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Employee Handbook

A Manual of
Employee Benefits &
Personnel Policies

Your Logo Here

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Welcome and Purpose

This handbook is designed to acquaint you with and provide you with general information about working conditions, benefits and policies affecting your employment.

The information contained in this handbook applies to all employees of . Following the policies detailed within the handbook is considered a condition of continuous employment. The contents of this manual shall not constitute nor be construed as a promise of employment or as a contract between the Company and any of its employees. The handbook is a summary of our policies, which are presented here only as a matter of information.

You are responsible for reading, understanding and complying with the provisions of this handbook. Our objective is to provide you with a work environment that is constructive to both personal and professional growth.

At-will Employment Statement

While we hope to have a long and profitable relationship with you, your employment with the Company is voluntary and is subject to termination by you or the Company at will, with or without cause, and with or without notice, at any time.

While the Company may have a disciplinary system in place, this system does not have to be used—the Company may make the decision to terminate you without first taking these disciplinary steps.

None of the information provided in our policies signifies a contractual agreement or should be interpreted to conflict with, eliminate or modify in any way your employment-at-will status with the Company.

No individual, except for (Name, Title) can approve any kind of contractual agreement. Should a contractual agreement be signed by this person, it must also be notarized in order to be applicable.

Mission Statement

Our mission is to retain and expand our customer base through superior, personalized service.

We have carefully selected you as a staff member because we believe that you will provide the high-quality service that continually makes us the best in the business. We believe that consistent, ethical and quality performance in all of our endeavors is the key to success and will result in loyal, mutually beneficial relationships. As a member of our staff, dedication to providing the best service to our customers is your number-one priority.

To fulfill this mission, we are committed to:

- Providing competitively priced products and high-quality service
- Be up to date with new technologies that may benefit us
- Rewarding employee achievement
- Serving and supporting the community
- Building partnerships
- Exceeding customer expectations

Employment Termination

1. 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.
 - Termination—involuntary employment termination initiated by .
 - Layoff—involuntary employment termination initiated by for non-disciplinary reasons.
2. If you wish to resign, we ask that you notify your manager of your anticipated departure date at least two weeks in advance. Of course, as much notice as possible is appreciated by and your co-workers. This notice should be in the form of a written statement.
3. If you fail to report to work for three consecutive days without informing management of the planned absence, we will assume that you have voluntarily resigned.
4. In the case of termination due to resignation, retirement or permanent reduction in the work force, your accrued vacation pay will be paid on a pro-rata basis. Unused personal time is not paid upon termination. In the case of termination, any vacation or personal/sick time used in excess of accrued time will be deducted from your final paycheck given your prior written permission.
5. Furthermore, any outstanding financial obligations owed to will also be deducted from your final check given your prior written permission. If your final check does not sufficiently cover the money owed to the Company, you will remain liable for that amount.
6. A meeting between you and your immediate manager will take place prior to your last day of work. A health insurance extension of benefits under COBRA regulations is available and is offered via mail to eligible employees. Parking cards, office keys, Company equipment and building passes must be returned at this time, along with all other Company property and confidential information.
7. If you leave in good standing, you may be considered for re-employment.
8. Except as required by law or by separate agreement, employee salary and benefits will end on the date of termination.
9. Upon resigning from , please continue to provide us with an accurate address for at least one year for tax purposes.

Equal Employment Opportunity

It is our policy to provide an equal employment opportunity to all individuals. We are committed to a diverse workforce. We value all employees' talents and support an environment that is inclusive and respectful. We are strongly committed to this policy, and believe in the concept and spirit of the law.

We are committed to assuring that:

- All recruiting, hiring, training, promotion, compensation and other employment-related programs are provided fairly to all persons on an equal opportunity basis;
- Employment decisions are based on the principles of equal opportunity. All personnel actions such as compensation, benefits, transfers, training, and participation in social and recreational programs are administered without regard to any characteristic protected by state, federal or local law;
- Employees and applicants will not be subjected to harassment, intimidation, threats, retaliation, coercion or discrimination because they have exercised any right protected by law; and
- Reasonable accommodations will be made for disabilities and religious beliefs.

We believe in and practice equal opportunity. The Director of Human Resources serves as our Equal Opportunity Coordinator and has overall responsibility for assuring compliance with this policy. All employees are responsible for supporting the concept of equal opportunity and diversity and assisting our Company in meeting its objectives.

Please contact Human Resources with questions or concerns.

I-9 Immigration Reform

complies with the Immigration Reform and Control Act, employing only those persons who are legally eligible to work in the United States.

complies with the Immigration Reform and Control Act of 1986 by employing only United States citizens and non-citizens who are authorized to work in the United States. All employees are asked on their first day of employment to provide original documents verifying the right to work in the United States and to sign a verification form required by federal law (INS Form I-9). If an individual cannot verify his or her right to work within three days of hire, must terminate his or her employment.

Please contact Human Resources with questions or concerns.

Code of Ethics Policy

maintains specific policies in an attempt to assist employees in adhering to certain standards of conduct. These policies are in place to preserve the Company's reputation and prevent adverse consequences to all parties involved. This particular policy is designed to establish standards of conduct with respect to payments and political contributions.

Prohibition of Improper Payments

The Company requires all employees to only use lawful practices involving payments to customers, political parties, officials, candidates or governmental authorities. As a result, kickbacks and bribes offered with the intent of inducing or rewarding specific buying decisions or actions are strictly prohibited. No Company employee may offer to make direct or indirect payments of value in the form of compensation, gifts or contributions to any of the following:

- Persons or firms employed by or acting on behalf of a customer (private or governmental) for the purpose of rewarding favorable actions in a transaction.
- Any governmental officials, political parties or officials of a party or candidate for political office, for the purpose of rewarding favorable actions or influence of the official, party or candidate.

These restrictions are not applicable to ordinary, reasonable business entertainment expenses and gifts of no substantial value. Management should exercise sound judgment and discretion with regard to controlling and authorizing these business expenses on a regular basis.

Political Contributions

The Company will not make any contributions to any political party or candidate for political office in violation of federal or state law. Federal law generally prohibits corporations from making contributions or expenditures in connection with a political campaign, subject to some limited exceptions. There are, however, various states that do allow corporate contributions to political parties and candidates in conjunction with state and local elections.

Reporting to Management

Any employee who must authorize, make or agree to a payment that may be contrary to this policy must report this information to his or her supervisor or to the Company's legal counsel immediately. If an employee learns that a coworker is engaging in conduct contrary to this policy, the employee must report this information immediately to his or her supervisor or the Company's legal counsel immediately as well. Management personnel who receive a report will promptly discuss the issue with legal counsel for further investigation.

Antitrust Laws

Antitrust laws are relevant to many business decisions, and those who engage in illegal actions against such laws are subject to fines and imprisonment. Management will help guide employees in abiding by antitrust decrees applicable to the Company. The Company intends to comply with all U.S. antitrust laws applicable to normal business operations and will hold employees responsible for abiding by these laws as well.

In compliance with Section I of the Sherman Antitrust Act:

- No employee may enter into an agreement (expressed or implied, formal or informal, written or oral) with any competitor restricting any of the following conditions or business offering:
 - Prices
 - Costs
 - Profits
 - Offerings of products and services
 - Terms of sale conditions
 - Production or sales volume
 - Production capacity
 - Market share
 - Quote decisions
 - Customer selection
 - Sales territories
 - Distribution methodology
- No employee may enter into an agreement with a purchaser or lessee restricting the right of the purchaser or lessee to determine the price to resell or lease the product in question. Employees may also not enter in such agreements when the Company is the purchaser or lessee in the agreement.

The following situations may be in violation of antitrust laws under certain circumstances. Employees may not enter into these agreements without consulting legal counsel in advance and obtaining clearance to enter into such agreements.

- Agreements with customers or suppliers regarding the sales or purchases of reciprocal purchases or sales by customers or suppliers.
- Agreements with purchasers or lessees of products of the Company that would restrict customers from using or reselling products as they choose to do so.
- Agreements with any party that would restrict all parties involved to manufacture a product or provide a service to a third party.

Exchange of Information with Competitors

Communication with competitors would be an infringement of antitrust laws, specifically if the communication is accompanied by some action. The prohibitions of this policy are intended to avoid antitrust infringements. Under this policy, no employee may discuss information on any subject with a competitor or another third party acting on behalf of a competitor to remain compliant with Section I of the Sherman Antitrust Act, unless the Company's legal counsel determines that the communication would not violate antitrust laws.

When participating in trade associations and other meetings with competitors, employees may not attend:

- Unauthorized meetings with competitors.
- Meetings where the communication with competitors is in violation of the paragraph above.
- Meetings for trade associations held to discuss business without adhering to the formal rules established by the trade association for its meetings.

Employees must recognize that participating in development and product certification events impacting competitors or suppliers may initiate antitrust violations. Consult with the Company's legal counsel before attending any event that may develop standards or certify products with competitors.

Violations of this Policy

If an employee violates this policy, he or she may be subject to termination or other disciplinary action to prevent future violations. The following individuals may be subject to disciplinary action or termination:

- Employees who are in direct violation of this policy.
- Employees who deliberately withhold information concerning the violation of this policy or fail to report a violation of this policy.
- Management personnel who fail to report violation of this policy by their subordinates.

If an employee is accused of violating antitrust laws, yet he or she did consult legal counsel and acted in good faith, the employee may not face disciplinary action under this policy. The Company may also assist in the employee's defense, within the confines of the law.

Complaint Policy

strives to openly communicate with all employees. Any concerns employees have should be promptly be reported to management so that a solution may be devised.

Examples of some complaints employees may have:

- Suggestions for improvement
- Concerns about working conditions
- Issues with co-workers
- Concerns about treatment at work

When a complaint is voiced, we will do our best to remedy the situation. While every employee may not be satisfied with every solution, we do value the input that employees provide and want to foster an environment where all employees feel comfortable reporting their concerns.

Please contact your supervisor or Human Resources with all complaints.

Disciplinary Action Policy

Disciplinary actions may entail verbal, written and final warnings, and suspension and termination. All of these actions may not be followed in all instances. reserves the right to exercise discretion in discipline. Prior warning is not a requirement for termination. If you are disciplined in writing, copies of your warnings are placed in your personnel file.

reserves the right to take any disciplinary action the Company considers appropriate, including termination, at any time. In addition to those situations discussed elsewhere in this handbook, listed below are some examples where immediate termination could result. This list is general in nature and is not intended to be all inclusive:

- Discourtesy to a customer, provider or the general public resulting in a complaint or loss of good will.
- Refusal or failure to follow directions from management.
- Breach of confidentiality relating to employer, employee, customer or provider information.
- Altering, damaging or destroying Company property or records, or another employee's property.
- Dishonesty.
- Providing false or misleading information to any Company representative or on any Company records, including the employment application, benefit forms, time cards, expense reimbursement forms and similar records.
- Fighting or engaging in disorderly conduct on the Company's or a customer's premises.
- Violations of any of Company's employment policies including, but not limited to, confidentiality, security, solicitation, insider trading, conflict of interest and code of conduct.
- Conduct or performance issues of a serious nature.
- Failure of a drug or alcohol test.

The Company recognizes that personal issues can sometimes affect your performance. The Employee Assistance Program (EAP) is available to employees and their families to provide confidential help with a wide variety of personal problems, issues and concerns.

Use of EAP services, however, does not excuse you from complying with Company policies and procedures, or from achieving job requirements or expectations during or after receiving EAP assistance. Participation in the EAP will not prevent the Company from taking disciplinary action when warranted.

Drug-free Workplace Policy

We recognize alcohol and drug abuse as potential health, safety and security problems. It is expected that all employees will assist in maintaining a work environment free from the effects of alcohol, drugs or other intoxicating substances. Compliance with this Drug-free Workplace Policy is made a condition of employment.

Employees are prohibited from the following when reporting for work, while on the job, on Company or customer premises or surrounding areas, or in any vehicle used for Company business:

- The unlawful use, possession, transportation, manufacture, sale, dispensation or other distribution of an illegal or controlled substance or drug paraphernalia
- The unauthorized use, possession, transportation, manufacture, sale, dispensation or other distribution of alcohol
- Being under the influence of alcohol or having a detectable amount of an illegal or controlled substance in the blood or urine ("controlled substance" means a drug or other substance as defined in applicable federal laws on drug abuse prevention)

Any employee violating these prohibitions will be subject to disciplinary action up to and including termination.

Any employee convicted under any criminal drug statute for a violation occurring while on the job, on Company or customer premises, or in any vehicle used for Company business must notify the Company no later than five days after such a conviction. A conviction includes any finding of guilt or plea of no contest and/or imposition of a fine, jail sentence or other penalty.

Drug and alcohol testing will be carried out in compliance with any applicable state and federal laws and regulations.

Disciplinary action will be taken for drug-related crimes, regardless of whether they happened during working hours or on an employee's own time.

We recognize that employees suffering from alcohol or drug dependence can be treated. We encourage any employee to seek professional care and counseling prior to any violation of this policy.

Harassment Policy

strives to provide a work environment that is free from harassment. Therefore, will not tolerate harassment based on age, race, gender, color, religion, national origin, disability, marital status, covered veteran status, sexual orientation, status with respect to public assistance and other characteristics protected under state, federal or local law. This conduct is prohibited in any form at the workplace, at work-related functions or outside of work if it affects the workplace. This policy applies to all employees, clients, customers, guests, vendors and persons doing business with the Company.

Harassment consists of unwelcome conduct toward an individual because of his or her age, race, gender, color, religion or other protected status when the conduct creates an intimidating, hostile or offensive work environment that causes work performance to suffer or negatively affects job opportunities.

Types of prohibited harassment include, but are not limited to, the following:

- Verbal or written comments related to a trait someone possesses, including name-calling, jokes, slurs, negative stereotyping or threats
- Explicit or degrading verbal comments about another individual or his or her appearance
- Nonverbal conduct, such as staring, leering or giving inappropriate gifts
- Physical conduct, such as assault or unwanted touching
- Visual images, in hard copy or electronic form, relating to a trait someone possesses (for example, cartoons, drawings or pictures)

Appropriate performance reviews, counseling or discipline by your manager do not constitute harassment.

If you feel that you are being harassed, take the following steps:

- Tell the harasser that his or her actions are not welcome and they must stop, if you feel comfortable enough to do so
- Report the incident immediately to your manager or site Human Resources representative
- Report any additional incidents or retaliation that may occur to your manager or site Human Resources representative

All reports will be investigated immediately and thoroughly. Complaints and actions taken to resolve complaints will be handled as confidentially as possible. Appropriate actions will be taken to stop and remedy such conduct, including interim measures during a period of investigation.

Retaliating or discriminating against an employee who reports a suspected incident of harassment or who cooperates in an investigation is prohibited. Employees who violate this policy or retaliate against an employee in any way will be subject to disciplinary action, up to and including termination.

Sexual Harassment Policy

prohibits sexual harassment of all kinds. This policy applies not only to employees, but also to clients, customers, guests, vendors and anyone else doing business with . Any employee who feels that he or she has been a victim of sexual harassment should notify Human Resources immediately.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made a term or condition, either explicitly or implicitly, of an individual's employment
- Submission to or rejection of such conduct by an individual is used as a factor in decisions affecting that individual's employment
- Such conduct has the purpose or effect of interfering with an individual's work performance or creates an intimidating, hostile or offensive work environment

Examples of sexual harassment include, but are not limited to, the following:

- Unwelcome sexual flirtation, advances or propositions
- Verbal comments related to an individual's gender or sexual orientation
- Explicit or degrading verbal comments about another individual or his or her appearance
- The display of sexually suggestive pictures or objects in any workplace location, including transmission or display via computer
- Any sexually offensive or abusive physical conduct
- The taking of or the refusal to take any personnel action based on an employee's submission to or rejection of sexual overtures
- Displaying cartoons or telling jokes which relate to an individual's gender or sexual orientation

Standards of Conduct

The work rules and standards of conduct for are important, and the Company regards them seriously. All employees are urged to become familiar with these rules and standards. In addition, employees are expected to follow the rules and standards faithfully in doing their jobs and conducting business on behalf of . Please note that any employee who deviates from these rules and standards will be subject to disciplinary action, up to and including termination of employment.

While not intended to list all the forms of behavior that are considered unacceptable in the workplace, the following are examples of rule infractions or misconduct that may result in disciplinary action.

- Theft or inappropriate removal or possession of property
- Falsification of timekeeping records
- Working under the influence of alcohol or illegal drugs
- Possession, manufacture, distribution, sale, transfer, dispensation or use of alcohol or illegal drugs
- Fighting or threatening violence in the workplace
- Immoral actions or intimidating others
- Boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to damage of Company or customer property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Smoking in the workplace
- Sexual or other unlawful or unwelcome harassment or touching
- Excessive absenteeism or any absence without notice
- Unauthorized use of telephones or other Company equipment
- Using Company equipment for purposes other than business (e.g., playing games on computers or personal Internet usage)
- Unauthorized disclosure of confidential information
- Violation of personnel policies
- Unsatisfactory performance or conduct

These rules apply to any and all interactions with customers, fellow employees or anyone else associated with the workplace.

Violence in the Workplace

It is 's policy to provide a workplace that is safe and free from all threatening and intimidating conduct. Therefore, the Company will not tolerate violence or threats of violence of any form in the workplace, at work-related functions or outside of work if it affects the workplace. This policy applies to Company employees, clients, customers, guests, vendors and persons doing business with the Company.

It is a violation of this policy for any individual to engage in any conduct, verbal or physical, that intimidates, endangers or creates the perception of intent to harm persons or property. Examples include but are not limited to:

- Physical assaults or threats of physical assault, whether made in person or by other means (i.e., in writing, by phone, fax or email).
- Verbal conduct that is intimidating and has the purpose or effect of threatening the health or safety of a co-worker.
- Any other conduct or acts that management believes represent an imminent or potential danger to work place safety or security.

Anyone with questions or complaints about workplace behaviors that fall under this policy may discuss them with a supervisor or a Human Resources representative. The Company will promptly and thoroughly investigate any reported occurrences or threats of violence. Violations of this policy will result in disciplinary action, up to and including immediate termination of employees. Where such actions involve non-employees, the Company will take action appropriate for the circumstances. Where appropriate and/or necessary, the Company will also take whatever legal actions are available and necessary to stop the conduct and protect Company employees and property.

Weapons in the Workplace

prohibits the possession of firearms or any other lethal weapon on Company property, in a vehicle being used on Company business, in any company-owned or leased parking facility, or at a work-related function. This applies to all employees, visitors and customers on Company property, even those who are licensed to carry weapons. The only exception to this is an employee who is required to possess weapons in order to fulfill his or her job duties.

Some examples of prohibited weapons include:

- Firearms (pistols, revolvers, shotguns, rifles and bb guns)
- Knives (switchblades, gravity knives or any knife with a blade longer than three inches)
- Metal knuckles
- Bows and arrows
- Tasers

We prohibit weapons to ensure the safety and security of all employees and persons visiting the Company. Any employee found in violation of this policy will be subject to disciplinary action, up to and including immediate termination. If you have questions or concerns regarding this policy, please contact Human Resources.

Workplace Bullying

is committed to providing a safe and healthy work environment for all employees. As such, the Company prohibits bullying of any kind and will deal with complaints accordingly. This policy applies to employees while working, at work functions and while traveling on business.

Bullying is defined as unwelcome or unreasonable behavior that demeans, intimidates or humiliates an individual or a group of individuals.

Bullying can be:

- An isolated incident or persistent incidents
- Carried out by a group or an individual
- Either direct or indirect
- Verbal or physical

Some examples of bullying include:

- Abusive or offensive language
- Unwelcome behavior
- Unreasonable insults or criticism (especially in public)
- Teasing and/or spreading rumors
- Trivializing of work or achievements
- Exclusion or isolation

Bullying can have devastating results. If you witness bullying or suspect bullying is taking place, report it to your supervisor and/or to Human Resources immediately. All suspected incidents of bullying will be thoroughly investigated and disciplinary measures will be taken accordingly.

COBRA Benefits

complies with the federal law, Consolidated Omnibus Budget Reconciliation Act of 1985, P.L. 99 272, and later amendments, otherwise known as COBRA. Covered employees and their dependents who lose insurance coverage for any of the following reasons are eligible to continue their coverage through COBRA: termination of the covered employee's employment, reduction in the covered employee's working hours, divorce or legal separation, death of the employee, eligibility for Medicare or loss of dependent child status under the insurance plan. All administrative rules and processes as well as changes in plan benefits and premiums apply to those on continuation coverage.

In the event of divorce or legal separation, or the loss of dependent child status under the plan, a covered employee or dependent must notify Human Resources within 60 days to maintain the right to continue coverage. At that time, Human Resources will provide enrollment materials to the employee or covered dependent within 14 days of that notification.

The covered employee or dependent has 60 days to elect continuation of coverage from either the date that coverage would ordinarily have ended under the plan by reason of a qualifying event or the date of notification, whichever comes later. Election of continuation of coverage is established by completing and returning enrollment materials to Human Resources.

COBRA premiums will be billed by the applicable insurance provider, and the first premium will be due within 45 days of the date of election. Subsequent premiums must be received within the terms set forth by the provider. Failure to make timely payments will result in termination of coverage without notice.

COBRA continuation coverage will end for any of the following reasons: discontinues its insurance plan, the premium payment is not made in a timely fashion and the person who elected continuation of coverage becomes covered under another insurance plan or Medicare. Continuation coverage will end after 18 months if the qualifying event was termination or reduction in hours, unless the qualified beneficiary is disabled at the time of termination or reduction in hours, in which case coverage may extend to 29 months. Continuation coverage will otherwise end after 36 months.

NOTE: State COBRA laws differ—check with your legal advisor to make sure that the provision in your handbook is in compliance with your state and federal COBRA laws. COBRA is not applicable to all employers.

Employer-offered Insurance

provides group carrier health, dental and vision insurance plans to all full-time employees. Coverage is offered either on an individual or family plan, in which pays for 90 percent of the monthly individual premium or for 50 percent of the additional premium that is charged for dependent medical coverage. The employee pays 10 percent of the monthly individual premium and 50 percent of any additional chosen dependent coverage through payroll deductions.

Insurance coverage begins on the first day of the first month following 90 days of full-time employment. Employees who wish to enroll after 90 calendar days of full-time employment may do so at that time. Current part-time employees who become full-time employees will be notified by Human Resources when they are eligible to enroll.

As a result of termination, reduction in work hours, injury or illness, or in the event that an employee is on a military, jury duty or other leave of absence, an employee may be eligible to continue 's group coverage by paying the monthly premium. If the employee satisfies eligibility requirements for coverage continuation and is terminated, has his or her work hours reduced, is on a leave of absence for a work-related injury or illness, is on an approved military leave or is on an approved jury duty leave, will continue its contribution for one month. For continuation of coverage after that point in time, the employee is responsible for the full payment of the premium.

Employees are urged to consult the insurance summary plan description for details of the plan benefits. The plan document controls payment of any benefits.

Group insurance is an employee benefit in which an employee is not required to enroll. There will be no increase in wages if an employee waives coverage. For inquiries, contact the Human Resources department.

NOTE: This section will need to be customized based on your benefit offerings.

Employment Taxes & Voluntary Deductions

As an employee of , you are responsible for paying federal, state and local taxes. This includes income taxes, Social Security and Medicare taxes, and the federal unemployment tax (FUTA). These taxes will be automatically withdrawn from each of your paychecks at a rate that is determined by the number of deductions you claim.

You are also eligible to receive benefit coverage under (insert plan name). Should you choose to enroll in the offered benefits program, you will be required to pay a portion of the premium cost. Your total annual contribution cost for the coverage you select will be divided by the number of pay periods in the Plan Year to determine the amount that will be deducted (on a pre-tax basis) from each of your paychecks.

You have the option of waiving all pre-tax benefits. Should you choose to waive these benefits, you will not have another opportunity to elect them until the next Open Enrollment Period, and any after-tax coverage permitted by will be outside the plan. The only exception to this is in the case of a Change in Election Event for an applicable benefit. Some common Change in Election Events include changes in employment status, divorce and marriage. In these circumstances, the election change must be on account of and consistent with the Change in Election Event, as described in the Plan. Health Savings Account (HSA) contribution elections can be changed at any time and for any reason. HSA contribution election changes will become effective no later than the first day of the calendar month after the change request is filed.

The employment taxes and voluntary deductions described above will continue to be deducted from your paycheck until changes are made to the number of deductions you claim, or until you change your benefit elections. There is a possibility, however, that your contributions for Medical and Dental Insurance Benefits will be automatically increased or decreased for changes.

Communicable Disease Policy

A communicable disease is a disease that can be transmitted from one individual to another via: (1) direct physical contact, (2) the air (cough, sneeze or particle inhaled), (3) through a transmission vehicle (either ingested or injected) or (4) through a vector (animals or insects). Examples of some of the most common communicable diseases include: measles, influenza, viral hepatitis-A (infectious hepatitis), viral hepatitis-B (serum hepatitis), human immunodeficiency virus (HIV), AIDS, AIDS-Related Complex (ARC), leprosy, Severe Acute Respiratory Syndrome (SARS) and tuberculosis (TB). This definition may be broadened in accordance with the recommendations and information provided from the Centers for Disease Control and Prevention (CDC).

will make decisions involving those with communicable diseases based on medical information concerning the disease in question, the risks of transmission to others, symptoms and any special circumstances of the individuals involved. The Company will weigh potential risks and available alternatives before making any decisions.

Reporting Procedure

Those employees who demonstrate signs or symptoms of a communicable disease that poses a credible threat of transmission in the workplace should report that potential infection or disease immediately to the Human Resources department. The employee is then responsible for keeping informed of his or her condition that may require extended care, missed work, etc. The employee may also be required to provide written documentation from a physician to return to the worksite.

Hiring and Employment

will not discriminate against job applicants or employees with a communicable disease. These individuals will not be denied access to the worksite solely because they have a communicable disease, but may be excluded from Company facilities, programs and functions if determines that restriction is necessary to protect the welfare of the infected individual or the welfare of others.

will comply with all applicable statutes that protect the privacy of individuals with communicable diseases.

Abuse of this policy will result in disciplinary action up to and including termination. reserves the right to revise this policy without notice during changing pandemic conditions.

Contagious Illness Policy

realizes that employees with contagious temporary illness, such as influenza, colds and other viruses, need to continue with normal life activities, including working. However, the Company also seeks to maintain a healthy workplace for its employees and customers.

In deciding whether an employee with an apparently short-term contagious illness may continue to work, the Company considers several factors. The employee must be able to perform normal job duties and meet regular performance standards.

In the judgment of the Company, the employee's continued presence must pose no risk to the health of the employee, other employees and customers. If an employee disputes the Company's determination that this type of risk exists, the employee must submit a statement from his or her attending health care provider that the employee's continued employment poses no risk to the employee, other employees and customers.

Supervisors are encouraged to remind employees that the Company provides paid leave to cover absences due to contagious temporary illness. If an employee has exhausted all of his or her paid leave, the employee may be eligible for an unpaid leave. All employees are urged to contact Human Resources with questions about the possible contagious nature of another employee's temporary illness.

Federal Family and Medical Leave Policy

As an employee of , you may be eligible to take unpaid family and medical leave under the federal law, the Family and Medical Leave Act (FMLA). This policy provides an introduction to the rights and provisions of the federal FMLA. An FMLA summary that is based on the Department of Labor's (DOL's) model notice is attached to this policy and further explains the FMLA. If you have questions regarding the FMLA, please contact Human Resources.

Eligibility

To be eligible for leave, you must have been employed by the Company for at least 12 months. In the 12 months immediately preceding the beginning of the leave, you must also have worked at least 1,250 hours to qualify for federal FMLA. In addition, you must work in an office or work site where 50 or more employees are employed within 75 miles of that office or work site.

Amount of Leave Available

Eligible employees may take up to a total of 12 weeks of FMLA leave within a rolling 12-month period, measured backward from the date an employee uses any FMLA leave, for any combination of the following reasons:

- The birth of an employee's newborn child or the placement of a child with the employee for adoption or foster care
- To care for the employee's spouse, child or parent with a serious health condition
- The employee has a serious health condition that makes the him or her unable to perform the functions of their job
- A qualifying exigency that arises because the employee's spouse, child or parent is a covered military member on covered active duty (or has been notified of an impending call or order to covered active duty)

Where leave is taken to care for a covered servicemember who is undergoing medical treatment, recuperation or therapy, is in outpatient status or is otherwise on the temporary disability retired list for a serious injury or illness, a spouse, child, parent or next of kin may take up to 26 weeks of unpaid FMLA leave during a single 12-month period.

Under the federal FMLA, spouses employed by the Company are jointly entitled to a combined total of 12 weeks of leave for the birth of a newborn child, for the placement of a child for adoption or foster care and to care for a parent who has a serious health condition. The federal FMLA does not cover care for parent-in-laws. Spouses employed by the Company are jointly entitled to a combined total of 26 weeks of leave to care for a covered servicemember with a serious injury or illness, for the birth of a newborn child, for the placement of a child for adoption or foster care and to care for a parent who has a serious health condition.

Types of Leave Available

Birth or Placement for Adoption or Foster Care: FMLA leave is available to eligible male and female employees for the birth of a child or for the placement of a child with the employee for purposes of

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adoption or foster care. FMLA leave must be completed within 12 months of the birth or placement. This type of leave may not be taken intermittently or on a reduced schedule, unless the Company agrees to this request. See below for more details on non-continuous leave.

Serious Health Condition of Employee: If, as an eligible employee, you experience a serious health condition as defined by the FMLA, you may take medical leave under this policy (see “Definitions” for the definition of serious health condition). A serious health condition generally occurs when you:

- Receive inpatient care in a hospital, hospice or nursing home.
- Suffer a period of incapacity accompanied by continuing outpatient treatment or care by a health care provider.
- Have a history of a chronic condition that may cause episodes of incapacity.

The following provisions apply to leave for the serious health condition of an employee:

- *Non-continuous leave*—Medical leave may be taken all at once or, when medically necessary, intermittently or on a reduced leave schedule (see below).
- *Certification process*—The need for leave must be documented by your treating health care provider through our medical certification process (see below).
- *Fitness-for-duty statement*—A fitness-for-duty statement will be required in order for you to return from a medical leave. Failure to provide the statement will result in a delay in your return to work.

Serious Health Condition of Immediate Family Member: If, as an eligible employee, you need family leave in order to care for your child, spouse or parent who experiences a serious health condition as defined by the FMLA (see “Definitions” for definitions of child, spouse, parent and serious health condition), you may take a leave under this policy.

- *Non-continuous leave*—Leave may be taken all at once or, when medically necessary, intermittently or on a reduced leave schedule (see below).
- *Certification process*—The need for leave must be documented by the family member’s treating health care provider through our medical certification process (see below).

Qualifying Exigency Because of Active Duty: If, as an eligible employee, you need family leave because of any qualifying exigency arising out of the fact that your spouse, son, daughter or parent is on covered active duty in the Armed Forces (including the National Guard or Reserves), or has been notified that they will be called or ordered to covered active duty in the Armed Forces (including the National Guard or Reserves), you may take family leave under this policy. (See “Definitions” for a definition of qualifying exigency)

- *Non-continuous leave*—Family leave for any qualifying exigency arising out of the covered active duty of a family member may be taken all at once, intermittently or on a reduced leave schedule (see below).
- *Certification process*—The need for leave must be documented through our certification process (see below).

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Servicemember Family Leave: If, as an eligible employee, you need family leave to care for a covered servicemember who is your spouse, child, parent or next of kin, and who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status or is otherwise on the temporary disability retired list for a serious injury or illness, you may take up to 26 weeks of unpaid leave during a single 12-month period under this policy. (See “Definitions” for a definition of serious injury or illness.)

- *Non-continuous leave*—Servicemember family leave may be taken all at once or, when medically necessary, intermittently or on a reduced leave schedule (see below).
- *Certification process*—The need for leave must be documented by the family member’s treating health care provider through our medical certification process (see below).

Notifying the Company of the Need for Family or Medical Leave

Generally, an application for leave must be completed for all leave taken under this policy. The need to take non-emergency leave should generally be requested from Human Resources at least 30 days, or as soon as practical, in advance of the date the leave is expected to begin. In cases of emergency, verbal notice should be given as soon as possible (or by your representative if you are incapacitated), and the application form should be completed as soon as practical. Failure to provide adequate notice may, in the case of foreseeable leave, result in a delay or denial of the leave. It is your responsibility to notify your manager and Human Resources of absences that may be covered by FMLA.

You must provide sufficient information regarding the reason for an absence for the Company to know that protection may exist under this policy. Failure to provide this information will result in delay or forfeiture of rights under this policy. This means the absence may then be counted against your record for purposes of discipline for attendance or similar matters.

Medical Certification Process

In addition to an application for leave, you will be required to complete a medical certification form when leave is for a family member’s or your own serious health condition. The certification form needs to be signed by the health care provider. The short-term disability certification may be sufficient where the information required is duplicative. These forms are available from Human Resources. Second or third certifications from health care providers and periodic recertification at the Company’s or your expense may be required under certain circumstances.

We may also require periodic reports during federal FMLA leave regarding your status and intent to return to work.

Military Family Leave Certifications

In addition to an application for leave, you will be required to complete a Certification of Qualifying Exigency for Military Family Leave form. A copy of the military member’s active duty orders or other military documentation may also be required to substantiate your need for FMLA leave.

If you request leave to care for a covered servicemember with a serious injury or illness, you will be required to complete a medical certification form, which must be signed by the servicemember’s health care provider. The certification form will request additional information, such as information

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regarding the relationship between you and the covered servicemember, to substantiate your need for FMLA leave.

Substituting Paid Leave for Unpaid Leave

Federal FMLA leave is unpaid. The Company requires you to substitute vacation days according to the schedule below. You may also choose to substitute additional paid or unpaid leave that you have accrued.

When you substitute vacation days or other paid leave, the absence will be counted against your entitlement to FMLA leave under this policy and will not extend your leave. In other words, you are using your paid leave concurrently with your FMLA leave.

Eligible Vacation Remaining	Required Substitution
Less than 5 days	None
5-8 days	3 days
9-12 days	5 days
13-16 days	7 days
17-20 days	9 days

When an employee is absent due to a work-related illness or injury that meets the definition of a serious health condition, the absence will be counted against the employee's entitlement under this policy. In other words, the employee is using FMLA leave concurrently with the workers' compensation absence. An employee is not required to substitute paid time off for an absence covered under workers' compensation.

You may be paid for all or part of a medical leave to the extent you are eligible for benefits such as short-term disability. An employee is not required to substitute paid time off for an absence covered under a disability benefit plan.

Non-Continuous Leave

Intermittent or reduced leave will be permitted only when it is medically necessary or for a qualifying exigency as explained above. In all cases, the total amount of leave taken in a calendar year should not exceed your total allotment as defined earlier in this policy.

Intermittent and reduced schedule leave must be scheduled with minimal disruption to an employee's job. To the extent an employee or family member has control, medical appointments and treatments related to an employee's or family member's serious health condition should be scheduled outside of working hours or at such times that allow for a minimal amount of time away from work.

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If you request non-continuous federal FMLA leave which is foreseeable based on planned medical treatment for yourself, a family member or a covered servicemember, you may be required to transfer temporarily to an available alternative position offered by the Company for which you are qualified and which better accommodates recurring periods of leave than your regular employment position. You will be entitled to equivalent pay and benefits, but will not necessarily be assigned the same duties in the alternative position. This provision may also apply if the Company approves a non-continuous leave for the birth of a child or the placement of a child for adoption or foster care.

Benefit Continuation during Leave

The Company will maintain your group health plan coverage and certain other employment benefits (such as group life insurance, AD&D insurance and health and dependent flexible spending accounts) during your FMLA leave on the same terms as if you had continued to work, if these benefits were provided to you before the leave was taken. You will be required to pay your regular portion of premiums – contact Human Resources for an explanation of your options.

Benefits that are accumulated based upon hours worked will not accumulate during the period of FMLA leave.

In some instances, the Company may recover premiums it paid to maintain health plan coverage for an employee who fails to return to work from FMLA leave.

Returning to Work

If the reason for FMLA leave is for your own serious health condition, you will be required to present a fitness-for-duty certification immediately upon return to work.

If you wish to return to work before the scheduled expiration of FMLA leave, you must notify the Company of the changing circumstances as soon as possible but no later than two working days prior to your desired return date.

If you exhaust all leave under this policy and are still unable to return to work, your situation will be reviewed to determine what rights and protections might exist under other Company policies.

Rights upon Return from Leave

Upon return from Family or Medical Leave, you will be returned to the position you held immediately prior to the leave if the position is vacant. Certain exceptions exist for Key Employees as defined by law. If the position is not vacant, you will be placed in an equivalent employment position with equivalent pay, benefits and other terms and conditions of employment.

The law provides that an employee has no greater rights upon a return from leave than the employee would have if the employee had continued to work. Therefore, you may be affected by a layoff, termination or other job change if the action would have occurred had you remained actively at work.

Other Types of Leave

If you do not qualify for the types of leave described in this policy, the Company may approve a personal leave of absence, depending on your circumstances. Except where mandated by law, we cannot guarantee that benefits will continue or that your position will remain open in your absence.

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Definitions

“Spouse”—A husband or wife as defined or recognized under state law for purposes of marriage in the state where the employee resides.

“Parent”—A biological parent, adoptive parent, stepparent, foster parent or an individual who provides or provided day-to-day care or financial support to the child. Parent does not include a parent-in-law under this law.

“Child”—A biological, adopted or foster child, stepchild, legal ward or a child who is receiving day-to-day care or financial support from the employee and is under the age of 18. Child also includes a person 18 years of age or older who is incapable of self-care because of a mental or physical disability. For military family leave, the child does not have to be a minor (under the age of 18) and can be of any age.

- “Incapable of self-care”—The child requires active assistance or supervision to provide daily self-care in three or more “activities of daily living,” or “instrumental activities of daily living,” including adaptive activities such as caring appropriately for one’s grooming and hygiene, bathing, dressing, eating or instrumental activities such as shopping, taking public transportation or maintaining a residence.
- “Physical or mental disability”—A physical or mental impairment that substantially limits one or more major life activities of the individual.

“Next of Kin”—Used with respect to an individual, this means the nearest blood relative of that individual, other than the spouse, parent or child.

“Serious Health Condition”—Illness, injury, impairment, or physical or mental condition that involves:

- Inpatient care in a hospital, hospice or residential medical care facility.
- A period of incapacity of more than three consecutive calendar days (including any subsequent treatment or period of incapacity relating to the same condition) that also involves: 1) treatment two or more times within 30 days of the first day of incapacity, unless extenuating circumstances exist, by or under the orders of a health care provider; or 2) treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of a health care provider. The first (or only) visit must occur in person within seven days of the first day of incapacity.
- Any incapacity due to pregnancy or for prenatal care.
- Chronic conditions requiring periodic treatment by or under the supervision of a health care provider, which continue over an extended period of time and may cause an episodic rather than a continuing period of incapacity (for example, asthma, diabetes and epilepsy).
- Permanent or long-term conditions requiring supervision for which treatment may not be effective (for example, Alzheimer’s, a severe stroke or the terminal stages of a disease).
- Multiple treatments by or under the supervision of a health care provider either for restorative surgery after an accident or other injury or for a condition that would likely result in a period of incapacity of more than three calendar days in the absence of medical intervention or

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treatment, such as cancer (chemotherapy), severe arthritis (physical therapy) or kidney disease (dialysis).

“Serious Injury or Illness”—can be:

- In the case of a member of the Armed Forces, including a member of the National Guard or Reserves, an injury or illness incurred by the member in the line of duty on active duty in the Armed Forces (or existed before the beginning of the member’s active duty and was aggravated by service in the line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member’s office, grade, rank or rating.
- In the case of a veteran who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time during the five-year period directly before the date on which the veteran undergoes medical treatment, recuperation or therapy, a qualifying injury or illness incurred by the member in the line of duty on active duty in the Armed Forces (or existed before the beginning of the member’s active duty and was aggravated by service in the line of duty on active duty in the Armed Forces) and that manifested itself before or after the member became a veteran.

According to the DOL, the military family leave requirements for covered servicemembers who are veterans do not become effective until the DOL issues its final regulations. It is not known when these final regulations will be issued. For questions regarding family leave to care for a veteran, please contact Human Resources.

“Qualifying Exigency”—includes:

- Short-notice deployment (seven days or less)
- Military events and related activities
- Child care and school activities
- Financial and legal arrangements
- Counseling
- Rest and recuperation (up to five days)
- Post-deployment activities
- Additional activities agreed to by the Company and the employee

Please contact Human Resources for additional information.

EMPLOYEE RIGHTS AND RESPONSIBILITIES UNDER THE FAMILY AND MEDICAL LEAVE ACT

Basic Leave Entitlement

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

Military Family Leave Entitlements

Eligible employees with a spouse, son, daughter, or parent on covered active duty or call to covered active duty status in the Regular Armed Forces or in the National Guard or Reserves may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness (incurred or aggravated in the line of duty on active duty) that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Benefits and Protections

During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Eligibility Requirements

Employees are eligible if they have worked for a covered employer for at least one year, for 1,250 hours over the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

Employee Responsibilities

Employees must provide 30 days' advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures. Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

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Employer Responsibilities

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer. FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulations 29 C.F.R. § 825.300(a) may require additional disclosures.

For additional information:

1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627

WWW.WAGEHOUR.DOL.GOV

Funeral Leave

We have taken into consideration the personal needs that arise from the death of an immediate family member. You will be allowed leave up to three days with full pay until and including the day of the funeral. Funeral leave will not count against accrued paid time off (PTO), vacation or sick leave. Funeral leave pay will not be granted to employees attending a funeral during periods when, for other reasons, they are not at work, such as vacation, holidays and illness.

Immediate family includes father, mother, spouse, child, sister, brother, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandparents or any relative who lives with the employee.

Jury Duty

While it is the duty of every citizen to serve on a jury when called, recognizes that this often means the loss of income. pays the difference between the jury pay and regular wages for days when you are unable to report to work because of jury service, assuming you have been employed by the Company for at least 90 days prior.

The above statement applies provided that you:

- Show your supervisor your summons to serve on a jury prior to the time that you are scheduled to serve.
- Furnish your supervisor with evidence of having served on a jury for the time claimed.

Jury absence will be noted on your time sheet or time card. Time spent on jury duty will not be counted as hours worked for the purpose of computing overtime pay. Regular wages are paid until jury pay is received. Jury pay is then deducted from your regular wages.

This benefit cannot be applied to any court appearance other than jury duty unless such appearance is related to your employment.

Lunch and Rest Periods

Employees are allowed an unpaid (insert time) lunch break. Lunch breaks are generally taken between the hours of (insert time) and (insert time). The schedule for meal periods should be established on the basis of work requirements in each office. Staggered meal periods may be necessary in customer service locations. Supervisors should be sure that each location is adequately staffed and that someone with authority to resolve minor problems is available at all times.

Two paid rest periods of 15 minutes each should be permitted each day. The schedule for these breaks should depend completely on the needs of each office. Rest periods are considered time worked, and employees will receive compensation for such periods.

Military Leave

provides military leave to eligible employees in compliance with federal and state laws, including the federal Uniformed Services Employment and Reemployment Rights Act (USERRA). Questions regarding the Company's military leave policy should be directed to Human Resources.

Employees should notify their managers as soon as they become aware of a military service obligation.

Leave for Annual Training

Employees who are members of the U.S. Army, Navy, Air Force, Marines or Coast Guard Reserves or the National Guard may be granted leaves of absence for the purpose of participating in Reserve or National Guard training programs.

Employees will be granted the minimum amount of leave needed to meet the minimum training requirements of their units. No employee will be required to use vacation time for military duty, but employees who do elect to schedule their vacations to coincide with military duty will receive their full regular vacation pay in addition to any pay from the military.

In recognition of the public service performed by Reservists and members of the National Guard, employees will receive the difference between their regular pay and their service pay, excluding any military subsistence allowance or other expense allowances during the training period.

Leave for Military Service

Permanent employees who perform service in the uniformed services may be granted leaves of absence for the purpose of participating in military service. Under USERRA, "uniformed services" consists of the U.S. Army, Navy, Marine Corps, Air Force and Coast Guard and their Reserve components, U.S. National Guard and Air National Guard, the Commissioned Corps of the Public Health Service and any other category of persons designated by the President of the United States in time of war or emergency.

Employees will be granted leave as required to complete the military service, for up to five years of cumulative uniformed service-related absences. Some special categories of military service are exempt from this five-year limit.

Employees with leaves of less than 31 days must report back to work by the beginning of the first regularly scheduled work period after the end of the last calendar day of service, plus the time required to return home safely and have an eight hour rest period.

Employees with leaves between 31 and 180 days must apply for re-employment no later than 14 days after completion of uniformed service. Employees with leaves longer than 180 days must apply for re-employment no later than 90 days after completion of uniformed service.

The reporting or application deadlines are extended for persons who are hospitalized or convalescing because of an injury or illness incurred or aggravated during the performance of military service.

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Returning service members will be reemployed in the job that they would have attained had they not been absent for military service, with the same seniority, status and pay, as well as other rights and benefits determined by seniority (escalator position). The Company will make reasonable efforts (such as training or retraining) to enable returning service members to refresh or upgrade their skills to help them qualify for reemployment. However, certain exceptions apply and a service member may be placed in an alternative reemployment position if he or she cannot qualify for the escalator position.

Reemployed service members are entitled to the seniority and rights and benefits based on seniority that they would have attained with reasonable certainty had they remained continuously employed.

During a period of military service, the employees will be treated as if they are on a furlough or leave of absence. Consequently, during their period of service they are entitled to participate in any rights and benefits not based on seniority that are available to employees on comparable nonmilitary leaves of absence.

If an employee's health plan coverage would terminate because of an absence due to military service, he or she may elect to continue the health plan coverage for up to 24 months after the absence begins or for the period of service (plus the time allowed to apply for reemployment), whichever period is shorter. The employee may be required to pay up to 102 percent of the full premium for the coverage. However, if the military service is for 30 or fewer days, the employee cannot be required to pay more than the normal employee share of any premium.

Nursing Mothers

To ease the transition of mothers returning to work following the birth of a child, lactation accommodation will be provided for nursing mothers.

For up to a year following a child's birth, nursing employees will be provided break time to express breast milk during the workday. The employee will be allowed a reasonable break time whenever she has the need to express milk throughout the day.

will provide a private area for nursing employees to express breast milk. Employees must bring their own cooler or storage container, but may store their milk in a Company refrigerator.

Breaks to express milk will not be paid. Employees may use normal break and lunch periods to accommodate their nursing needs. However, if the breaks needed to express milk exceed standard daily break time, then the employee must use personal time (either in the form of an unpaid break or paid time off).

If you are returning from maternity leave, speak with your manager or supervisor regarding your nursing needs. Your supervisor will work with you to accommodate your break schedule as needed, knowing that your breaks may differ on a day-to-day basis.

If you have any further questions or concerns regarding this policy, please contact Human Resources.

Paid Time Off

believes that employees should have opportunities to enjoy time away from work to help balance their lives. For this reason, we provide a program of Paid Time Off (PTO) to all full- and part-time employees.

PTO provides employees the freedom to decide how to use their personal time off. believes this program offers more liberal time off with pay than traditional vacation, sick and personal time packages. Employees can use their flexible days in a number of different ways, for example:

- As vacation
- For personal business
- For periods of illness
- For doctor or dental appointments
- For personal emergencies
- For family emergencies
- In the event of severe weather or driving conditions

PTO does not replace the Company holiday schedule. We will continue to have compensated holidays each year.

Eligibility for PTO

All full- and part-time employees are eligible to earn PTO on a monthly basis. Full-time employees earn PTO by working at least (insert # of hours) hours per week, while part-time employees earn PTO by working at least (insert # of hours) hours per week.

PTO Accrual

Both full- and part-time employees accrue PTO hours after (insert # of months) months of employment. After that point, full-time employees will accrue PTO hours each pay period. Accrued PTO is available for use immediately. Part-time employees will accrue PTO hours at a rate of 50 percent of full-time employees. Both full- and part-time employees' PTO is capped at (insert # of hours) hours.

Employee PTO Accrual Table

Date of Hire	Eligibility Date	Hours Accrued	Maximum Accrual Hours for (insert year)

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Maximum PTO Accrual

As mentioned above, both full- and part-time employees' PTO is capped at (insert # of hours) hours. Therefore, would like to remind employees to use their PTO time before reaching their maximum accrual, so additional PTO accrual time is not lost.

Use and Management of PTO

encourages employees to use their PTO responsibly and, whenever possible, to schedule time off in advance for vacations or personal leave appointments. The time off request will be evaluated and subject to approval depending upon staffing needs at the time. understands there may be occasions, such as sudden illness, when you may not be able to give sufficient advance notice. In those situations, however, be sure to inform your supervisor as soon as possible.

PTO time also includes time off for unexpected emergencies or illness, but is not to be used to cover time missed from work due to tardiness, except in the case of severe weather.

Types of Non-PTO Leave

Situations that require time off such as jury duty, bereavement and workers' compensation will not be charged against your accrued PTO. *Note: See separate policies on those topics to address such situations.*

PTO Tracking

has an automated PTO tracking system to keep a record of your accrued PTO balance. The amount of PTO time accrued, used and available will be itemized on your paycheck stub each month for your records.

Company Holidays

- New Year's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Day after Thanksgiving
- Christmas Eve
- Christmas Day

Pandemic Flu Leave

In the event of a pandemic flu outbreak, as declared by management, in conjunction with the Center for Disease Control, the following Pandemic Flu Leave policy applies to all employees, including temporary and non-benefit eligible.

This leave policy is above and beyond what is provided under the Company's Paid Time Off (PTO) and sick leave policies. Employees who qualify for Pandemic Flu Leave will not be required to use PTO or sick leave.

Confirmed Infection

Employees who are absent due to a confirmed pandemic flu infection will receive full pay for their normally scheduled work hours until a physician has authorized their return to work. Each employee using Pandemic Flu Leave will be required to provide written documentation from a physician. If the illness extends beyond 90 days, employees eligible for the Company's Long-Term Disability (LTD) plan may qualify for LTD benefits. All plan provisions for LTD will apply.

Suspected Infection

If you suspect that you have the flu, or you are asked to leave work due to symptoms and you are subsequently found to be free of the virus, you will be paid in full for your normally scheduled work hours to cover the time it took for the medical evaluation. You will be required to provide a written physician's notification to return to work.

Immediate Family Member Infection

This leave policy applies to the employee's own illness or for the employee to care for an immediate family member. The employee will receive full pay for normally scheduled work hours. A written physician's notification will be requested confirming that the pandemic flu is the reason for the absence.

Abuse of this policy will result in disciplinary action. The Company reserves the right to revise this policy without notice due to changing pandemic conditions.

Parental/School Leave

understands that parental involvement with a child's education is a benefit not only to the parent and the child, but also the community. Because the ability to take time off of work to attend functions and meetings at your child's school is important, you are allowed to take leave from work for this purpose.

All employees are able to use up to six hours of their paid sick leave each year to attend school functions, meet with school teachers and administration or assist in their child's classroom.

You are required to notify your supervisor ahead of time if you would like to use this type of leave. The ideal notice period is at least one week, but if this is not an option, it is expected that you will notify your supervisor as soon as possible.

Religious Observances

respects the individual beliefs of all employees.

The Company will provide one day of paid leave annually to employees who, for religious reasons, must be away from the office on days of operation. Beyond this, we must reconcile employees' religious obligations with the requirements of running a business and serving customers. Supervisors will authorize schedule changes or additional use of vacation leave or unpaid leave, only where the requested arrangement, in the supervisor's judgment, neither prevents the requesting employee from meeting the requirements of the job nor unfairly burdens other employees.

Any requests for religious accommodation must be submitted in writing to Human Resources. The request must note what the religious conflict is and offer a suggestion to the Company on how to remedy that conflict. The employee will meet with Human Resources to discuss the request and whether it is being approved or denied.

Employees who need time off for religious observance should request leave from their supervisors at least two weeks in advance. Time off is granted only with prior approval, but will not be unreasonably withheld.

All questions should be directed to Human Resources.

Sick Time

understands that at times, employees will need to be absent from work due to illness or other medical reasons. Because of this, we offer sick time to our employees.

If you are unable to report for work because of illness or for any other reason, please contact your supervisor immediately. Explain the reason for your absence as well as when you expect to return to work. You must keep your supervisor updated regarding the status of your return at all times. If your supervisor is unavailable when you call, contact Human Resources.

Sick Time

Sick time is time away from work that you elect to use for the following reasons:

- Physician and dental appointments for yourself or family members
- Either you or a family member is sick
- Any personal reasons

You are not required to give any specific reason for using your sick time, however, when you plan to use time for personal reasons or for scheduled appointments, you must notify your supervisor of this and schedule the time off as far in advance as possible.

Beginning on the first of the month following 30 days of continuous employment with the Company, all full-time employees are eligible to accrue sick time. This sick time accrues at the rate of one half-day per calendar month through Dec. 31. Beginning Jan. 1 of the first full year of full-time employment, you are allowed sick time to a maximum of six days per calendar year. These days are accrued pro-rata based on the actual percentage of the calendar year you work. Sick time may not be carried over from year to year. If you are away from work for less than half of a day, the option of a half sick day may be used, or the missed amount of time may be made up during that work week if the work schedule permits and your supervisor approves.

Sick time is a benefit provided to you in the event you need to take time off because of your health or for any personal reason. It is not merely additional paid vacation, thus no pay is provided for unused sick leave at the end of employment.

Abuse of Sick Leave

Regular attendance is crucial to the success of this and any other business. Paid sick leave is provided as a financial buffer for employees who are too injured or ill to work, not as additional time off for employees who are well. Employees should be prepared to furnish a doctor's note or similar evidence of inability to work if the supervisor requests one. Abuse of sick leave is grounds for discipline, up to and including termination.

Extended Leave

Employees who have used up their available paid sick leave and remain unable to report for work may be eligible for unpaid family and medical leave (FMLA leave). Eligibility for health care benefits continues during FMLA leave.

Time Off to Vote

encourages all employees to vote. It is the policy of to comply with all state election law requirements with respect to providing employees, when necessary, with time off to vote.

If an employee has four consecutive hours either between the opening of the polls in his or her community and the beginning of the workday or between the end of the workday and the closing of the polls, it will be deemed that the employee has sufficient time outside his or her normal working hours within which to vote.

If an employee has less than four consecutive hours as described above, he or she may take off as much working time as will, when added to his or her available voting time outside normal working hours, enable him or her to vote.

For nonexempt employees, however, not more than two hours of working time taken shall be paid for time off to vote, and such time shall be taken only at the beginning or end of the employee's workday as designated by his or her supervisor.

Employees requiring working time off to vote will be required to notify that time off to vote will be required not more than 10 or less than two working days before the day of the election.

Time off to vote is paid and does not count against an employee's accrued paid time off or sick time.

Vacation Policy

believes that vacation time is vital in keeping employee morale high.

Regular full- and part-time employees begin accruing vacation leave on the date that employment begins, however, no paid vacation days will be granted until the third month of employment is completed. Each employee will accrue leave hours on a monthly basis, and will be required to take five consecutive business days of vacation each calendar year in order to meet internal control and security requirements. Vacation may be taken in half-day increments of time. Vacation not used by the end of the calendar year will be forfeited.

All employees are required to submit a written request for vacation leave at least one month prior to the date they wish their vacation to begin. This form should be submitted to the employee's supervisor, who will forward it to Human Resources for approval. Supervisors will resolve situations with multiple leave requests within a department by considering factors such as:

- Departmental staffing needs
- Seniority
- Length of desired vacation
- Elapsed time since employee's last five-day (or longer) vacation

Regular full-time employees are permitted (insert amount here) paid vacation per employment year. If an employee requires more vacation than is allotted, Human Resources must determine whether or not it is allowable to provide the employee more vacation without pay. For each continuous year of employment, an additional eight hours of vacation time will accrue.

Regular part-time employees will be eligible for (insert amount here) of paid vacation per employment year.

If your employment is terminated, either voluntarily or involuntarily, you will be paid for unused vacation leave.

Please contact Human Resources with all questions or concerns.

Emergency Action Plan

recognizes that our people drive our business. As our most critical resource, employees are safeguarded through training, provision of appropriate work surroundings, and procedures that foster protection of health and safety. No duty, no matter what its perceived result, is more important than employee health and safety.

General Guidelines in an Emergency

Stay calm and think through your actions. Know important emergency numbers, such as:

- Fire/Police/Ambulance 911
- Human Resources (insert phone number)
- Operator (insert phone number)

Be aware of your surroundings:

- Know where stairwell exits are located—there are (insert #) stairwell exits on each floor, located (insert location).
- In the event of an emergency, use only stairs—do not take elevators.
- Do not hesitate to call or alert others if you believe that an emergency is occurring.

Fire Evacuation:

- Employees will be notified of a fire by either the fire alarm system or a paged announcement.
- Upon hearing the alarm, immediately evacuate the building using the closest stairwell exit—do not use the elevators or delay evacuation to gather personal belongings, finish a phone call or wait for friends.
- Notify Emergency Floor Leaders or their backups..

Floor Leaders/Backups:

- (List floor numbers and floor leaders/backups)
- Emergency Floor Leaders should be the last persons to leave the area—they should check in conference rooms, restrooms and offices to ensure all employees have evacuated, then close all doors after clearing an area.
- Any employee with mobility, visual, hearing or other conditions that may hinder them from becoming aware of an emergency or evacuation should disclose their condition to Human Resources at the time of hire so that special assistance can be provided should an emergency occur.

- Upon exiting the building, report to (insert name) for headcount confirmation by the Emergency Floor Leaders.
- If an employee or known guest or visitor is missing, immediately report the missing person's name to an Emergency Floor Leader who will in turn report it to the proper Company and civil authorities.
- All employees who are not members of a response team should stay together in the designated location so periodic updates on the situation can be communicated—do not go home, wait in your car, return to the building or go to another building unless directed by an Emergency Floor Leader to do so.

If You Discover a Fire:

- Alert other persons in the immediate hazard area.
- Activate the nearest fire alarm, call 911, call the receptionist and page an emergency announcement, if possible.
- If you have been trained to use a fire extinguisher, follow these instructions:
 - Pull the safety pin.
 - Aim the nozzle at the base of the fire.
 - Squeeze the operating lever.
 - Sweep side to side, covering the base of the fire.
 - When using a fire extinguisher, always stay between the fire and an exit—never feel that using a fire extinguisher is required, and if the fire is too hot, too smoky or you are frightened, evacuate immediately.

Medical Emergency:

- Upon discovering a medical emergency, call 911.
- Call the receptionist and page an emergency announcement, if possible.
- Stay with the ill or injured person, being careful not to come into contact with any body fluids unless properly trained and protected.
- Send one person to alert Human Resources so they can notify family members of the ill or injured person.
- Employees in the immediate vicinity of the emergency, but not involved in the emergency effort, should leave the area.

Severe Weather:

- In the event severe weather conditions occur at a time when you have not yet reported to work, you should report to work as usual unless otherwise notified, but only if you are able to do so safely.
- The receptionist will monitor a weather alert radio—if a severe weather warning is issued, he or she will immediately page an announcement.
- Employees should immediately seek shelter in the main hallways or exit stairways away from all windows.
- The receptionist will take the weather radio with him or her—when the severe weather warning is cancelled, he or she will send Emergency Floor Leaders to each floor to advise that it is safe to return to work areas, and then will make a general announcement over the paging system.

Workplace Violence:

- Any employee who feels that he or she has been threatened should immediately report the incident to their supervisor and Human Resources.
- If you observe anyone exhibiting threatening behavior or making threatening statements, warn others in the area and immediately notify Human Resources—stay away from the person exhibiting the threatening behavior.
- Depending upon the level of concern, 911 may be called immediately.
- Never attempt to confront any person exhibiting threatening behavior.
- If you have reason to believe that events in your personal life could result in acts of violence occurring at work, you are strongly urged to confidentially discuss the issue with Human Resources so that a prevention plan can be developed.

Facility Access & Visitors

cares about the safety and security of its employees. In an effort to maintain the maximum safety and security possible at a minimum inconvenience to you, we have guidelines in place regarding facility access and visitors.

All entry doors to the office are to remain locked all day with the exception of the main entry door to each suite. Main entries to each suite are open Monday through Friday from 8:00 a.m. until 4:30 p.m. All employees will receive a key to these doors. Employees have access to all floors during working hours. Outside of working hours, employees have access to the floor on which they work. The main entryway to the building is open Monday through Friday between 7 a.m. and 6 p.m.

All visitors are to be escorted by authorized personnel at all times. Please do not allow visitors to roam the premises unattended.

General Computer Usage Policy

is committed to accomplishing its business objectives in a secure and timely manner. Each employee must assist in achieving this goal while safeguarding corporate information assets. The basic regulations for using the Company computer systems are as follows:

- Computers are for business use only
- The Company may access any information created, transmitted or stored on its information systems
- Copying or downloading software of any kind is prohibited without prior permission
- Internet is for business use only—incidental and occasional personal use is permitted
- The Company provides email accounts to its employees for business use—incidental and occasional personal use is permitted
- Any email of an offensive, pornographic or otherwise inappropriate nature is prohibited—violations may result in disciplinary action
- Company proprietary information must be protected
- Instant messaging services may be provided to ease communication between employees—non-business use is prohibited

Please use the computers responsibly and contact Human Resources with any questions regarding appropriate usage.

Recording Devices Prohibited

respects the privacy of its employees and strives to protect all confidential Company information.

The Company prohibits the use of any recording device on Company property or during working hours unless specifically permitted by the Company. The Company prohibits the use of picture phones or any other camera or device that may capture visual images without the Company's prior written permission. More specifically, the use of picture phones or other recording of visual images is prohibited in locker rooms, restrooms and any other area where members of the public or co-workers would expect a reasonable degree of privacy and in any areas in which sensitive or closely guarded corporate or business materials are used or housed.

Any employee found in violation of this policy will be subject to disciplinary action and may also be subject to prosecution to the fullest extent permitted under the law.

Anti-discrimination Policy

does not discriminate against anyone based on race, color, ethnicity, religion, gender, sexual orientation, disability status or any other trait that is protected under local, state or federal law. In addition, we do not allow discrimination of any kind in the workplace. We are an equal opportunity employer and also take affirmative action measures against discrimination in all aspects of employment and Company business. This policy applies not only to personnel decisions, but to all aspects of business.

We ask that you respect those around you—co-workers, customers and management alike.

Any reports of discrimination will be investigated and disciplinary measures will be taken.

Attendance & Standard Working Hours

expects that every employee will be regular and punctual in attendance. This means being in the office, ready to work, at the starting time each day. Absenteeism and tardiness place a burden on both co-workers and .

When you are unable to work due to illness or an accident, please promptly notify your supervisor. In the event your immediate supervisor is unavailable, you must speak with a manager. Leaving a message with another staff member or on voicemail does not constitute an accepted notification of absence. If you do not report for work and is not notified of your status, it will be assumed after two consecutive days of absence that you have resigned, and you will be removed from the payroll.

If you become ill at work or must leave the office for some other reason before the end of the workday, be sure to inform your supervisor of the situation.

You will be compensated for authorized absences according to the provisions described in this Manual. Authorized absences beyond the time allowed under that policy are authorized without compensation.

In the event of severe weather, we remain open for business during regularly scheduled working hours. You are expected to report for work in severe weather if it is at all possible to do so safely. In the event we close due to weather, someone in your work group will contact you. Please keep your work group and manager informed on how to reach you on such occasions. *See also Severe Weather Policy.*

Standard working hours are from (insert hour) to (insert hour), Monday through Friday. A (insert amount of time) lunch period is taken at any hour, which is mutually agreeable between the employee and supervisor.

If you will be absent from work during standard working hours for any reason, you must contact your supervisor as soon as possible to avoid disciplinary action.

Background Check Policy

carefully selects quality employees. Background checks help to ensure that new employees have the skills for the job and have performed well in the past.

The Company conducts background checks on all job candidates after a contingent offer of employment has been extended. A background check may also be completed during reassignment or promotion of an employee. A third-party administrator may be used to conduct the background checks, and all background checks will be compliant with applicable laws, such as the Fair Credit Reporting Act.

The information that may be collected includes, but is not limited to:

- Criminal background
- Employment history
- Education
- Credit
- Professional and personal references

Criminal background checks may not be used as the sole reason for denying employment, unless it is job-related. Regardless, the Company has the right to make the final decision about employing an individual after the background check is complete.

Checking professional and personal references is an important part of the background check process. This provides the Company with information on the potential employee's work ethic, skills and performance.

Information obtained from the background check process, including information from professional and personal references, will be used by the Company only as part of the employment process and will be kept confidential by Human Resources.

A background check may also be completed during reassignment or promotion of an employee.

Business Expense Reimbursement Policy

will reimburse employees for all necessary and reasonable travel expenses related to the normal conduct of business. To administer uniform guidelines for reimbursement of business related travel, meals and entertainment expenses, the following policies and procedures have been established. While this policy provides many answers and useful guidance, it cannot address every possible situation. If you have any questions regarding the business nature or reimbursement of such expenses, check with your supervisor before you commit to spending any funds. The most useful guide to cost-effective business travel is to spend money as if it were your own.

Auto Allowance and Mileage

Employees receive reimbursement for direct business mileage. Employees may receive either a monthly auto allowance or a direct mileage reimbursement based on an evaluation of the use of their personal automobile for purposes of conducting Company business. Auto allowances are paid on a monthly basis. Direct mileage is reimbursed at the current IRS standard rate, and is paid upon submission of a signed and supervisor approved "Monthly Mileage Report" form. Because it is more cost effective than direct mileage reimbursement, prefers that employees rent an automobile if round-trip mileage on a business trip will be more than 200 miles. See section on "Car Rentals" below.

The use of a personal automobile for business-related travel is only authorized if the automobile is covered by a current insurance policy with limits not less than (insert amount) for bodily injury and (insert amount) for property damage. Any damages, repair costs or maintenance costs incurred by an employee in the use of their privately owned vehicle in conjunction with Company business is the sole responsibility of the employee.

Car Rentals

has a preferred relationship with a car rental agency (insert agency name) offering discounted rates and direct billing. Employees should use this agency whenever possible in making reservations for both local and out-of-town rentals. suggests the use of mid-size vehicles unless a larger vehicle is necessary and justifiable for business purposes. Collision and liability insurance coverage should not be purchased when renting a car for domestic business purposes. The car rental needs to be made in both the name of and the name of the employee to be covered by the Company's insurance policy. 's insurance carrier (insert carrier name) should be contacted immediately in the event of any accident or damage with a rented vehicle.

Air Travel

Reservations for all domestic air travel can be made by the employee either online or directly with the various airlines. It is expected that employees make every effort to minimize the cost of air travel, including considering Saturday night stays or departures out of airports. For any tickets with a round trip cost over (insert cost), it is requested that employees attach to their expense report a copy of the search results that show the lowest fare available. All trips involving a Saturday night stay must be pre-approved by the employee's manager.

Spousal Travel

Travel expenses related to an employee's spouse are not reimbursable by the Company.

General Practices

Lodging

The selection of overnight lodging should be guided by considerations of safety, quality and reasonableness of room rates. Again, the most useful guide to cost effective accommodations is to spend money as if it were your own. When rooms are guaranteed for late arrival and the trip is cancelled or other lodging is secured, the reservation must be cancelled to avoid being billed for a “no show.” Hotels may require either a 24- or 48-hour cancellation notice to avoid these charges. The cost of in-room movies is not reimbursable.

Business Meals

Employees will be reimbursed for reasonable and actual expenses for meals incurred while on business trips away from their normal business hours. All original receipts must be included with the employee's travel and expense report. Any employee expense report received without the receipts will be returned to the employee. Reasonable meal expenses are outlined below:

- Breakfast: (insert dollar amount)
- Lunch: (insert dollar amount)
- Dinner (insert dollar amount)

Business meals are reimbursable expenses for new employee orientations, major anniversaries (e.g., 5, 10, 15 years of service, etc.), training sessions, meals with prospective new hires and department or team lunch meetings where business is conducted. Lunches for department or team meetings should be reasonable, both in terms of cost and frequency. The guideline for reimbursement of tips on business meals is 15 percent.

Cell Phone Reimbursement

(Insert amount here) per month of quarterly expense allowance is eligible for reimbursement of cell phone expenses.

Submittal of Monthly Expense Report Forms

It is the employee's responsibility to prepare and submit a Monthly Expense Report to receive reimbursement for business related expenses. Expense Reports should be submitted on at least a monthly basis to ensure proper matching of expenses with the appropriate accounting period.

For business related meals and entertainment expenses to be deductible, IRS regulations require that the amount and date of expense, specific business purpose, name, title and company of people entertained, and name and location of the establishment where the event took place and time of the business discussion (i.e., before, during or after the event) and entertainment be documented on the expense form.

All claimed expenses over (insert amount) must have an original receipt. All Monthly Expense Report forms must be signed by the employee and approved by his or her supervisor before being submitted to Accounts Payable for processing.

Company Car Policy

provides vehicles for business use and provides reimbursement for business use of personal vehicles according to the following guidelines. retains the right to amend or terminate this Policy at any time.

1. employees may not drive any business vehicles without prior approval. Before being approved to operate a Company vehicle, an employee's driving records will be reviewed, with consent of the employee, and the existence of a valid driver's license will be verified. Employees approved to drive on Company business are required to inform of any changes that may affect their legal or physical ability to drive or their continued insurability.
2. Employees holding jobs requiring regular driving for business as an essential job function must, as a condition of employment, be able to meet the driver approval standards of this Policy at all times. For all other jobs, driving is considered only an incidental function of the position.
3. If possible, Company vehicles will be permanently assigned to departments that have demonstrated a continued need for them. Additional vehicles are maintained in a motor pool for use by individual employees, as needed.
4. Employees who need transportation in the course of their normal work may be assigned a Company vehicle for their use. All other employees needing transportation for Company business may use vehicles assigned to their department or drawn from the motor pool. As a last resort, when no Company vehicles are available, employees may use their own vehicles for business purposes with prior approval.
5. Employees who drive a vehicle on Company business must, in addition to meeting the approval requirements above, exercise due diligence to drive safely and maintain the security of the vehicle and its contents. Employees are also responsible for any driving infractions or fines that occur as a result of their driving.
6. Non-employees and non-business passengers (e.g. family members and friends) are prohibited from riding in Company vehicles.
7. Employees who use their personal vehicles for approved business purposes will receive a mileage allowance equal to the Internal Revenue Service optional mileage allowance for such usage. This allowance is to compensate for the cost of gasoline, oil, depreciation and insurance. Employees who operate personal vehicles for Company business should obtain auto liability coverage for bodily injury and property damage with a special endorsement for business use, when necessary as determined by their personal insurance agent.
8. Employees must report any theft or malicious damage involving a Company vehicle, regardless of the extent of the damage. Such reports must be made as soon as possible, but no later than 48 hours after the incident. However, employees should make no voluntary statement other than in reply to questions of investigating officers.
9. Employees who are on call on a 24-hour basis may be allowed to take a Company vehicle home so they can respond as soon as possible. Such employees must provide a written

acknowledgement that they fully understand that the vehicle is only to be used as part of emergency response and is not intended for personal use.

Employees are not permitted, under any circumstances, to operate a Company vehicle or a personal vehicle for Company business when any physical or mental impairment causes the employee to be unable to drive safely. Additionally, employees shall not operate any Company vehicle at any time, or operate any personal vehicle for Company business while using or consuming alcohol, illegal drugs or prescription medications that may affect their ability to drive. These prohibitions include circumstances in which the employee is temporarily unable to operate a vehicle safely or legally because of impairment, illness, medication or intoxication.

Company Credit Card Policy

offers company credit cards for employees who travel frequently for their duties, purchase large volumes of goods for use by the company or incur frequent business expenses that can be paid by credit card.

As a general rule, corporate credit cards cannot be used to obtain cash advances, bank checks or electronic cash transfers for anything other than the expenses incurred by the employee whose name appears on the credit card. The card is not to be used for personal expenses of the employee, either.

- Misuse of a Company credit card will result in cancellation of the card. If the card is used for personal expenses, has the right to recover these expenses from the cardholder. All employee cardholders will be required to sign an agreement authorizing to recover any amounts that are incurred for personal reasons out of their salaries.
- Credit card expenditures must be submitted with original receipts to Human Resources within (insert time here) of the statement date. Cardholders who do not submit their expenditures within this time frame will be asked to submit them immediately.
- If a credit card holder does not follow this Policy, his or her card will be cancelled.

Lost or stolen Company credit cards must be reported to Human Resources immediately.

Confidential Information & Company Property

During your employment at , you may have access to confidential and proprietary data, which is not known by competitors or within the company's field of business generally. This information (hereinafter referred to as "Confidential Information") includes, but is not limited to: data relating to the Company's marketing and servicing programs; procedures and techniques; the criteria and formula used by the Company in pricing its products and services; the structure and pricing of special packages that the Company has negotiated; lists of customers and prospects; the identity, authority and responsibilities of key contacts at Company accounts; the composition and organization of accounts' businesses; the peculiar risks inherent in their operations; sensitive details concerning the structure, conditions, and extent of their existing products and services; contract expiration dates; commission rates; service arrangements; proprietary software, Web applications and analysis tools; and other data showing the particularized requirements and preferences of the accounts. This Confidential Information is a valuable asset of the Company, developed over a long period of time and at substantial expense.

To protect the Company's interest in this valuable asset, you must (a) not use any such Confidential Information for your personal benefit or for the benefit of any person or entity other than the Company, and (b) use your best efforts to limit access to such Confidential Information to those who have a need to know it for the business purposes of the Company. In addition, you should minimize those occasions on which you take documents, computer disks or a laptop containing such Confidential Information outside the office. On those occasions where it is necessary, consistent with the best interests of the Company and doing your job effectively, to take documents, computer disk or a laptop containing Confidential Information outside the office, all appropriate precautionary and security measures should be taken to protect the confidentiality of the information.

During the course of your employment with the Company, you will be provided with and will generate correspondence, memoranda, literature, reports, summaries, manuals, proposals, contracts, customer lists, prospect lists, and other documents and data concerning the business of the Company. Any and all such records and data, whether maintained in hard copy or on a computer or other medium, is the property of the Company, regardless of whether it is or contains Confidential Information. Upon termination of your employment at the Company, you are required to return all such records to the Company and may not retain any copy of such records or make any notes regarding such records. We reserve the right to search for such information and property in personal items while on Company premises such as vehicles, purses, briefcases, etc.

Conflicts of Interest

All employees have a duty to further the Company's aims and goals, and to work on behalf of its best interest. Employees should not place themselves in a position where their actions or personal interests may be in conflict with those of . Examples include: soliciting or profiting from the Company's client or prospect base or other Company asset for personal gain; acting on behalf of in servicing or obtaining a client, and limiting the best solution for the client or prospect for personal financial gain; and acting as director, officer, employee or otherwise for any business or institution with which has a competitive or significant business relationship without the written approval of the chief executive officer.

Employees should report to their manager any situation or position (including outside employment by an employee or any member of an employee's immediate household) which may create a conflict of interest with .

Customer Complaint Policy

This Customer Complaint Policy aims to not only provide a framework for employees to work with when handling complaints from customers, but also to ensure consistency within in handling and resolving complaints from customers. Addressing customer complaints helps the Company in following through on our commitment to provide quality products, services and customer service.

defines the term “complaint” as any expression of dissatisfaction or grievance made by a customer or member of the public about any product or service, not including a request for information.

's customer service representatives will provide reasonable information and assistance to customers to ensure that complaints are made effectively. Complaints may be made in any of the following ways:

- Via telephone at (insert phone number)
- Via email at (insert email address)
- Via mail at (insert address)

Complaints will be acknowledged upon receipt by the Company and customers will be provided with a reference number that can be used to identify the progress of their complaint.

Complaints will be processed in a timely and efficient manner. Continuous improvement and training will be used to confirm complaints are resolved promptly and courteously. Managing our customers' expectations realistically is our goal. This involves the careful examination of each complaint and the provision of a resolution offered on the basis of that analysis.

Complaints will be recorded and analyzed to ensure that our complaint management processes comply with this Policy. Trends will be identified, and feedback will be provided to the relevant departments to improve current processes.

Our mission is to resolve customer complaints immediately, rather than delaying the resolution. When necessary, customers will be kept informed of the progress of their complaint and the company's internal escalation process.

When a customer has exhausted his or her avenues for addressing the complaint within the company or finds those avenues unacceptable, he or she can be advised of external channels for escalation, such as (insert external channels for escalation here).

Dress Code (General)

believes that your pride in both yourself and the Company is reflected in your appearance and in the image you create. We feel that our business image is important and, therefore, request that our employees maintain standards of dress and appearance appropriate to both the organization as a whole and your individual position responsibilities. Dress, grooming, personal cleanliness and professional behavior standards contribute to the professional image we strive to present to our customers and visitors. Therefore, while performing duties for the Company, employees are expected to dress in attire appropriate to the business environment and to behave in a professional manner at all times to best represent our business.

Guidelines

Due to the nature of our business and our continuous client contact, the employees at followed a traditional business attire dress policy in the past. Our formal dress guidelines now, however, include a more relaxed dress or “Business Appropriate” dress, which we feel is in the best interest of , our employees and our clients (please see below for detail).

Employees may dress according to the requirements of their position, however, our beliefs regarding business appropriate dress is that business is always first. This means that employees should keep their day’s schedule in mind. We recognize that different levels of dress may be appropriate for different occasions. As a general rule, when meeting with clients, prospects or outside visitors, traditional business attire should always be worn except where it doesn’t make good business sense.

All employees should select their business attire for meetings and contact outside of the office by the type of function that will be attended. Also, on occasion there may be a specific business reason to require that all employees dress in traditional business attire. In such instance this will be communicated to employees in advance, and they will be required to dress accordingly.

Our business appearance and image is important to us. However, we respect individual preference and choice in dress and appearance. We are confident that employees will use their best judgment in following our dress and attire guidelines. We ask that at all times employees make certain that their appearance is well groomed and clean and that clothing is appropriate, neat, clean and well-fitting. While relaxed business attire is acceptable within the stated guidelines, we want to be sure our environment does not jeopardize professionalism and productivity.

Appropriate Business Attire and Appearance Guidelines

- For men, traditional attire includes a business suit, jacket or blazer ,and tie.
- For women, traditional attire includes a business suit, jacket or blazer with a sweater or blouse along with a skirt or pants. Business dresses or coordinated ensembles are also considered traditional attire for women.
- For men, relaxed business attire includes dress or sport shirts with collars or ties, polo shirts, tailored slacks, khakis or chinos, dress corduroy slacks and business shoes with socks.
- For women, relaxed business attire includes dress shirts, polo shirts, blouses, sweaters, traditional split skirts, casual dresses, skort outfits, tailored slacks, khakis or chinos, dress

corduroy slacks or stirrup pants of dress slack material and business shoes (heels, flats or other casual shoes) with socks or nylons with skirts, dresses or skorts.

Inappropriate Attire and Appearance Guidelines

- Blue jean clothing of any color or style, casual shorts, leggings, jogging suits or sweat suits and socks
- Sweatshirts, T-shirts, tank tops or oversized shirts
- Sundresses, tank tops, capri pants (or pedal pushers) or other trendy wear including exceptionally short dresses or skirts and crop tops
- Clothing made of fleece, flannel, leather or spandex
- Any clothing item displaying an offensive comment or graphic illustration or logo clothing including sport teams, cartoon characters, etc., unless otherwise specified.
- Jewelry (or other objects of personal expression, such as visible tattoos) that is distracting, large or represents an unprofessional image as determined by such as large chains, facial jewelry, nose rings, etc.
- Dirty, ragged, ungroomed, sexually provocative, revealing or see-through clothing or appearance
- Any other attire or appearance deems to be inappropriate in the business environment

If an employee is unclear about dress and appearance guidelines, he or she is encouraged to consult with Human Resources. If an employee reports to work in questionable attire or appearance, a notification and discussion will occur with the employee to advise and counsel him or her regarding the inappropriateness of the attire. Depending upon the circumstance, the employee may also be sent home with directions to return to work in proper attire. It is expected that any work time lost will be made up by the employee. Continued or frequent departures from these guidelines will not be permitted and employees who appear for work inappropriately dressed or groomed repeatedly will be subject to disciplinary action.

Dress Code (Summer)

has a traditional business attire dress code. All employees are expected to comply with this dress code. During the summer months, however, starting the week of Memorial Day and ending the week of Labor Day, the Company has established a summer dress code that employees may observe on days when they will have no in-person client contact.

A significant difference between the regular dress code and the summer dress code is that employees may wear jeans and more casual shoes. On Fridays, employees may also wear t-shirts, shorts and tennis shoes. The basic summer dress guidelines include:

- Regardless of the relaxed dress code, employees should keep their day's schedule in mind. As a general rule, when meeting with clients, prospects or outside visitors, traditional business attire should always be worn except where it doesn't make good business sense.
- On occasion there may be a specific business reason to require that all employees dress in traditional business attire. In such an instance this will be communicated to employees in advance and they will be required to dress accordingly.
- Our business appearance and image is important to us. We do, however, respect individual preference and choice in dress and appearance. We are confident that employees will use their best judgment in following our dress and attire guidelines. We ask that at all times employees make certain that their appearance is well groomed and clean, and that clothing is appropriate, neat, clean and well-fitting. While relaxed attire is acceptable within the stated guidelines, we want to be sure our environment does not jeopardize professionalism and productivity.

Monday through Thursday Appropriate Attire for Men

- Shirts: Dress or sports shirts with collars, polo or golf shirts with collars, dress shirts, sweaters, button-down shirts, etc.
- Pants: Tailored slacks, khakis or chinos, dress slacks, jeans without holes or frays, etc.
- Shoes: Business shoes with socks, loafers or leather deck-type shoes

Monday through Thursday Appropriate Attire for Women

- Shirts: Dress shirts, polo shirts, blouses, sweaters, cardigans, etc.
- Pants: Skirts, casual dresses, dress slacks, khakis or chinos, jeans without holes or frays, etc.
- Shoes: Business shoes with socks or stockings, heels, flats, dress sandals, open-toed shoes, etc.

Friday Appropriate Attire

- T-shirts or sweatshirts with no graphics or logos

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- Tennis shoes
- Shorts that are mid-thigh length or longer

Appropriate Business Attire For Meetings With Clients Or Outside Visitors

- Men: Business suit with jacket and tie
- Women: Business suit (jacket, blouse or sweater, and pants or skirt). Business-type dresses or coordinated ensembles are also considered acceptable business attire.

Inappropriate At All Times

- Flip flops
- Leggings or extremely short dresses, skirts or shorts
- Tank tops, halter tops or crop tops
- Dirty, ragged, ungroomed, sexually provocative, revealing or see-through clothing or appearance
- Any clothing item displaying an offensive comment or graphic illustration; logo clothing including sport teams, cartoon characters, etc. unless otherwise specified

The above list is not inclusive, and management reserves the right to determine the appropriateness of any clothing item. If you are unsure about something, either inquire before wearing it to work or do not wear it at all. Employees who report to work inappropriately attired will be asked to leave work to change clothes and will be required to use personal time or vacation time to do so.

Driving While on Company Business

Driver inattention plays a role in many motor vehicle accidents. We are not only concerned about your welfare as a employee, but also the welfare of others who could be put in harm's way.

As a driver, your first responsibility is to pay attention to the road. When driving on business or driving while conducting business on behalf of the Company in any other capacity, the following applies:

Cellphone Use

Cellular phone use while driving is a common, often harmful, distraction. We are concerned about your safety as well as the safety of others. For this reason, the use of cell phones while driving is strongly discouraged. Do not accept or place calls unless it is an emergency, meaning the call cannot wait until you safely pull off the road or until you arrive at your destination. If you must use your cellphone while driving, please use good judgment: keep the call short, use a hands-free device, get to know your phone and its features, and suspend conversations during hazardous driving conditions (rain, snow, ice, fog, glare, heavy traffic, etc.).

Obey the Law

is not responsible for any moving traffic violations, parking tickets or any other city ordinances or state or federal laws regarding your driving habits and operation and care of your personal motor vehicle. Any tickets issued are the employee's responsibility, even if the ticket is issued while conducting business for .

Other Safe Driving Precautions

- Use your best judgment when road conditions are poor. Limit or avoid driving when rain or snow threatens your safety.
- Make an effort to avoid distractions such as eating, applying makeup, paying too much attention to your radio or CD player, etc.
- Do not drive if your ability to drive safely is impaired by the influence of medications.
- Laptop computers should never be used at any time while driving.
- Be sure to properly adjust the mirrors and familiarize yourself with the vehicle's controls before operating.
- Be concerned for your coworkers' safety. Ask them to call you back at a safer time if they call you while they are driving.

As a business against drunk driving, be responsible when entertaining clients. Abide by the law and use a designated driver or the Businesses Against Drunk Driving program for transportation if you are under the influence of alcohol.

Employees who drive for company business must have a current, valid driver's license.

Educational Assistance Program

is committed to developing and maintaining a high performance workforce, and encourages its employees to continue to develop the knowledge and skills necessary to succeed in their jobs and provide optimum service to customers. For these reasons, the Company maintains an educational assistance program for those employees who wish to further their education.

The Educational Assistance Program provides financial assistance for approved courses, continuing education credits, certifications and licensing to support employees' development of skills and knowledge that will be of mutual benefit to both the employee and the Company.

To participate in the program, individuals must be active full-time or part-time regular employees. All educational opportunities must be approved in advance by the employee's manager.

Approved job-related expenses for tuition, training, course registration and exam fees will be reimbursed 100 percent. Costs for required books will be reimbursed 50 percent. The limit for reimbursement is \$2,500 per calendar year, and reimbursements will be made after successful completion (C or better for bachelor's level and B or better for master's level) of the course and after providing a valid receipt and verification of the obtained grade to Human Resources. Optional fees, supplies, parking, application fees and entrance exam fees are not covered and are the responsibility of the employee.

Approved job-related courses are those that involve subjects that will benefit the employee in executing present job responsibilities, or where it is part of an individual's planned development or advancement within the Company. Non-position related courses are generally not covered.

Reimbursement for non-position related courses as part of a degree program may or may not be covered, depending upon whether or not the degree is relevant to the individual's current position or is part of the individual's planned development or advancement within the Company. Approved courses taken in conjunction with a degree program must be through accredited colleges or universities.

Designations or certification programs qualify for reimbursement where it is relevant to the employee's position and where there is mutual benefit to the individual and the Company in terms of enhancing the employee's job performance, capabilities and credentials. Examples include: (insert relevant designations or certifications).

A (insert license type) license is required for several positions within the Company. Employees are responsible for maintaining their licensing requirements. With advance approval, expenses or reimbursement for expenses may also be covered by the Company at 100 percent for initial licensing if the license is required for the individual's current position or where the Company agrees it is part of an individual's planned career path within the organization. The annual limit for reimbursement is \$2500.

The Company offers continuing education courses (approximately 6-12 credits per year), on-site throughout the year for the convenience of employees to maintain their licensing requirements. For assisting employees with continuing education credits, the online self-study and in-house training are the preferred methods, however, in some instances, with advance approval, continuing education credits might also be obtained through outside vendors, clients, colleges or universities. Approval will

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be determined based upon the value to the employee of the course content and whether the employee is taking advantage of the self-study and in-house training methods.

The application for participation in this program is to be made in writing and submitted to Human Resources for approval prior to commencement of the course. Upon approval or denial, Human Resources will notify the employee.

Following completion of the approved coursework, the employee must submit to Human Resources the "Application & Request for Educational Reimbursement" form with evidence of satisfactory completion (C for bachelor's level and B for master's level) and itemized receipts for expenses incurred for tuition, books and other covered expenses. Human Resources will then process payment.

If an employee voluntarily terminates employment at any time within 18 months of receiving reimbursement under this program, except for the costs related to continuing education credits, the employee is obligated to repay the Company all or part of the education assistance he or she received as reimbursement for expenses incurred. Repayment is required in the amount of one-eighteenth for each of the eighteen or fewer months remaining between reimbursement and termination. For example, an employee who terminates six months after receiving tuition assistance is forgiven six-eighteenths or one-third of all expenses reimbursed, but is required to repay the balance. The employee agrees that any balance owed to the Company can be withheld from their final pay given their prior written permission, or will be paid immediately upon termination by the employee. Repayment is not required if the employee is terminated by for any reason other than cause.

Courses or training received under this program should normally be held outside of working hours. The Company reserves the right to be selective in approving educational assistance, closely linking employees' jobs, Company budget and the specific training being pursued. Initial approval of education continuance does not obligate the Company to approve future courses. Reimbursement is contingent upon continued employment beyond course completion and may be treated as taxable income in accordance with the Internal Revenue Service regulations. This program does not include costs associated with seminars or courses where attendance is required.

If financial assistance is being received from other sources (such as any state, federal, military or private assistance) only the difference between the total cost of the course and the amount of the assistance will be considered reimbursable under this program. Employee reimbursement upon satisfactory completion of the approved course or training will be the method of assistance provided, however, in the case of certification programs, where the full certification cost is required up-front, the Company may consider direct payment of some or all portions prior to the start of the training. The Company has the discretion to deny approval due to business needs, including the need to work flexible or longer hours, or where employee performance has been or could become unsatisfactory.

Employee Classification

Employees are classified as either exempt or non-exempt for pay administration purposes, as determined by the federal Fair Labor Standards Act (FLSA).

The definitions of the worker classification categories can be summarized as follows:

Exempt—Management, supervisory, professional, sales or administrative employees whose positions meet FLSA standards, are exempt from overtime pay requirements.

Non-exempt—Employees whose positions do not meet the FLSA exemption standards are paid overtime. Employees classified as non-exempt generally work in non-supervisory, non-professional or non-administrative capacities. Overtime work, however, is prohibited without specific supervisor authorization.

In addition, each employee's status is defined as one of the following:

Full-time - Employees who work a minimum of (insert number) hours per week are considered to be full-time. Such full-time employees are eligible for benefits after applicable requirements for length of service have been met.

supplements its regular work force with temporary or part-time employees to help compensate for workload, employee absences or other situations. Management will determine which positions are permanent part-time and which are considered temporary or seasonal.

Part-time - Employees who work less than (insert number) hours per week are considered to be part-time. Employees who work (insert number) hours or less per week, or who work on a temporary project basis, will receive all legally mandated benefits (such as workers' compensation and Social Security benefits), but are ineligible for other benefit programs.

Temporary - Temporary employees are those engaged to work either part-time or full-time on 's payroll, but have been hired with the understanding that their employment will be terminated no later than upon their completion of a specific assignment. This category includes interns and co-op students. Such employees may be either "exempt" or "non-exempt" but are not eligible for benefits except as mandated by law.

Independent contractors - Consultants, freelancers or independent contractors are not employees of . The distinction between employees and independent contractors is important because employees may be entitled to participate in the Company's benefits programs, while independent contractors are not. In addition, is not required to withhold income taxes, withhold and pay Social Security and Medicare taxes or pay unemployment tax on payments made to an independent contractor.

Employee Fraternization Policy

wants to preserve a working environment that has clear boundaries between personal and professional relationships. This is believed to be the best practice for conducting business in a professional manner. This policy establishes clear boundaries with regard to how relationships develop at work and within the confines of the work area.

- During working hours and in work areas, employees of are expected to keep all personal interactions limited and at a professional level to avoid distracting or offending others.
- Employees are prohibited from engaging in any physical interactions that would be seen as inappropriate in the work area. What constitutes inappropriate conduct is in the discretion of the Company.
- Employees who engage in personal relationships with others and allow these relationships to negatively affect the working environment will be subject to disciplinary action. If said employees fail to change their behavior after disciplinary action takes place, they may be subject to termination.

Romantic relationships between supervising, managing or executive employees and subordinates are strictly prohibited. If a relationship does develop between a supervising employee and his or her subordinate, management should be notified immediately so that a department transfer may be considered.

Employee Discount Policy

offers a discount to its employees. The employee discount is one of the benefits of being employed at .

Employees are entitled to a (insert number) percent discount on regularly priced goods or merchandise. This discount policy also extends to spouses and children of employees.

Employee Referral Bonus Policy

An award has been established to encourage our present staff to refer quality people to our organization. If the referral is hired, the staff member that submitted the referral will receive a \$(insert dollar amount) award. In order to qualify for the award program, a current employee should provide the referral for either a posted position or as a general referral. Following are the guidelines to this program:

- Any recommendation should be routed to Human Resources regardless of posting. Recommendations will be kept open for 12 months. In the event that two people refer the same individual, Human Resources will review the situation to determine who qualifies to receive the award.
- Referral candidate cannot already have been recommended through a recruiter.
- The award will be paid (insert amount of time) after the referred employee's start date. Both the new employee and the individual who made the recommendation must be active employees at the time the award is paid.

This policy does not apply to anyone who has a recruitment, hiring or supervisory role or who has President or Executive Vice President status within the Company.

Employment of Relatives Policy

Members of your immediate family will be considered for employment on the basis of their qualifications. Your immediate family may not be hired, however, if it would:

- Create a direct supervisor-subordinate relationship with a family member
- Have the potential for creating an adverse effect on work performance
- Create either an actual conflict of interest or the appearance of a conflict of interest

This policy must be considered when hiring, assigning or promoting an employee.

If a circumstance arises that results in a direct supervisory relationship between immediate family or close personal relatives including marriage, reduction in force, reorganization, priority placement, etc.), one of the relatives may be reassigned to an appropriate vacancy. During the period that a direct supervisory relationship exists between immediate family members or close personal relatives, the supervisory relative will not be involved in any personnel action involving his or her relative. Typical first-level supervisory responsibilities will be referred to the next higher level in the supervisory chain.

For purposes of this policy, your immediate family includes your mother, father, husband, wife, son, daughter, sister, brother, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, stepchild, stepparent, grandchild or grandparent. This policy also applies to close personal relatives such as uncles, aunts, first cousins, nephews, nieces or half-siblings.

Questions should be directed to your supervisor.

Improper Payments & Gifts Policy

We prohibit the solicitation, acceptance, offer or payment to any person or organization of any bribe, kickback or similar consideration, including money, services, goods or favors (other than goods or favors which are nominal in amount and not prohibited by any federal, state or local law). Do not accept or give gifts, gratuities, entertainment or favors of such value or significance that their receipt might reasonably be expected to interfere with the exercise of independent and objective judgment in making or participating in the business decisions of or the party with whom the Company is dealing.

Injury & Illness Reporting Policy

is committed to establishing and maintaining a comfortable and safe working environment for all employees.

Safety is often taken for granted in an office environment. Though we may not be exposed to the same degree of risk as employees of a typical manufacturing firm or health care facility are, we should still recognize that safety risks are present and take steps to reduce the risk of injury or illness. Safety is everyone's responsibility.

All work-related injuries and illnesses should be reported immediately to Human Resources, even if you are not sure whether they are truly work-related. Even small, seemingly insignificant, injuries left untreated can result in serious conditions.

Human Resources will complete an Accident Report. When injuries are reported immediately, they will quickly be investigated and corrective action will be taken to prevent more injuries.

If you see any potential hazards that need attention, notify Human Resources immediately.

Media Relations Policy

The Company is committed to providing the media with accurate information. To avoid discrepancies, specific guidelines should be followed when a media inquiry is received.

All media inquiries regarding the Company and its operation must be immediately referred to (Name, Title), who is authorized to make or approve public statements regarding company business. Unless specifically designated by this person, you are not authorized to make those statements. If you wish to write or publish an article, paper or other publication on behalf of the Company, you must first obtain approval.

The Company will generally provide a response to media inquiries within 24 hours. Should the response require a detailed technical explanation, a spokesperson will be designated to address the issue. The spokesperson will be chosen carefully, based on their area(s) of expertise.

Media inquiries include, but are not limited to, the following:

- Press releases
- Advertisements
- Requests for interviews
- Information on:
 - Management changes
 - Financial data
 - Working conditions
 - Wages

Please contact (Name) with any questions or concerns you have regarding the Media Relations Policy.

Online Social Networking Policy

is committed to maintaining a good relationship with its employees and the marketplace. The way the public views is vital to maintaining business, gaining new business, retaining first-class employees, recruiting new employees and marketing our products and services.

While has no intention of controlling employee actions outside of work, employees should practice caution and use discretion when posting content on the Web. Employees have the right to use social media for personal expression on their own time, and will not violate employee privacy by attempting to access content that has not been made available publicly. This policy serves as a notice on the practice of social networking for all employees to read and understand. As more concerns develop and legislation is released, this policy is subject to change

The purpose of this policy is to:

- To guarantee a constructive relationship between the company and its employees
- To manage risk and preserve 's positive reputation
- To discourage the use of company time for personal social media activities
- To promote awareness among employees of the number of individuals who can access information presented on social networking sites

Definitions

Social networking and *social media* refer to any activity that involves interaction in online communities. This interaction includes, but is not limited to, browsing profiles and photos, reading messages sent through social networking forums and participating in instant messaging services.

A *social networking site* is any website that links individuals electronically and provides a forum where users can connect and share information. These websites can be tailored to specific interests or to certain types of users. Examples of popular social networking sites include Facebook, Twitter, MySpace, Flickr, Friendster, Classmates.com, LinkedIn, Xanga and Bebo. The list of social networking sites is constantly growing and changing because of the nature of the Web.

A *social networking profile* is a user's personalized page within a specific social networking site, usually containing personal information such as name, birthday, photo and interests.

Micro-blogging is the practice of publishing your recent whereabouts, thoughts or activities on a social networking site for other users to see. While not all social networking sites use micro-blogging, this is a primary focus of sites such as Twitter and Facebook.

Business purposes is considered using a social networking site for the company's gain, usually as a task or assignment given by a manager or supervisor. This can be done either through a specific company account on a given social networking site or through a personal account set up for the purposes of recruiting or marketing for .

The term *Working Hours* includes any time employees are being paid to conduct company business. Standard working hours are from (insert hour) to (insert hour), Monday through Friday. This timeframe may vary based on job type and responsibilities.

It is important that employees use their time while at work to conduct company business. Employees are not blocked from access to social networking sites on computers because, under some circumstances, social networking is a powerful business tool that can be channeled to gain positive publicity for the company and to connect with clients. However, access to such websites does not mean they can be used at any time. The following actions are prohibited during working hours:

- Using social networking sites to conduct personal or non-company business
- Browsing social networking sites for non-company business on company time
- Reading email alerts regarding personal social networking account activity or using email to correspond with personal social networking contacts
- Updating information, uploading photos or otherwise engaging with one's personal social networking profile for non-business purposes
- Micro-blogging for a non-business purpose on a social networking site throughout the day, whether it is on a company-provided computer or a personal smart phone device

Procedures

Prohibited Use

It is important that employees use their time at work for business purposes. Employees are not blocked from access to social networking sites on computers because, under some circumstances, social networking is a powerful business tool that can be channeled to gain positive publicity for the company and to connect with clients. However, access to such websites should follow company policy. The following actions are prohibited during working hours:

- Using social networking sites to conduct personal or non-company business with a company computer or device.
- Browsing social networking sites for non-company business on company time with a company computer or device.
- Reading e-mail alerts regarding personal social networking account activity or using e-mail to correspond with personal social networking contacts.
- Updating information, uploading photos or otherwise engaging with one's personal social networking profile for non-business purposes with a company computer or device.
- Micro-blogging for a non-business purpose on a social networking site throughout the day, whether it is on a company-provided computer.

Prohibited Conduct

Having your own individual social networking account and using it on your own time is certainly permissible. However, keep in mind that some actions on your personal site are visible for the entire social networking community and may no longer be considered private matters. has put it in place a set of conduct guidelines to protect its brand and prevent the unwanted disclosure of confidential information. Please follow these guidelines:

- Do not use micro-blogging features to disclose trade secrets, publish internal reports, provide tips based on inside information or participate in other activities that may be considered insider trading.

- We urge you to consider resolving workplace grievances internally. If you choose to address a grievance using social media, refrain from posting comments and materials that could be viewed as malicious, obscene, threatening, intimidating or that could create a hostile environment on the basis of race, sex, disability, religion or any other status protected by law.
- Refrain from posting any opprobrious, reckless or maliciously untrue comments. These communications may not be protected by law.
- Do not impersonate or its employees, make statements on behalf of without authorization, or make statements that can be construed as establishing 's official position or policy on any particular issue.

As stated above, the purpose of this policy is to protect 's brand and prevent the disclosure of confidential information. It is not 's intent to interfere with its employees' legal rights. Whenever state or federal law govern an area of social media participation, policies should be interpreted as to comply with them.

Open Door Policy

To foster an environment where employees and management feel comfortable communicating with and voicing concerns to one another, the Company uses an Open Door Policy. Basically, this policy means that all of the managers' doors are open to all of the employees, and employees are free to talk with management at any time. Please consider the following in regard to this policy:

You are responsible for addressing concerns with a manager, from complaints to suggestions and observations. Addressing these concerns allows the Company to improve and explain practices, processes and decisions.

We recommend that you first discuss concerns with your immediate supervisor, but the Open Door Policy also gives you the option of discussing them with higher management and/or Human Resources. All of these parties will be willing to listen to the issue and assist in a resolution.

Orientation Period

For all employees hired by , the first 90 days of employment are considered to be an orientation period. During this time, the employee will undergo training and orientation as directed by the employee's supervisor. The employee's supervisor will also monitor the employee's performance during this time period.

During the first 90 days of employment, the employee is encouraged and expected to ask questions concerning his or her job responsibilities, and to determine if he or she is satisfied with the position. If the employee's job performance is found to be unsatisfactory by his or her supervisor at any time during the first 90 days of employment, the employment will be terminated.

All new employees will receive a confidential performance evaluation from their supervisor at the end of the orientation period. At that time, the employee will be eligible for employee benefits.

Overtime Pay

shall compensate all hourly, non-exempt employees one-and-a-half times their regular pay for all hours worked in excess of 40 hours each week. The work week begins on Monday morning (12:01 a.m.) and ends on Sunday at midnight (12:00 a.m.).

At times, employees will be asked to work overtime to complete necessary work tasks. The employee's supervisor will notify the employee as early as possible regarding scheduling needs.

If an employee would like to work overtime hours, he or she must receive prior authorization from his or her supervisor in writing before working the overtime hours.

(EMPLOYER NOTE: State wage and hour laws differ—check with your legal advisor.)

Pay Periods & Check Distribution

Employees of work a standard work week consisting of 40 hours from 8:00 a.m. until 5:00 p.m. Monday through Friday. Employees will be paid on a semi-monthly basis on the 15 and 30 of each month. If these dates fall on non-work days or holidays, employees will be paid on the last work day prior to the 15 or 30.

Employees will receive a one-hour lunch break during their shifts, to be completed between 11:00 a.m. and 2:00 p.m.

If an employee is absent on the date of paycheck distribution, his or her check will be held until he or she returns.

Paychecks will only be released to the individual whose name appears on the check, or to an individual who the employee has designated and approved through written consent.

If an employee chooses direct deposit of his or her paycheck, he or she will have access to payroll information through the Company's payroll service provider.

Performance Evaluation Policy

is committed to providing you with feedback, both formal and informal, about your performance on the job. Managers and supervisors are responsible for providing ongoing performance feedback to each employee. In addition, your manager or supervisor may formally discuss and document your performance on a regular basis (generally annually). In some business units, an initial performance review may be conducted within three to six months after an employee is hired or transfers to a new position.

Your performance appraisal discussion will review your strengths and identify any areas needing improvement, and goals and objectives that need to be achieved. Specific performance problems may be addressed outside the performance appraisal cycle through either informal discussions or formal disciplinary action. Formal performance feedback becomes a permanent part of your personnel file.

Please contact Human Resources if you feel that an evaluation is due to you or would be helpful to you.

Personnel Records Policy

strives to keep accurate and up-to-date personnel records.

Employee personnel files may include the following:

- Job application
- Position description
- Résumé
- Records of participation in training events
- Salary history
- Records of disciplinary action
- Documents related to employee performance reviews, coaching and mentoring

In order to ensure the accuracy of your personnel records, please notify us immediately of the following changes:

- Name
- Address
- Telephone number
- Marital status
- Dependent status
- Tax status

Personnel records are kept highly confidential and are not available to anyone outside of the Company unless you have personally authorized the release, release is to an authorized governmental agency or release is required by law. To obtain access to your records, contact Human Resources.

Phone Call Policy

provides phones to employees to increase efficiency in doing business. There are important things to consider when using Company phones. Please adhere to the following guidelines, based on the type of call you are making or receiving:

Business phone calls - Much of our business is conducted over the phone, making our telephone techniques extremely important. A friendly but businesslike telephone manner should always be projected. When you are away from your work area, make a habit of forwarding your calls to the appropriate extension.

Personal phone calls - We recognize that periodically, personal phone calls must be made or received during the business hours. Such calls should be held at a minimum so that they do not interfere with the workflow.

Personal cellphone calls - In order to provide an optimum work environment, employees are expected to have cellphones turned off during work hours. Ringing cellphones are a distraction to co-workers and can interfere with productivity. Cellphones should only be used during breaks, lunches and outside of the office. Flexibility will be provided in circumstances demanding immediate or emergency attention.

Voicemail - Company telephones are also equipped with voicemail. Voicemail was installed to help maintain our high quality of service for clients and to increase efficiency throughout the office. Voicemail will be an option to the caller; the call will not be put directly through to voicemail. It is recommended that employee greetings be changed daily. They should be brief and communicate your availability to clients.

Please contact Human Resources with questions about our Phone Call Policy.

Physical Examination Policy

may require a mandatory, job-related medical examination when there is a need to determine if an employee can perform the mandatory functions of his or her position. This exam will identify physical limitations or restrictions. A medical examination may also identify significant health or safety risks to the employee or others by identifying infectious diseases, or other medical monitoring as required by medical standards, professional licensing bodies or standards established by federal, state or local law.

The Company may conduct voluntary medical examinations and health promotion activities as well. The records from these screenings will be kept confidential.

The cost of the voluntary or mandatory medical examinations rests with the Company. The employee is not responsible for paying any of the costs for these procedures.

Safety Policy

wants to ensure that our employees remain safe and injury-free at all times. The Company intends to comply with all applicable safety laws. In order to guarantee that accidents are avoided whenever possible, we expect our employees to refrain from horseplay, careless behavior and negligent actions. It is the Company's policy to maintain a safe and secure working environment for all employees and clients.

While working, employees must observe safety precautions for their safety and for the safety of others. All work areas must be kept clean, and free of clutter and debris. Any hazards or potentially dangerous conditions must be corrected immediately or reported to a supervisor.

If you are involved in an accident, you must comply with the following procedure:

- Report the accident to your supervisor or to Human Resources immediately
- Obtain the necessary medical treatment
- Fill out an Accident Report, regardless of the severity of the injury
- If you must seek additional medical treatment, obtain consent to leave the premises from your supervisor before doing so

Employees who fail to comply with this procedure are subject to disciplinary action.

Severe Weather Policy

Unless you are informed otherwise, always assume that is open for business during normal hours. Use common sense and your best judgment, however, when traveling to work in severe weather.

Some types of severe weather include blizzards, hurricanes and tornadoes.

If the Company is not going to open for the day, you will either be emailed, or the information will appear on the company's website. If this happens, you will be compensated for your entire work day.

If you arrive at work after the scheduled opening time, that time is charged to you as either (1) personal/sick time, (2) vacation time, or (3) unpaid time, in that order. You should always use your discretion in getting to work. attempts to accommodate individual situations by allowing the use of personal/sick time and vacation time in these situations.

When potentially dangerous weather develops during the day and a decision is made by management to close, you will be compensated as if you had worked all of your regularly scheduled hours for that day. If you elect to leave prior to a decision being made by the Company to close early, you will be required to use accrued time to account for your absence.

Smoke-free Environment Policy

is a smoke-free environment. Smoking is not permitted at any time in Company work areas or vehicles, or in client work areas or vehicles.

If smoking is allowed outside of the building, smokers should be considerate of colleagues, customers and members of the public. Help to maintain a clean entryway by depositing cigarettes in appropriate containers and staying far enough away from doors so that smoke does not blow into the building.

Employees who smoke must observe the same guidelines as non-smokers for the frequency and length of break periods.

Social Functions Policy

At times, social events will be hosted by for employees to attend. These events may take place due to the hiring or promotion of an employee, or for other reasons.

Some events will be celebrated with a group luncheon, arranged by management. Other events (such as employee birthdays or service anniversaries) will be recognized with a card or gift from Human Resources. At times, the Company may also host parties or social gatherings outside of working hours. These events may take place to celebrate holidays or company successes, or for many other reasons.

At all Company social functions, employees are responsible for behaving in a professional manner. While alcohol may be served, employees should refrain from becoming intoxicated in order to avoid disruptive behavior.

Even at social functions, employees must remember that they are representing the Company and need to ensure that they are upholding the Company's positive reputation at all times.

Solicitations, Distributions & Use of Bulletin Boards

Understanding that employees may occasionally wish to communicate with their co-workers to advertise personal items for sale or to participate in fundraisers for non-profit organizations, children's schools and other non-work events, we allow use of lunch rooms and electronic bulletin boards to distribute such information. You may access the electronic bulletin board at [\(insert site\)](#). Management reserves the right to monitor such communications and remove them if inappropriate or not in the best interest of operations.

In respect for other's efficiency, please do not use work email, voicemail or other resources as a means to solicit or distribute non-work materials. Activities that disrupt work hours or operations are prohibited.

Persons not employed by may not solicit Company employees for any purpose on Company premises.

Time Card Regulations

requires that each employee maintain a time card of his or her hours. This will keep a record of work attendance. For nonexempt employees, the time card will also be used to ensure that paychecks are correct. All nonexempt employees are required to accurately record their hours worked each day.

Each employee must use his or her own time card only. If an employee punches in or out for another employee, both employees will be subject to disciplinary action.

Employees may not punch in more than ten minutes before the beginning of their shifts and may not punch out more than ten minutes after their shifts end, unless overtime hours were previously approved by their managers.

By initialing on his or her time card, each employee is approving the number of hours indicated.

Workers' Compensation Policy

will provide workers' compensation, a type of accident and injury insurance, that compensates an employee for lost time, medical expenses and loss of life or dismemberment from an injury arising out of or in the course of work. Employees must report any accident or injury immediately to their supervisor and Human Resources so that the necessary paperwork can be completed in a timely manner.

Employees returning to work from an injury or illness for which they were receiving workers' compensation must provide proof of rehabilitation or treatment from a licensed physician and verification that they are able to complete all job-related tasks. In the event that the employee cannot complete some of the tasks as ordered by the physician, the Company will modify the employee's job load. Once a physician has verified that the employee can resume all job-related tasks, he or she will no longer receive workers' compensation benefits.

Appendix

LEGAL DISCLAIMER TO USERS OF THE FORM EMPLOYEE HANDBOOK:

The materials presented herein are for general reference only. Federal, state or local laws or individual circumstances may require the addition of policies, amendment of individual policies and/or the entire Handbook to meet specific situations. Some government forms may be presented in altered size, font or format and may not, therefore, meet federal or state requirements. These materials are intended to be used only as guides and should not be used, adopted or modified without the advice of competent legal counsel.

These materials are presented, therefore, with the understanding that we are not engaged in rendering legal, accounting, or other professional service. If legal advice or other expert assistance is required, the services of a competent professional should be sought. © 2005-2012 Zywave, Inc. All rights reserved.

Application for Re-employment Following Military Leave

To be submitted no later than _____ days (depending on length of military leave) following completion of military service.

Date: _____

Name: _____

Applying for (position): _____

Please accept this as my application to return to the position listed above as soon as possible. Attached is documentation verifying my dates of leave for _____ (division of military service) and my honorable discharge.

Employee Signature

FOR HUMAN RESOURCES USE ONLY:

Date Received: _____

Approved: ☐ Date of re-employment: _____

Denied: ☐

Reason for denial:

By: _____

Application & Request for Educational Reimbursement

Name:			Department:		
Position Title:				Phone:	
Street Address:					
City:			State:		Zip:
School:					
Program/Degree Sought:				Est. Completion Date:	
Educational Goals:					
Describe how this program/degree will benefit both you and the Company (use the back of this form if necessary):					
Course Name/Number:	Cost:	Book Cost:	Start Date:	End Date:	CE Credits:
<p>This application is submitted in accordance with and subject to the Company's Educational Assistance policy. I hereby certify that I am not receiving financial assistance for this course from any other source. I have read the conditions explained in the policy and agree to abide by them. I also agree to the payback provisions set forth in the Educational Assistance Guidelines, including authorization for the Company to deduct from my payroll any monies due the Company. The following items are attached:</p> <p> <input type="checkbox"/> Tuition Receipt <input type="checkbox"/> Book Receipts <input type="checkbox"/> Grade Report <input type="checkbox"/> Continuing Education Certificate of Completion </p> <p>Signature: _____ Date: _____</p>					

Upon completion of this application, forward to your manager or Human Resources for approval.

TO BE COMPLETED BY HUMAN RESOURCES AND A MANAGER AUTHORIZED TO APPROVE:

I support this educational reimbursement.	
Signature: _____	Date: _____
<p>Upon approval of this application, forward to Human Resources for review, tracking and processing. Additionally, schedule a career discussion with your employee on the following topics: Educational Assistance Policy (how it works, service commitment expectations, etc.), how the course relates to the employee's current position, career goals and interests (short- and long-term), expectations concerning work/school conflicts.</p> <p> <input type="checkbox"/> Application Approved <input type="checkbox"/> Application Denied Reimbursement Amount: _____ </p> <p>Comments: _____</p>	
<p>Your application will be reviewed within 2 weeks of receiving it and a copy will be returned to you. Upon successful completion of the course(s), submit the following to Human Resources for reimbursement:</p> <p> <input type="checkbox"/> Approved Application and Request for Educational Reimbursement <input type="checkbox"/> Copy of grade report or Continuing Education certificate of completion <input type="checkbox"/> Tuition statement, book receipts </p>	

Certificate of Entrance into Military Service

This form should be filed with Human Resources.

This is to certify that _____, who is employed as _____ at a salary rate of \$_____ in the department of _____ is entering military service effective _____.

This position is:

☐ Unclassified

☐ Exempt

☐ Nonexempt

If employee is employed on a seasonal, temporary or provisional basis, indicate:

☐ Seasonal

☐ Temporary

☐ Provisional

Date employment commenced (_____) or date employment would have terminated, had such employee not entered military service (_____).

Signature

Date

Certificate of Return from Military Service

This form should be filed with Human Resources.

This is to certify that _____ has requested to return from military service to his or her position of _____ in the _____ department, at a salary rate of \$ _____.

Date of entry into service: _____

Date of discharge: _____

Please attach a copy of discharge.

☐ This position has been filled on a substitute basis by _____.

☐ This position has been vacant pending return of incumbent.

☐ Employee had permanent status in the following job class:

___ Competitive

___ Noncompetitive

___ Labor

Employee was temporarily or provisionally employed

Signature

Date

Employee's Request to Take Voting Leave

Name: _____

Date: _____

Department/Location: _____

In accordance with the terms of 's "Time Off to Vote" policy, employees who are registered voters may take the necessary time to vote at the beginning or the end of their shift, whichever allows more time for voting and requires less time off the job; however, not more than 2 hours will be provided with pay.

I am requesting voting leave for: _____ on: _____

(Election Type)

(Date)

Employees wishing to serve as election judges are encouraged to do so. The Company will pay the difference between the amount an employee receives for serving as a judge and the employee's normal day's pay (earnings factor times base rate) for performing this civic duty.

☐ I will be serving as an election judge.

Employees who serve as election judges must submit copies of pay stubs from the Elections Commission for reimbursement.

Employee Signature

Date

FOR OFFICE USE ONLY

Voting leave approved by: _____ Date: _____

Voting leave denied by: _____ Date: _____

Reason for denial:

Expense Report

Name: _____

Date: _____

Date	Description	Original Airfare	Bag Fees	Airfare Change Fee	Auto Rental (and gas)	Taxi, Tolls, Parking	Hotel	Phone	Meals	Mileage		
										Miles	Rate	Total
											0.51	-
											0.51	-
											0.51	-
											0.51	-
											0.51	-
											0.51	-
											0.51	-
											0.51	-
											0.51	-
											0.51	-
											0.51	-
											0.51	-
											0.51	-
											0.51	-
TOTALS		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Total Mileage	\$ -	
Account Number (For Accounting Use Only)		5720	5720	5720	5740	5750	5730	6420	5700	5750		

Purpose of Trip/Other: _____
 Misc Notes: _____

ENTERTAINMENT AND BUSINESS MEALS (Note: IRS Regulations require all columns below to be filled out to be reimbursed for expenses.)

Date	Name of Person(s) Entertained (Company, Title)	Time and Place	Nature and Purpose of Entertainment	Amount
Total Ent. & Business				\$ -

(Account No. 5710)

Signed (Employee) - I hereby certify that the expenditures represent cash spent for legitimate company business and include no items of a personal nature.

Supervisor Approval (Required)

(Note: Please route signed form to Accounts Payable for processing.)

Accounting Summary			
Check #		Date:	
Accounts	A/C #	Amounts	Total Expenses \$ -
M&E - employees	5700	\$ -	Dept: _____
M&E	5710	\$ -	
Airfare	5720	\$ -	
Hotel	5730	\$ -	
Car Rental	5740	\$ -	
Mileage/Other Travel	5750	\$ -	
Telephone	6420	\$ -	

(Note: IRS requires all original receipts to be attached to this expense reports. Please make copies for your own records.)

Mileage Report Form

Name:			Month of:	
Date	Destination (Name)	Location (City)	Purpose of Trip	# of Miles
TOTAL NUMBER OF MILES:				

Total Miles	
Rate	
Total Mileage	
Tolls	
Total Due	

Check #:	
Date:	
G.L. #:	Dept.:

☐ Approved
 ☐ Denied
 Signature: _____

Report of Jury Duty Pay

Employee Name: _____

Date: _____

Employee Location: _____

Employee ID#: _____

This form should be submitted to Human Resources.

I was out of the office on jury duty from _____ to _____, or (if you did not serve on consecutive days) on these dates: _____.

This is a copy of my jury duty pay statement. I understand that, although 's benefits program includes pay continuation during jury duty, the additional money I earn while performing jury duty must be paid to . I understand, therefore, that my jury duty pay—pay only, not the transportation allowance—will be:

☐ Subtracted from a future paycheck

☐ Endorsed and paid directly to .

Signed: _____

Vacation Request Form

Employees of _____ must submit their vacation requests for approval at least (insert amount of time) in advance. Vacations may be taken in full days or in (insert number)-hour increments.

Employee Name: _____

Supervisor Name: _____

Department: _____

Date: _____ Number of Hours: _____

Reason for Vacation:

Vacation Request is: ☐ Approved ☐ Denied

Supervisor Signature: _____ Date: _____

Application for -issued Credit Card

Employee Name: _____

Position Held: _____

I am applying for a company credit card and fully understand and agree to the following terms:

- I assume ultimate responsibility for the card.
- I will not use the credit card to withdraw cash.
- I will not use the credit card to pay for personal expenses.
- If I misuse the card, I authorize to recover the funds through payroll deductions for expenses incurred that do not comply with the policy.
- If the credit card is lost or stolen, I will report it immediately to Human Resources.
- If I resign from , I will return the credit card with a reconciliation of all expenses prior to my departure.

Signature of Employee

Date

Signature of Supervisor

Date

Receipt of Employee Handbook

The Employee Handbook (sometimes referred to as a Personnel Policy Manual, or the “Manual”) is a compilation of personnel policies, practices and procedures currently in effect at , an equal opportunity employer. The Manual handbook and the information within it are confidential.

This handbook is designed to introduce employees to the organization, familiarize you with Company policies as they pertain to you as an employee, provide general guidelines on work rules, disciplinary procedures and other issues related to your employment, and to help answer many of the questions that may arise in connection with your employment.

This handbook and any other provisions contained herein do not constitute a guarantee of employment or an employment contract, express or implied. You understand that your employment is “at-will” and that your employment may be terminated for any reason, with or without cause, and with or without notice. Only the CEO or other authorized representative(s) of has the authority to enter into a signed written agreement guaranteeing employment for a specific term. This handbook is intended solely to describe the present policies and working conditions at . This handbook does not purport to include every conceivable situation; it is merely meant as a guideline and, unless laws prescribe otherwise, common sense shall prevail. Of course, federal, state and local laws will take precedence over policies when applicable.

Personnel policies are applied at the discretion of . reserves the right to change, withdraw, apply or amend any of our policies or benefits, including those covered in this handbook, at any time. may notify you of such changes via email, posting on the Company’s intranet, portal or website, or via a printed memo, notice, amendment to or reprinting of this handbook, but may, in its discretion, make such changes at any time, with or without notice and without a written revision of this handbook.

By signing below, you acknowledge that you have received a copy of ’s Employee Handbook, and understand that it is your responsibility to read and comply with the policies contained within it and any revisions made to it. Furthermore, you acknowledge that you are employed “at-will” and that this handbook is neither a contract of employment nor a legal document.

Signature

Date

Please print your full name

Please sign and date one copy of this notice and return it to Human Resources. Retain a second copy for your reference.

Receipt of Harassment Policies

As described in the Harassment Policy and the Sexual Harassment Policy, harassment is prohibited at .

By signing below, you acknowledge that you have received a copy of 's Harassment Policy and Sexual Harassment Policy, and understand that it is your responsibility to read and comply with both policies and any revisions made to them.

Signature

Date

Print your full name

This sample employee handbook contains basic policies that many employers will want to inform their employees of. It should be reviewed prior to use to ensure that all policies are applicable and to customize certain aspects of some policies. Linked table of contents and appendix included; the appendix contains forms relevant to certain policies. This document is a guide to be used for general reference only. Customization and/or professional advice is required before use or adoption.