

Introduction

The Military Veterans Empowerment Network (MVEN) is committed to creating and maintaining a supportive, inclusive, and productive work environment for all employees. Our workplace policy aims to set clear expectations for conduct, communication, and collaboration while ensuring that MVEN remains where individuals feel respected, valued, and empowered to contribute to our mission of supporting veterans and their families.

Equal Opportunity Employment

MVEN is an equal opportunity employer. We are committed to providing a work environment free from discrimination or harassment. All employment decisions, including hiring, promotion, compensation, benefits, and termination, are made based on merit, qualifications, and business needs without regard to race, color, gender, sexual orientation, religion, age, national origin, disability, or any other characteristic protected by law.

Anti-harassment and Anti-Discrimination

MVEN has a zero-tolerance policy for harassment, discrimination, or other behavior that creates an offensive or intimidating work environment. Harassment can take many forms, including but not limited to verbal, physical, and visual conduct. If any employee experiences or witnesses harassment or discrimination, they are encouraged to report it immediately to Human Resources or a supervisor.

Workplace Safety

MVEN is committed to maintaining a safe and healthy work environment for all employees, volunteers, and visitors. Employees must follow all workplace safety procedures and immediately report any unsafe conditions or accidents to their supervisor or Human Resources. The organization also adheres to local, state, and federal safety regulations.

Code of Conduct

All employees are expected to:

- Treat colleagues, clients, and partners with respect, integrity, and professionalism.
- Promote teamwork and collaborative behavior.
- Uphold MVEN's values and mission in all interactions.

- Act with honesty and transparency in all organizational activities.
- Follow all applicable laws, policies, and regulations in performing duties.

Attendance and Punctuality

Employees must arrive on time and be present for their scheduled work hours. If an employee cannot attend work due to illness, personal issues, or any other reason, they should inform their supervisor as soon as possible and follow applicable leave policies. Excessive tardiness or absenteeism may result in corrective action.

Dress Code

MVEN promotes a business casual dress code that is appropriate for a professional office environment. Employees should dress in a manner that is respectful and reflective of the organization's mission. Specific dress code requirements may vary depending on the work type, but all employees are expected to maintain a clean, professional appearance.

Confidentiality and Privacy

Employees are expected to maintain the confidentiality of all proprietary information and personal and sensitive data related to veterans, their families, and MVEN operations. Unauthorized disclosure of confidential information may result in disciplinary action, including termination.

Conflict Resolution

MVEN encourages employees to address workplace concerns or conflicts directly with the individuals involved. In cases where the conflict cannot be resolved at this level, employees are encouraged to seek assistance from their supervisor or Human Resources. All concerns will be addressed in a timely, confidential, and professionally.

Use of Company Resources

Employees are expected to use company resources responsibly and primarily for work-related purposes, including office equipment, technology, and supplies. Personal use of company resources should be minimal and must not interfere with productivity or the performance of job duties.

Substance-Free Workplace

MVEN is committed to maintaining a substance-free workplace. The use, possession, or distribution of illegal drugs or alcohol on company premises or during work hours is prohibited.

Employees who are under the influence of alcohol or drugs during work hours may face disciplinary action.

Employee Development

MVEN supports the professional development of its employees. Employees are encouraged to participate in training, workshops, and other opportunities to enhance their skills and performance. Supervisors and Human Resources will assist employees in identifying opportunities for growth within the organization.

Remote Work Policy

MVEN recognizes the value of remote work and offers flexible work arrangements, when appropriate, to ensure its employees' well-being and work-life balance. Remote work arrangements are subject to the supervisor's approval and may vary depending on job requirements and business needs. Employees must maintain productivity, adhere to work schedules, and communicate clearly while working remotely.

Social Media and Public Representation

Employees are encouraged to share their enthusiasm for the mission of MVEN through personal social media accounts, but they must make it clear that their views are personal and not those of the organization. Employees should not share confidential information or make statements that could harm the reputation of MVEN or its employees.

Disciplinary Actions

Violating the policies outlined in this manual may result in disciplinary action, including verbal or written warnings, suspension, or termination of employment. The severity of the action will depend on the nature of the violation and the circumstances surrounding the incident.