



Employee Manual

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This manual outlines HOPE International's (the Organization) current employment policies, practices, and procedures. No set of personnel policies can anticipate every circumstance or question that may arise. These policies are not, nor are they intended to be, exhaustive. *HOPE reserves the right to change, alter, amend, make exceptions to, revise, or discontinue any policy, practice, rule, or regulation set forth herein without advance notice. This manual and the policies, practices, and procedures contained herein supersede any and all prior (1) policies, practices, or procedures; (2) oral or written representations; or (3) statements regarding the terms and conditions of your employment with HOPE.*

This manual and the policies and procedures contained herein are not a contract or guarantee of employment for any particular period. Individuals are employed at-will: Either HOPE or the employee may terminate the employment relationship at any time, for any reason, with or without notice for any reason that does not violate local, state, or federal law. Neither this manual nor any other communication by a HOPE representative is intended, in any way, to alter the at-will nature of employment or create a contract of continuing employment.

Nothing contained in this manual is intended to change the employment-at-will status of HOPE's employees. In addition, statements of policy are meant for guidance and informational purposes; they are not meant to serve as an offer of employment, an employment contract, a promise of employment, or to create any contractual rights or obligations with respect to employment and should not be relied upon as such.

Underlying these policies is the understanding that HOPE is composed of members of One Body working together to achieve a common mission. HOPE's leadership is committed to fairness, transparency, open communication, and service in the implementation of the policies outlined in this manual. All employees are expected to work together in a spirit of cooperation and unity, even when discussing difficult regulations and workplace issues.

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