step.

1. Employee presents problem to immediate supervisor within seven calendar days, after

incident occurs. If supervisor is unavailable or employee believes it would be inappropriate to

contact that person, employee may present problem to CEO.

2. Supervisor responds to problem during discussion or within seven calendar days, after

consulting with appropriate management, when necessary. Supervisor documents discussion.

3. Employee presents problem to CEO, in writing, within seven calendar days, if problem is

unresolved.

4. CEO reviews and considers problem. CEO informs employee of decision within seven calendar

days, and places a copy of written response in employee's file. The CEO has full authority to

make any adjustment deemed appropriate to resolve the problem.

Not every problem can be resolved to everyone's total satisfaction, but only through

understanding and discussion of mutual problems can employees and management develop

confidence in each other. This confidence is important to the operation of an efficient and

harmonious work environment, and helps to ensure everyone's job security.

804 Employee Commute Options

Effective Date: 10/01/2006

KCA recognizes that traffic congestion contributes to air pollution and energy waste. To help

reduce congestion and improve air quality, KCA encourages employee commute options. Finding

alternatives for driving alone to work benefits both employees and the environment.

Public transportation is a commute option that reduces traffic and air pollution. Transit riders

eliminate the stress of driving and may even have time to read, sleep, or write while commuting.

Because of easy access to public transportation and the limited availability of automobile parking

within walking distance of KCA's offices, special commuting incentives may be available to

employees. Contact your supervisor for more information and assistance with employee

commute options.

901 Whistleblower Policy

Effective Date: 10/01/2006

This Handbook ("Handbook") requires officers, employees and volunteers to observe high

standards of business and personal ethics in the conduct of their duties and responsibilities. As

employees and representatives of the KCA, we must practice honesty and integrity in fulfilling our

responsibilities and comply with all applicable laws and regulations.

It is the responsibility of all directors, officers and employees to comply with the Handbook and

to report violations or suspected violations in accordance with this Whistleblower Policy.

No one who in good faith reports a violation of the Handbook's policies 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 KCA prior to seeking resolution outside the KCA.

The KCA's "open door" policy recommends that employees share their questions, concerns,

suggestions or complaints with someone who can address them properly. In most cases, an

employee's 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 CEO or anyone in management you are

comfortable approaching. Supervisors and managers are required to report suspected violations

of the Handbook's policies to the KCA's CEO, who has specific and exclusive responsibility to

investigate all reported violations. For suspected fraud, or when you are not satisfied or

uncomfortable with following the KCA's open door policy, individuals should contact the KCA's

Board Chair directly.

The KCA's CEO is responsible for investigating and resolving all reported complaints and

allegations concerning violations of the Handbook's policies and, at his discretion, shall advise the

Board Chair. The CEO has direct access to the finance committee of the board of directors and is

required to report to the finance committee at least annually on compliance activity.

The finance committee of the board of directors shall address all reported concerns or complaints

regarding corporate accounting practices, internal controls or financing. The CEO shall

immediately notify the finance committee of any such complaint and work with the committee

until the matter is resolved.

Anyone filing a complaint concerning a violation or suspected violation of the Handbook's policies

must be acting in good faith and have reasonable grounds for believing the information disclosed

indicates a violation of the Handbook's policies. 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.

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 an adequate

investigation.

The CEO will notify the sender and acknowledge receipt of the reported violation or suspected

violation within seven business days. All reports will be promptly investigated and appropriate

corrective action will be taken if warranted by the investigation.

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www.ncna.org.

1001 Valuation of Donated Services

Effective Date: 10/01/2008

Valuation of In-Kind Receipts

These guidelines have been prepared for use in establishing the value of in-kind (non-cash)

receipts of property, supplies and services that are to be accepted by the Kidney Cancer Association.

They will be used to determine the value of in-kind receipts for cost-sharing, matching requirements,

and various projects.

General Requirements

All contributions and payments, including cash and third party in-kind, shall be accepted

by the Association when such contributions or payments meet the following criteria:

- Verifiable from the recipient's records

- Necessary and reasonable for proper and efficient accomplishment of project

or program objectives

- Allowable under the applicable governance and cost principles
- Provided for in the approved budget
- Values for in-kind contributions or payments of services and property shall be

established in accordance with the applicable cost principles.

Volunteer or contributed services furnished by professional and technical personnel,

consultants, and other skilled and unskilled labor may be counted as cost-sharing, matching,

or project costs if the service is an integral and necessary part of an approved project or program.

Rates for volunteer or contributed services shall be consistent with those paid for similar work in

the recipient's organization. In those instances in which the required skills are not found in the

recipient organization, rates shall be consistent with those paid for similar work in the labor market

in which the recipient competes for the kind of services involved.

1101 Bylaws of Kidney Cancer Association

Effective Date: 07/17/2006 (as amended)

1110 Kidney Cancer Association Board Diversity Policy

Effective Date: 03/29/2008 (reaffirmation by action of the Directors)

“It is hereby resolved that the Kidney Cancer Association nondiscrimination policy in regard to race,

color, religion, national origin, handicap, age, gender, and sexual orientation, is applicable to

staff employment, membership on its governing board, and persons served by the organization.”

This policy supersedes any prior policy with respect to Board Diversity and amplifies the policy

set forth in the KCA Employee Handbook. It shall be presumed, unless rescinded by action

of the Directors, that this policy remains effective in perpetuity and is reaffirmed without necessity

for formal declaration, annually, on the first day of each new fiscal year.