

**Insert Company Name**

**EMPLOYEE MANUAL**

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## **WELCOME LETTER**

Welcome to **Insert your company name**. You are joining a Company rich in tradition, growth and history in the agricultural industry. We endeavor to continue our pursuit of excellence in customer service, quality of products, and community good will. We depend on your contribution as an important member of the **Insert your company name** team.

This manual will help you find many resources to make your job easier and more satisfying.

Sincerely,

## Foreword

Whether you have just joined our staff or have been at **Insert your company name** for a while, we are confident that you will find our Company a dynamic and rewarding place in which to work, and we look forward to a productive and successful association. We consider the employees of **Insert your company name** to be its most valuable resources. This handbook has been written to serve as the guide for the employer/employee relationship.

There are several things to keep in mind about this handbook. First, it contains only general information and guidelines. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if you have any questions concerning eligibility for a particular benefit or the applicability of a policy or practice to you, you should address your specific questions to your department manager or to any member of management. Neither this handbook nor any other Company document confers any contractual right; either expressed or implied, to remain in the Company's employ. Nor does it guarantee any fixed terms and conditions of your employment. Your employment is not for any specific time and may be terminated at will with or without cause and without prior notice by the Company, or you may resign for any reason at any time. No manager or other representative of the Company (except the president) has the authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the above.

The procedures, practices, policies and benefits described here may be modified or discontinued from time to time. We will try to inform you of any changes as they occur.

This handbook and the information in it should be treated as confidential. No portion of this handbook should be disclosed to others, except **Insert your company name** employees and others affiliated with **Insert your company name** whose knowledge of the information is required in the normal course of business.

Some subjects described in this handbook are covered in detail in official policy documents. Refer to these documents for specific information because the handbook only briefly summarizes those guidelines and benefits. Please note that the terms of the written insurance policies are controlling and override any statements made in this or other documents.



## **The Mission, Vision and Value Statements**

Our mission at **Insert your company name** is to serve our customers by always placing their needs and concerns first. We strive to provide unparalleled service by listening to our customers and then acting on their needs and suggestions.

Our vision at **Insert your company name** is to:

1. Honor and follow through with our word
2. Be fair and practical
3. Listen and understand our customers' needs and desires
4. Work with our customers to develop cost saving measures that enable them to be more efficient

The value of absolute integrity in all our relationships is fundamental to our success. By contributing our best effort using positive energy, enthusiasm and a competitive spirit, we encourage and promote the best from all, through our creativity and our ability to have fun.

## **COMPANY PHILOSOPHY**

### **Conflicts with State and Federal Laws**

To the extent that any policy may conflict with federal, state or local law, the Company will abide by the applicable federal, state or local law.

### **Equal Employment Opportunity**

It is the policy of **Insert your company name** to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, genetic information or any other characteristic protected by law. **Insert your company name** prohibits any such discrimination or harassment.

### **Harassment: Nondiscrimination/Anti-Harassment Policy and Complaint Procedure**

**Insert your company name** is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, **Insert your company name** expects that all relationships among persons at work will be business-like and free of bias, prejudice and harassment.

## **Retaliation Is Also Prohibited**

**Insert your company name** encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of **Insert your company name** to promptly and thoroughly investigate such reports. **Insert your company name** prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.

## **Definitions of Harassment**

1. Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example:

- (i) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- (ii) submission to or rejection of such conduct by an individual is used as the basis for employment decisions effecting such individual; or
- (iii) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

2. Harassment on the basis of any other protected characteristic also is strictly prohibited. Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, marital status, citizenship, genetic information or any other characteristic protected by law or that of his/her relatives, friends or associates, and that:

- (i) has the purpose or effect of creating an intimidating, hostile or offensive work environment;
- (ii) has the purpose or effect of unreasonably interfering with an individual's work performance; or
- (iii) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group that is placed on walls or elsewhere on the employer's premises or circulated in the workplace, on Company time or using Company equipment by email, phone (including voice messages), text messages, social networking sites, etc.

## **Individuals and Conduct Covered**

These policies apply to all applicants and employees, whether related to conduct engaged in by fellow employees or by someone not directly connected to **Insert your company name** (e.g., an outside vendor, consultant or customer). Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

## **Reporting an Incident of Harassment, Discrimination or Retaliation**

**Insert your company name** encourages reporting of all perceived incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe that they have been the victim of such conduct should discuss their concerns with their department manager or any member of management. See the complaint procedure described below.

In addition, **Insert your company name** encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and request that it be discontinued. Often this action alone will resolve the problem. **Insert your company name** recognizes, however, that an individual may prefer to pursue the matter through complaint procedures.

**Individuals who believe they have been the victims of conduct prohibited by this policy statement or believe they have witnessed such conduct should discuss their concerns with their department manager or any member of management.**

The availability of this complaint procedure does not preclude individuals who believe they are being subjected to harassing conduct from promptly advising the offender that his or her behavior is unwelcome and requesting that it be discontinued.

## **Complaint Procedure**

Individuals who believe they have been the victims of conduct prohibited by this policy statement or believe they have witnessed such conduct should discuss their concerns with their department manager or any member of management.

**Insert your company name** encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Therefore, while no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment.

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.

Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately. Responsive action may include, for example, training, referral to counseling and/or disciplinary action such as warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay or termination, as **Insert your company name** believes appropriate under the circumstances.

If a party to a complaint does not agree with its resolution, that party may appeal to **Insert your company name** President or Vice President.

False and malicious complaints of harassment, discrimination or retaliation (as opposed to complaints that, even if erroneous, are made in good faith) may be the subject of appropriate disciplinary action.

**Individuals who have questions or concerns about these policies should talk with their department manager or any member of management.**

Finally, these policies should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, or any other protected characteristic, from participating in business or work-related social activities or discussions. In other words, no one should make the mistake of engaging in discrimination or exclusion in order to avoid allegations of harassment. The law and the policies of **Insert your company name** prohibit disparate treatment on the basis of sex or any other protected characteristic, with regard to terms, conditions, privileges and perquisites of employment. The prohibitions against harassment, discrimination and retaliation are intended to complement and further those policies, not to form the basis of an exception to them.

There are strict time limits for filing charges of employment discrimination. To preserve the ability of the Equal Employment Opportunity Commission (EEOC) to act on your behalf and to protect your right to file a private lawsuit, should you ultimately need to, you should contact EEOC promptly when discrimination is suspected to The U.S. Equal Employment Opportunity Commission at 1-800-669-4000 (toll free) or 1-800-669-6820 (toll-free TTY number for individuals with hearing impairments). EEOC field office information is available at [www.eeoc.gov](http://www.eeoc.gov) or in most telephone directories in the U.S. Government or Federal Government section. Additional information about EEOC, including information about charge filing, is available at [www.eeoc.gov](http://www.eeoc.gov).

## **Americans with Disabilities Act Policy Statement**

The Company is committed to complying with all applicable provisions of the Americans with Disabilities Act ("ADA"). It is the Company's policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability or perceived disability so long as the employee can perform the essential functions of the job. Consistent with this policy of nondiscrimination, the Company will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, who has made the Company aware of his or her disability, provided that such accommodation does not constitute an undue hardship on the Company.

Employees with a disability who believe they need a reasonable accommodation to perform the essential functions of their job should contact their department manager. **Insert your company name** encourages individuals with disabilities to come forward and request reasonable accommodation.

### **Procedure for Requesting an Accommodation**

On receipt of an accommodation request, a member of management and your department manager will meet with you to discuss and identify the precise limitations resulting from the disability and the potential accommodation that **Insert your company name** might make to help overcome those limitations.

**Insert your company name** will determine the feasibility of the requested accommodation considering various factors, including, but not limited to the nature and cost of the accommodation, the availability of tax credits, and deductions, outside funding, **Insert your company name's** overall financial resources and organization, and the accommodation's impact on the operation of the Company, including its impact on the ability of other employees to perform their duties and on **Insert your company name** ability to conduct business.

**Insert your company name** will inform the employee of its decision on the accommodation request or on how to make the accommodation. If the accommodation request is denied, employees will be advised of their right to appeal the decision by submitting a written statement explaining the reasons for the request. If the request on appeal is denied, that decision is final.

The ADA does not require **Insert your company name** to make the best possible accommodation, to reallocate essential job functions, or to provide personal use items (i.e., eyeglasses, hearing aids, wheelchairs, etc.).

An employee or job applicant who has questions regarding this policy or believes that they have been discriminated against based on a disability should notify their department manager or any member of management. All such inquires or complaints will be treated as confidential to the extent permissible by law.

## WORKPLACE EXPECTATIONS

### Confidentiality

Our customers and other parties with whom we do business provide the Company with important information relating to their business. It is our policy that all information considered confidential will not be disclosed to external parties or to employees without a "need to know". An employee who has a questions whether certain information is confidential should contact their department manager to resolve the issue.

This policy is intended to alert employees to the need for discretion at all times and is not intended to inhibit normal business communications.

In addition, idle gossip or dissemination of confidential information within the Company, such as personal information, financial information, etc. will subject the responsible employee to disciplinary action or possible termination.

### Conflict of Interest

Employees must avoid any relationship or activity that might impair, or even appear to impair, their ability to make objective and fair decisions when performing their jobs. At times, an employee may be faced with situations in which business actions taken on behalf of the Company may conflict with the employee's own personal interests. Company property, information or business opportunities may not be used for personal gain.

Although not all conflicts of interest can be avoided, should an employee find that the potential for a conflict may exist or that one does in fact exist; the employee must bring it to the attention of his department manager or any member of management.

Conflicts of interest include the following:

- Being employed by, or acting as a consultant to, a competitor or potential competitor, supplier or vendor, regardless of the nature of the employment, while employed with **Insert your company name**,
- Hiring or supervising family members or closely related persons,
- Borrowing from, or lending money to, individuals representing organizations with whom business dealings are conducted,
- Accepting gifts, discounts, favors or services from a customer/potential customer, competitor or supplier, unless equally available to all Company employees, and
- Entering into any transaction, acquiring any interest in or taking any action, which, in the employee's own judgment, is contrary to the interest of **Insert your company name** or is incompatible with loyalty and obligation inherent in their employment.

## **Bribes, Kickbacks and Other Illegal Payments**

Bribes, kickbacks and other illegal payments to or from any individual with which the Company conducts business (in any form and for any purpose) are prohibited. Earned salesmen incentive bonuses from equipment vendors are excluded from this prohibition.

## **Outside Employment**

**Insert your company name** makes every effort to keep its employees as fully employed as possible and at a good rate of pay. When an employee is on the job, this means that 100% of their effort is required. If an employee chooses to work outside of their job they should notify their department manager.

Activities and conduct away from the job must not compete with, conflict with or compromise the Company's interests or adversely affect job performance and the ability to fulfill all job responsibilities. Employees are prohibited from performing any services for customers on nonworking time that are normally performed by **Insert your company name**. This prohibition also extends to the unauthorized use of any Company tools or equipment and the unauthorized use or application of any confidential information. In addition, employees are not to solicit or conduct any outside business during paid working time.

Employees are cautioned to carefully consider the demands that additional work activity will create before accepting outside employment. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel or refusal to work overtime or different hours. If **Insert your company name** determines that an employee's outside work interferes with performance, the employee may be asked to terminate the outside employment. Employees who have accepted outside employment may not use paid sick leave to work on the outside job. Fraudulent use of sick leave will result in disciplinary action up to and including termination.

## **Personal Appearance and Clothing**

Personal appearance, proper hygiene and appropriate attire are important to the work environment. Customers may gauge the quality of the Company by the attention **Insert your company name** employees show to personal appearance and attire.

All employees must be covered from shoulders to knees at all times (no see-through or sleeveless clothing is permitted at any time). Natural and artificial scents may become a distraction from a well-functioning workplace and are also subject to this policy.

Employees who wear company uniforms must wear them at all times when on duty. The uniforms are to be cleaned regularly and repaired when needed.

**Insert your company name** is confident that employees will use their best judgment regarding attire and appearance. Management reserves the right to determine appropriateness. Any employee who is improperly dressed will be counseled or in severe cases may be sent home to change clothes. Continued disregard of this policy may be cause for disciplinary action, which may result in termination.

### **Body Art and Piercing**

No visible facial or tongue jewelry are allowed (earrings permitted).

Three criteria will be used to evaluate tattoos and brands to see if they comply with standards. These criteria are content, location, and size.

- Content - it will be determined whether a tattoo or brand is representative of gang, racist, sexist, drug, or other prohibited activity. These types of tattoos and brands are prohibited.
- Location - tattoos and brands are prohibited anywhere on the head or face except for permanent make-up. If they are visible on any other body part, they should be covered in the workplace. Some exceptions may apply based on size and location.
- Size - tattoos and brands will be evaluated on their size and color.

**Insert your company name** reserves the right to change or cancel its dress policy at any time.

### **Personal Conduct**

The company expects that all of its employees will conduct themselves with the pride and respect for others. Employees should always use good judgment and discretion in carrying out the company's business. Employees of **Insert your company name** should always use the highest standards of ethical conduct.

## **EMPLOYMENT PROCEDURES**

### **Anniversary Date**

To have a record of an employee's benefits, an anniversary date will be maintained for each regular full-time employee. The first day an employee reports to work is the official anniversary date.



## Background and Reference Checks

To ensure that individuals who join **Insert your company name** are well qualified and to ensure that a safe and productive work environment is maintained, it is our policy to conduct pre-employment background checks on all applicants. Background checks may include verification of any information on the applicant's resume or application form.

All offers of employment are conditioned on completion of the background check. All background checks are conducted in conformity with the Federal Fair Credit Reporting Act, the Americans with Disabilities Act, and state and federal privacy and antidiscrimination laws. Results are kept confidential and are only shared with individuals involved in the hiring process.

If information obtained in a background check would lead **Insert your company name** to deny employment, this information will be provided to the applicant, and the applicant will have the opportunity to dispute its accuracy. Background checks may include a criminal record check, although a criminal conviction does not automatically bar an applicant from employment.

Additional checks such as a driving record or credit report may be made on applicants for particular job categories if appropriate and job related.

The Company also reserves the right to conduct a background check for current employees to determine eligibility for promotion or reassignment in the same manner as described above.

## Introductory Period

For every new employee, the first ninety (90) days of full-time employment is an introductory period. During this time the employee is able to learn about **Insert your company name** and their job requirements.

During this introductory period the employee's job performance, attendance, attitude and overall interest in their job will be observed and evaluated by their department manager. Employees who fail to demonstrate the commitment, performance, and attitude expected by **Insert your company name** may be terminated at any time during this introductory period, however, completion of the introductory period does not change or alter the "at-will" employment relationship. The employee continues to have the right to terminate their employment at any time, with or without cause or notice and the Company has a similar right.

As a result of an excused absence during the introductory period or for reasons identified by management, **Insert your company name** may choose to extend an employee's introduction period as necessary to allow additional time for the employee to demonstrate their ability to do the work required. If management determines it necessary to extend your introductory period, the employee will be notified by their department manager as soon as possible.

During this period, the employee will not be eligible for most Company benefits, such

as PTO and insurance coverage.

## **Benefit Eligibility**

The term "eligible employee (s)" used in the following sections of this manual refer to regular full-time employee (s) unless otherwise designated. Employees will be advised of the status of their position when they are hired.

Regular full-time employees are entitled to the benefits stated in this manual provided they qualify for each individual benefit.

Regular part-time employees are not eligible for employee benefits unless under management approved circumstances.

The date a regular part-time employee becomes a regular full-time employee (hired permanently to work **forty (40) hours per week**), becomes the effective start date in determining benefits.

Temporary employees are not eligible for benefits.

## **Categories of Employees**

Company policies apply to all categories of employees; however, employees are divided into the following categories for the purpose of compensation and benefits.

- **Regular Full-Time:** Employees hired full-time (**forty (40)** hours a week) on a full work week basis for continuous and indefinite period of time are considered regular full-time employees for compensation and benefit purposes.
- **Regular Part-Time:** Employees whose work schedule is less than full-time (less than **forty (40) hours** a week) on a full work week basis for a continuous and indefinite period are considered regular part-time employees for all compensation and benefit purposes. Regular part-time employees are not eligible for benefits unless under management approved circumstances.
- **Temporary:** Employees hired as temporary replacement for regular full-time or regular part-time employees, or for short periods of employment such as summer months, peak periods or special projects are considered temporary employees. Temporary employees are not eligible for benefits regardless of the number of hours or weeks worked.

If you have any questions concerning your employee classification or the benefits for which you qualify, please consult your department manager.

## **Exempt from Federal Wage and Hour Law**

The hours worked by salaried employees are often irregular and begin and end beyond the normal workday. Salaried employees are exempt from the overtime provisions of the Fair Labor Standards Act (FLSA) and do not receive overtime pay.

### **Nonexempt from Federal Wage and Hour Law**

Hourly-paid employees are expected to confine their work to the normal workday and work week unless their department management authorizes overtime in advance. Hourly-paid employees will be paid straight time for all authorized hours worked up to **forty (40) hours in a work** week. Hourly-paid employees will be paid overtime for all authorized hours worked in excess of **forty (40) hours** in a work week.

### **Employee Referral Bonus**

We encourage employees to refer qualified candidates when we have job openings. Employees are eligible to receive an Employee Referral Bonus of up to a \$1,000.00 value if the referred candidate meets the job opening qualifications, is hired, and completes the Introductory Period (first ninety (90) days of employment).

### **Employment at Will**

**Insert your company name** expects each employee's period of employment with the Company to be a long, rewarding experience. However, **Insert your company name** recognizes that circumstances change with the passage of time and that some employees may seek opportunities elsewhere or choose to leave the Company for other reasons. Others may not fulfill the operational needs of the Company or changed circumstances may reduce available employment opportunities, both of which may result in involuntary terminations.

Everyone at **Insert your company name** sincerely hopes that none of these situations will occur, but realistically **Insert your company name** acknowledges these possibilities exist. Therefore, all employment and compensation with **Insert your company name** is "at will". This means that your employment can be terminated with or without cause, and with or without notice, at any time, at the option of either **Insert your company name** or the employee, except as otherwise provided by law.

### **Former Employees**

Depending on the circumstances, **Insert your company name** may consider a former employee for reemployment. Such applicants are subject to **Insert your company name** usual pre-employment procedures.

### **Payroll Information**

Immediately upon accepting employment, the new employee will be given federal and state tax forms to complete. The completed forms will be forwarded to the

accounting department.

## **Orientation**

Following the acceptance of employment, the department manager will discuss job duties and areas of responsibility with the new employee. He will also cover the Company's policies and procedures. Employees should read the Manual and direct any questions to the department manager or any member of management. An Acknowledgment and Receipt of Employee Manual form is provided which the new employee is required to sign and return to the accounting department within one week of commencement of employment. This signed form will become part of a master file retained in the Company offices.

## **Immigration and Naturalization**

The U.S. Immigration and Naturalization Service requires that the Company and Candidates for employment provide specific information within 3 days of commencing employment.

Candidates for employment must complete Section 1 of Form I - 9 and provide the Company with specific documents to establish their identity and employment eligibility. Identity can be established by providing a state-issued driver's license, a document such as a school I.D. with photograph, voter's registration card, passport or military service record. An employment eligibility document is a Social Security card, a birth certificate or an immigration document. Employees will not be allowed to continue employment without providing these identification documents.

## **Personnel Records**

**Insert your company name** will maintain a file on each employee. From time to time various information will be added to this personnel record regarding an individual's employment status with the Company. Personnel records are the property of **Insert your company name** and will be treated the same as any other confidential Company information. The following provisions apply with respect to the Company's standards for establishing, maintaining and handling employee personnel records:

- All official records concerning an employee will be kept up to date and all employees shall promptly report all pertinent personal information and data changes to the department manager.
- Employees will be permitted to review their personnel records at reasonable times.
- The personnel file of an employee terminating employment will be maintained for a minimum of three years.

### **Employee Request for Review of Personnel Records**

The following provisions apply with respect to an employee's request to review their personnel record:

- A member of the accounting department must be present while the employee reviews their personnel file.
- The employee may take notes, but may not remove, deface or otherwise make notations on the documents in the employee's personnel file.

### **Management Review of Personnel Files**

An employee's personnel file may contain confidential information. This confidential information will be available only to the employee, the accounting department, management, and department manager who are responsible for the employee. Violation of this policy is considered a very serious offense. An exception may be created by receipt of a court order.

### **Employee Information**

Employees are asked to help keep the Company informed about any major changes That may affect their employment status. Important changes to report include:

- Name
- Address
- Home telephone number
- Marital status
- Number of dependents
- Emergency telephone numbers and whom to notify in case of emergency
- Change of beneficiary
- Authorized payroll deductions

### **Promotions**

Promotions within the Company will be based on such factors as quality of work, prior job performance, experience, educational background, attendance, safety record and the ability to work well with others.

### **Reinstatement of Benefits**

In the event an employee returns to work for **Insert your company name**, regardless of the length of previous employment and length of time since termination of employment with

Insert your company name, benefits shall accrue as if the employee were a new first-time Insert your company name employee. Management reserves the right to make exceptions to this policy in certain circumstances.

## Separation of Employment

Employees may be separated from employment voluntarily or involuntarily by retirement, voluntary resignation, lack of work, or termination. All Company property in the employee's possession must be returned to Insert your company name upon separation from employment and before the final paycheck is released.

Separation of employment within an organization can occur for different reasons:

- **Resignation:** Although we hope your employment with us will be a mutually rewarding experience, we understand that varying circumstances can cause employees to voluntarily resign employment. Resigning employees are encouraged to provide two weeks' notice, preferably in writing, to facilitate a smooth transition out of the organization.
- **Retirement:** Employees who wish to retire are required to notify their department manager in writing at least 1 month before the planned retirement date.
- **Job Abandonment:** Employees who fail to report to work or contact their department manager for three (3) consecutive work days shall be considered to have abandoned the job without notice, effective at the end of their normal shift on the third day. The department manager will notify management and initiate the paperwork to terminate the employee. Employees who are separated due to job abandonment are ineligible to receive accrued benefits and are ineligible for rehire.
- **Termination:** Employees of Insert your company name are employed on an "at-will" basis, and the Company retains the right to terminate an employee at any time. Usually, before employment is terminated, the employee will be told the reason(s) and will be counseled by management. However, if any misconduct warranting discipline is severe enough, management may discharge an employee immediately.

## Return of Company Property

The separating employee must return all Company property at the time of separation, including credit cards, uniforms, cell phones, keys, PCs, tools and vehicles. Failure to return some items may result in deductions from the final paycheck. An employee will be notified of the costs of such items that will be deducted from the final paycheck.

The separating employee shall contact their department manager as soon as notice is given to schedule an exit interview. The interview will be on the employee's last day of work or another day, as mutually agreed on. Accrued paid time off (PTO) will be paid in the last paycheck.

Health insurance terminates the last day of the month of employment, unless an employee requests immediate termination of benefits. Information for Consolidated Omnibus Budget Reconciliation (COBRA) continued health coverage will be provided by mail within two (2) weeks of the last day of employment. Employees will be

required to pay their share of the health and dental premiums through the end of the month.

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### **Rehire**

Former employees who left **Insert your company name** in good standing and were classified as eligible for rehire may be considered for re-employment. An application must be submitted to the department manager, and the applicant must meet all minimum qualifications and requirements of the position, including any qualifying exam, when required. Department managers must obtain approval from management prior to rehiring a former employee. Rehired employees begin benefits just as any other new employee.

An applicant or employee who is terminated for violating policy or who resigned in lieu of termination from employment due to a policy violation will be ineligible for rehire.

## **WORK SCHEDULES AND ENVIRONMENT**

### **Clean Work Place**

A clean work environment everywhere in the company is essential for smooth and productive operations. Everyone on the premises of the company is responsible for keeping their area in a neat and clean condition at all times.

### **Work Schedules for Hourly Employees**

The Company hours of operations are from 7 a.m. to 5 p.m. per day, Monday through Friday, and from 7 a.m. to 12 p.m. on Saturday. Your department manager will determine your actual work schedule. However, due to the changing needs of our customers, your actual work schedule may vary and you may be required to work overtime hours from time to time. The department managers will make every reasonable effort to notify employees as soon as possible when work schedule needs to be changed or overtime hours are required. Please see Personal Appointments for additional information regarding make-up time.

### **Work Schedules for Salaried Employees**

Management will establish salaried employees' work schedules.

## Working Hours

The Company's regular work week begins on Monday and ends on Saturday and consists of a 40 hour work week. A regular work day is 8 hours Monday through Friday and 5 hours on Saturday. The work day is scheduled to start between 7:00 A.M. and 8:00 A.M. with a minimum of one hour for lunch.

Each employee is expected to complete a normal work day and work week and work whatever reasonable additional hours are required to meet company needs.

## Flex Schedule

In order to accommodate the needs of our employees, **Insert your company name** may permit employees to vary their work schedule from normal core business hours as long as this does not impact the employee's productivity or adversely affect the efficient operation of the organization.

When considering a flexible work schedule, the department manager and employee are responsible for ensuring that the following conditions are met:

- The change in hours does not adversely affect the organization, department, or customer service;
- There is adequate and suitable work available for the proposed flexible work schedule;
- The position is appropriate for a flexible work arrangement;
- There is adequate supervision and back-up staffing in place;
- The employee maintains proper contact and communication with their department manager;
- The employee observes the organization's policies on attendance; and
- The employee has maintained a good work record prior to making the request for flextime hours. (For example, no excessive or unexcused absences and no corrective action within the last six months of employment).

The employee may not change or revise any flexible work schedule without prior management approval. Additionally, the employee fully understands that the arrangement may be revised and/or rescinded at any time by the manager due to business needs, lack of production on the part of the employee, or abuse by the employee of the flextime policy.

The department manager is responsible for evaluating workflow, coordinating work activities, and discussing the planned schedule changes with other managers.



### **Meal/Rest Periods**

Employee meal periods are important to company productivity and employee health. Employees are to take a meal break not to exceed sixty (60) minutes. The meal break will not be included in the total hours of work per day and is not compensable. Hourly- employees are to be completely relieved of all job duties while on meal breaks and must clock out for meal periods.

Hourly-employees are permitted a 15-minute rest break for each four hours of work. Employees on rest breaks are not required to clock in and clock out because this time is considered "time worked" and is compensable.

Salaried employees, as they are paid a weekly salary regardless of the hours they work, may choose to take breaks as needed.

Neither the lunch period nor the rest break(s) may be used to account for an employee's late arrival or early departure or to cover time off for other purposes without the approval of the employees department manager. Although management expects this situation to arise only occasionally.

### **Meetings**

From time to time, individual or staff meetings may be held for the purpose of providing instructions, training, counseling, or review of **Insert your company name** company policies. When such a meeting is called for an individual employee or for the entire department, attendance is required.

## **PAY AND COMPENSATION ISSUES**

### **Pay Period and Payment**

Employees are normally paid on a bi-weekly basis on every other Friday.

It is the company's policy that employee paychecks will only be given personally to that employee or mailed directly to their home address.

If the normal payday falls on a company-recognized holiday, paychecks will be distributed one workday before the aforementioned schedule.

In the event of a lost paycheck, the accounting department must be notified as soon as possible so that a replacement check can be issued. In the event the lost

paycheck is recovered and the Company identifies the endorsement as that of the employee, the employee must remit the amount of the replacement check to the company within twenty four (24) hours of the time it is demanded.

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### **Direct Deposit**

For the sake of convenience and efficiency for both the employee and the organization, we encourage employees to have their payroll checks processed through direct deposit. Employees will be provided a form in their new hire packets to set up a direct deposit. Employees may contact the accounting department for a new form should changes be necessary.

### **Overtime**

Hourly-paid employees (non-exempt employee) may be expected to work overtime in case of emergency or whenever necessary in the best interests of the Company. The department manager will attempt to give as much advance notice as possible when an employee is needed to work overtime.

Hourly-paid employees will be paid their normal hourly rate of pay for up to forty (40) hours per week and one and one-half times (1.5X) their normal hourly rate of pay for approved overtime hours worked in excess of forty (40) hours per week. Scheduled Paid Time Off (***Please see Paid Time Off for further information***) and holidays will be considered as time worked for the purpose of computing overtime.

The department manager must authorize all overtime work beyond an employee's standard forty (40) hour work week.

Salaried employees are paid on a salary basis (exempt employees) and do not have more flexible work schedules and therefore no overtime will be recorded or paid.

### **Salary Compensation for Partial Pay Period**

Salary payments to employees who are employed for less than a full pay period because of leave without pay, resignation or employment at dates other than the beginning or the end of the pay period are computed on the basis of actual working days in the month. For this purpose working days are considered to be eight (8) hours Monday through Friday unless otherwise specified.

### **Time Records**

**Insert your company name** requires employees to keep accurate records of hours worked by the employee. Hourly-employees are required to keep track of their working hours by

using the Keystone time clock. Employees are expected to log in and off at the start and end of each workday and the start and end of their daily lunch hour. All adjustments to an Hourly-employees work hours must have prior approval from the department manager.

## **Payroll Deductions**

The Company will deduct federal and state income taxes and social security taxes. If applicable, the Company will deduct from an employee's gross pay, sums for health insurance coverage, back taxes, garnishments (including child support), and loss or destruction of Company property.

If an employee's marital status changes or the number of exemptions previously claimed increases or decreases, a new Form W-4 must be submitted to the accounting department.

Any deductions (other than statutory deductions) must be authorized by the employee. Deductions will be itemized on the employee's paycheck stub. Questions regarding payroll deductions should be directed to the accounting department.

## **Error in Pay**

Every precaution is taken to ensure that employees are paid correctly. If an employee believes there is an error in their pay, they should notify their department management and the accounting department. The Company will make every attempt to adjust the error immediately or no later than the employee's next pay period.

## **Garnishment of Employee Wages**

State law requires the Company to honor garnishments of employee wages (including Child support) as a court or other legal judgment may instruct. The law also provides for an administrative fee that may be to be charged when a garnishment occurs. Obviously, the Company will comply with the law and legal directives.

## **Pay on Termination of Employment**

When employment is terminated, the employee will be paid for time worked (less deductions) according to the applicable federal and state laws. Any accrued Compensation Time will also be paid at this time.

Any commissions, bonuses and/or incentives for which the employee may be

eligible are not earned and payable unless the employee is currently employed by **Insert your company name** on the day the commissions, bonuses and/or incentives are scheduled to be paid, and all conditions set forth in the employee's pay plan are satisfied.

## **Loan and Pay Advances**

**Insert your company name** has learned from experience that loans to employees or advances in pay do little to help an employee's long-term financial obligations; and our relationship with the employee can be damaged when repayment is required on past due loans. Therefore, the department manager will review the individual circumstances of a request for a loan or advance prior to approval.

## **ATTENDANCE, PUNCTUALITY AND LEAVE POLICY**

### **Attendance and Punctuality**

We recognize that employees will need to be absent from work from time to time due to illness or to take care of personal business during the normal workday. We instituted paid time off (PTO) to provide for these needs as they arise. It is important to remember that excessive absenteeism, tardiness, and/or leaving early causes the burden of filling in for the absent employee to fall on other employees within **Insert your company name**.

**Insert your company name** requires that employees to report to work punctually and work all scheduled work hours. In the rare instance when an employee cannot avoid being late to work or is unable to work as scheduled, they must notify their department manager as soon as possible.

Employees who are not on an approved leave of absence and are absent from work without sufficient PTO to cover that absence may incur negative consequences affecting performance appraisals, promotions and continued employment.

Periodically, special circumstances will occur that warrant an employee being excused from work without sufficient PTO to cover the absence. To ensure fairness throughout the company, these types of requests require the approval of the department manager.

An employee who is going to be absent, tardy, or leave early from work is responsible for notifying the department manager as soon as possible, regardless of whether the employee has sufficient PTO to cover the absence. An employee who is absent and fails to notify their department manager will be subject to corrective action for failure to notify.

Occasionally, an employee will exhibit a pattern of excessive tardiness or absenteeism

(i.e. consistently missing a specific day of the week; the day before or after a holiday; the day before or after a scheduled vacation) whether excused or unexcused. Despite having sufficient PTO to cover the tardiness or absences, this behavior can result in disciplinary action, up to and including discharge.

An employee who has been absent three (3) consecutive days without calling to speak with their department manager will be considered to have voluntarily resigned.

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## **Holidays**

After the completion of the introductory period, full-time employees will receive six (6) paid holiday days each year:

1. New Year' Day
2. Memorial Day
3. Fourth of July
4. Labor Day
5. Thanksgiving Day
6. Christmas Day

To be eligible for holiday pay, the employee must work the last scheduled day before the holiday and the first scheduled day after the holiday. Holiday pay counts as hours worked for purposes of calculating overtime pay during the week in which the holiday occurs.

It may be necessary from time to time for employees to work on a holiday. Employees will be given as much advance notice as possible if they are required to work on a holiday. Employees asked to work on a holiday will receive one and one-half times (1.5X) their normal rate of pay for work performed on a holiday. Salaried employees will receive their regular bi-weekly salary regardless of whether they work on a holiday.

An employee is not eligible to receive holiday pay when on a leave of absence.

## **Vacation Schedules**

Vacation requests should be made as early as practical at the beginning of the year but not later than April 30<sup>th</sup>.

The Company will attempt to have employees stagger vacations in an effort to avoid affecting production. Therefore, granting of vacation requests will be solely at the discretion of the department managers who will make every effort to accommodate each employee.

Vacation may be taken at any time during the year after eligibility with the following provisions:

- Employees are expected to take some paid vacation leave as a means of rest and diversion for themselves and their families.
- Employees must allow 5 days of PTO each year for circumstances that are unforeseen and as such, cannot be scheduled for vacation time.
- A paid Company holiday that falls during the vacation period will be considered as a paid holiday and not vacation time. This day of vacation

may be taken at another time as approved.

- Job requirements will always take precedent over vacation schedules. Therefore, because **Insert your company name** normally experiences a heavy demand for services between the months of October and December, only a limited amount of vacation time will be authorized during these months.
- Seniority will be considered in the event a conflict of vacation schedules arises, when scheduling is done at the first of the year. Any other time, vacation requests are considered on a "first in" basis.

## **Paid Time Off**

**Insert your company name** has designed a Paid Time Off ("PTO") policy that empowers our employees to manage their paid time. The policy combines what were historically separate leave provisions (e.g., vacation, personal days, sick leave, etc.) into a consolidated Paid Time Off program.

Permanent employees (salary or hourly) accrue PTO as follows:

- During the first year of full-time employment each employee accrues PTO at the rate of one and one-fourth (1.25) working days for each full month of employment, **which may be used only as accrued**;
- After one (1) year of full-time employment each employee accrues PTO at the rate of one and one-fourth (1.25) working days for each full month of employment or fifteen (15) days per year, which may be used before it has accrued;
- After five (5) years of full-time employment each employee accrues PTO at the rate of one and one-half (1.5) working days for each full month of employment or eighteen (18) days per year, which may be used before it has accrued; and
- After ten (10) or more years of full-time employment each employee accrues PTO at the rate of one and three-fourths (1.75) working days for each full month of employment or twenty one (21) days per year, which may be used before it has accrued.
- After fifteen (15) or more years of full-time employment each employee accrues PTO at the rate of two and one-fourth (2.25) working days for each full month of employment or twenty seven (27) days per year, which may be used before it has accrued.

Employees must allow five (5) days of PTO each year for circumstances that are unforeseen, (i.e., sick time, sick family members, emergencies, etc.). At the end of each calendar year, up to five (5) days of unused accrued PTO will be paid to the employee in the month of December at the employee's current pay rate. Any remaining unused accrued PTO will be lost if not used.

After the first year of employment, PTO may be borrowed and used before it has been earned or accrued for that calendar year. If the employee's employment is severed after PTO is borrowed but not accrued, such used un-accrued PTO must be repaid to the company at the time of the severance.

PTO can be taken in increments of 15 minutes. If an absence is for 2 hours or

less, and if approved by the department manager, then an employee may make up the time by working later or earlier than their normal work hours during the workweek within which the absence occurs, but not during the lunch hour.

## **Unpaid Family and Medical Leave of Absence**

**Insert your company name** will grant up to 12 weeks during a 12-month period of unpaid family and medical leave to eligible employees.

### **Eligibility**

To qualify to take unpaid family and medical leave under this policy, the employee must meet the following conditions:

- The employee must have worked for the company for 12 months or 52 weeks
- The employee must have worked at least 1,250 hours during the 12-month period immediately before the date when the leave is requested to commence. Time spent on paid or unpaid leave during that 12-month period will not be counted as hours worked.

### **Type of Leave Covered**

The employee may take unpaid leave for one of the reasons listed below:

- The birth of a child and in order to care for that child.
- The placement of a child for adoption or foster care and to care for a newly placed child.
- To care for a spouse, child or parent with a serious health condition
- The serious health condition that makes the employee unable to perform their job.
- This policy covers health conditions of a serious and long-term nature resulting in recurring or lengthy absences from an illness, injury, impairment, medical or surgical procedures.

### **Amount of Leave**

The Company will measure the 12-month period as a rolling 12-month period measured backward from the date an employee uses any leave under this policy. Each time an employee takes leave, the Company will compute the amount of leave the employee has taken under this policy in the last 12 months and subtract it from the 12 weeks of available leave, and the balance remaining is the amount of time the employee is entitled to take at that time.

If a husband and wife both work for the Company and each wishes to take leave for the birth of a child, adoption or placement of a child in foster care, or to care for a

parent with a serious health condition, the husband and wife may only take a combined total of 12 weeks of leave. If a husband and wife both work for the Company and each wishes to take leave to care for a covered injured or ill service member, the husband and wife may only take a combined total of 26 weeks of leave.

### **Employee Status and Benefits During Leave**

While an employee is on leave, the Company will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work.

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### **Employee Status After Leave**

An employee who takes leave under this policy may be asked to provide a fitness for duty (FFD) clearance from the health care provider.

### **Use of Paid and Unpaid Leave**

Unless otherwise authorized by management, an employee will be required to use accrued paid time off as a substitute for some or all of the unpaid family and medical leave of absence.

### **Intermittent Leave or a Reduced Work Schedule**

The employee may take family and medical leave in 12 consecutive weeks, may use the leave intermittently (take a day periodically when needed over the year) or, under certain circumstances, may use the leave to reduce the workweek or workday, resulting in a reduced-hour schedule. In all cases, the leave may not exceed a total of 12 workweeks over a 12-month period.

### **Certification for the Serious Health Condition**

The Company will require certification for the employee or the employee's family member's serious health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave.

### **Recertification**

The Company may request recertification for the serious health condition of the employee or the employee's family member when circumstances have changed significantly, or if **Insert your company name** receives information casting doubt on the reason given for the absence, or if the employee seeks an extension of their leave. Otherwise, the Company may request recertification for the serious health condition of the employee or the employee's family member every six months in connection with an unpaid family and medical leave absence.

### **Procedure for Requesting FMLA Leave**

All employees requesting an unpaid family and medical leave absence must provide



the department manager with verbal or written notice of the need for the leave.

When the need for the leave is foreseeable, the employee must provide **Insert your company name** with at least thirty (30) days' notice. In the case of an unforeseen circumstance in which a thirty (30) days advance notice is not possible, the employee must provide as much advance notice as possible.

### **Intent to Return to Work from FMLA Leave**

The Company may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work.

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### **Personal Leave of Absence**

Employees who require time off in addition to vacation may request a personal leave of absence without pay for up to a maximum of thirty (30) days. An extension may be approved in limited circumstances.

All regular employees employed for a minimum of ninety (90) days are eligible to apply for an unpaid personal leave of absence. Job performance, absenteeism and departmental requirements will all be taken into consideration before a request is approved.

All requests for a personal leave of absence must be approved by the employee's department manager and a member of **Insert your company name** management.

The employee must return to work on the scheduled return date or be considered to have voluntarily resigned from his or her employment. Extensions of leave will only be considered on a case-by-case basis.

### **Personal Appointments**

Personal appointments should be scheduled outside working hours. When this is not practical, and is approved by the department manager, the employee may make up to 2 hours or less by working later or earlier than their normal work hours during the work week within which the absence occurs, but not to be made up during the lunch hour. PTO may be used in lieu of time not made up.

### **Civic Leave**

When an employee is called for jury duty or as a witness, time off with pay will be granted as follows:

- Employees must notify the department manager upon receipt of their summons.
- If the court dismisses the jury or witness early, the employee is expected to return to work as soon as possible (and complete an eight (8) hour shift

comprised of civic time and time on the job).

Should the employee's work duties with the company be vital to its operation, the Court may be asked to excuse the employee from jury duty.

If the employee is requesting absence from work to respond to legal matters of a personal nature, such leave will be charged to the employee's PTO.

The employee will have the option of accepting full wages from the company and in turn give the compensation for Jury Duty to the Company; or accept the Jury Duty compensation and not receive wages from the Company for the days away from work, whichever is most advantageous to the employee.

## **Voting**

All employees should be able to vote either before or after regularly assigned work hours. However, when this is not possible due to work schedules, employees will receive up to three hours during the work day to vote. Time off for voting must be approved by the department manager and reported appropriately on timekeeping records.

## **Election Leave**

Employees who are chosen to serve as election officials at polling sites will be permitted to take required time off to serve in this capacity. Employees should notify their department manager a minimum of seven (7) days in advance of their need for time off in order to accommodate the necessary rescheduling of work periods. Time engaged in as an election official should be reported and coded appropriately on timekeeping records.

## **Funeral Leave**

**Insert your company name** understands how painful and difficult it can be to lose a family member. This time should not be made more painful by having to choose between work and family. Upon the death of an immediate family member, regular full-time and part-time employees may receive time off with pay, not to exceed 5 days per calendar year including the date of death until the funeral. Also, if the funeral services are out-of-state, you may have an additional day for travel.

For purposes of this policy, immediate family members include the employee's spouse, domestic partner, children, foster children, step children, legal wards, parents, foster parents, step parents, grandparents, siblings, step siblings, and same corresponding relatives of the employee's spouse or domestic partner.

Employees may arrange for additional time off with the approval of their department manager. That time will be charged to paid leave. If PTO is not available, the employee may take time off without pay.

## **Military Leave**

The Company is committed to protecting the job rights of employees absent on military leave. In accordance with federal and state law, it is **Insert your company name** policy that no employee or prospective employee will be subjected to any form of discrimination on the basis of that person's membership in or obligation to perform service for any of the Uniformed Services of the United States. Specifically, no person will be denied employment, reemployment, promotion or other benefit of employment on the basis of such membership. Furthermore,

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no person will be subjected to retaliation or adverse employment action because such person has exercised their rights under applicable law or company policy. If any employee believes that they have been subjected to discrimination in violation of **Insert your company name** policy, the employee should immediately contact any member of management.

Employees taking part in a variety of military duties are eligible for benefits under this policy. Such military duties include leaves of absence taken by members of the uniformed services, including Reservists and National Guard members, for training, periods of active military service and funeral honors duty, as well as time spent being examined to determine fitness to perform such service. Subject to certain exceptions under the applicable laws, these benefits are generally limited to five (5) years of leave of absence.

Employees requesting leave for military duty should contact their department manager to request leave as soon as they are aware of the need for leave.

Military leave time off will not be considered PTO. However, employees may elect to have their reserve duty period be considered as PTO to the extent they have such time available. Employees are not entitled to accrue PTO during the period of active duty if military leave exceeds thirty (30) days.

Benefit coverage will continue for thirty one (31) days as long as the employee pays their normal portion of the cost of benefits. For leaves lasting longer than thirty one (31) days, an employee will be eligible to continue health benefits under COBRA and will be required to pay 100 percent of the total cost of their health benefits if they wish to continue benefits.

Upon return from military service, an employee must provide notice of or submit an application for reemployment to their previous department manager.

## **BENEFIT PROGRAMS FOR EMPLOYEES**

## Introduction

**Insert your company name** provides a variety of employee benefits and insurance. Many become available to the employee on the first day of the month following their ninety (90) day introductory period. The following list is just a brief summary of these benefits.

### 125 Cafeteria Plan

This Plan is an IRS approved arrangement that allows the Company to offer certain employee benefits as tax-free deductions from the employee's paycheck. The employee does not pay Federal, State, and Social Security taxes on those contributions. However, if the benefit is received, the income is taxed.

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## Medical Coverage and Dental Insurance

**Insert your company name** maintains a group medical, vision, and dental insurance program. Every full-time permanent employee becomes eligible for coverage under these programs starting the 1st of the month after the ninety (90) day introductory period is completed; and providing all proper applications are made and approved.

A full-time employee, for purposes of the medical, vision, and dental insurance benefit, is an employees who is regularly scheduled a minimum of thirty (30) hours of work per week with the Company.

As health care costs continue to rise, **Insert your company name** will attempt to provide the best possible health coverage to its employees at an affordable cost. The Company will notify the employees of any changes being made to the medical, vision, or dental insurance coverage or the amount of the Company's contributions to help pay the monthly premiums.

Each calendar year during open enrollment employees are free to change medical, vision, and dental insurance elections for the following calendar year. Once made, these elections are fixed for the remainder of the plan year. Changes in family status, as defined in the Plan document, allow employees to make midyear changes in coverage consistent with their family status change.

## Continuation of Group Medical and Dental Coverage

Benefits in accordance with the Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1985 as amended require most employers to sponsor group health insurance coverage (called 'continuation coverage') at group rates in certain instances where coverage under the plan would otherwise end.

If an employee of **Insert your company name** is covered by the Company's medical, vision or dental insurance plan, they have the right to choose continuation coverage if they lose that medical, vision or dental insurance because of a reduction in hours of employment or the termination of their employment (for reasons other

than gross misconduct).

An employee's eligible dependents may also have the right to elect and pay for continuation coverage for a temporary period in certain circumstances where their coverage under the Plan would otherwise end.

Employees should contact the accounting department with any questions they may have about their rights under COBRA.

## **Life Insurance and Accidental Death & Dismemberment**

Regular full-time employees are covered by group life and accidental death and dismemberment insurance at no cost to the employee. This coverage becomes effective at the same time as the group health insurance.

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## **Social Security Insurance**

The Federal Insurance Contribution Act, better known as the Social Security Act, requires the company to deduct a percentage of your pay, match it with an amount from the Company and send it to the government to be deposited into your Social Security account.

## **Unemployment Compensation**

Unemployment compensation is another form of insurance paid for entirely by the Company. It helps an employee facing a loss of income resulting from unemployment beyond their control by paying certain benefits while they are out of work. This form of protection is in addition to group insurance, Social Security and Workers' compensation.

## **Workers' Compensation**

**Insert your company name** pays the entire premium for Arizona Worker's Compensation Insurance which provides benefits to employees who experience injury or illness connected with their employment. To be eligible for benefits, the injury must be as a direct result of an employee's work for the Company. Benefit entitlements are governed by law, but it is essential that you report all work-related accidents, injuries or illness **immediately** to the department manager.

Arizona law makes it a crime to file a knowing false or fraudulent claim for Worker's Compensation benefits. Violation of this law is punishable by imprisonment and fines. Filing a false or fraudulent claim for Worker's Compensation benefits is also a violation of Company policy and will result in disciplinary action, up to and including immediate termination of employment.

## **Employee Discounts**

**Insert your company name** allows employees to purchase parts for their own use at net cost.

## **Uniforms**

In order to establish a uniformity of dress and personal hygiene that imparts a feeling of professionalism to our customers, employees may be required to wear a uniform. **Insert your company name** will share the expense of the uniforms with the employee at a rate of one-half (1/2). Each department manager will determine the appropriate dress code for their department.

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## **Training and Educational Assistance**

**Insert your company name**, working with its manufactures and vendors, provides periodic training courses for qualified employees. In addition, full-time employees may be given the opportunity to attend training programs that will enable them to improve their skills. Hourly employees will be paid their customary pay rate per hour for time spent attending an approved training course.

Any advanced training or college course that is required by management will be paid for by **Insert your company name**. With the approval of the department managers, any college or advanced courses taken by the employee that pertain or are related to the employee's work requirements will be reimbursed by **Insert your company name** at a rate of one-half (1/2) of the cost of books and tuition.

Membership in professional organizations wherein the employee receives benefits that can be directly applied to improving work performance will be reimbursed by **Insert your company name** providing the employee participates in the organization and receives prior authorization from management.

## **RETIREMENT BENEFITS**

### **SIMPLE IRA PLAN**

**Insert your company name** offers a voluntary pretax salary reduction plan in which all employees may elect to participate. A Simple IRA Plan is a retirement plan that uses Simple IRAs for each eligible employee who has been employed with the Company for six (6) months.

Contributions to the plan are made up of salary reduction contributions by the

employee and employer contributions by **Insert your company name**. The employee is 100% vested in both the employee and employer contribution. The employee salary reduction contributions reduces an employee's total taxable income by the amount of the contribution. The maximum amount an employee can choose to contribute annually to a Simple IRA is determined each year by the Internal Revenue Service.

**Insert your company name** annual contribution to the employee's plan is a matching contribution of up to 3% of an employee's compensation. This means that the Company will match each employee's salary reduction contribution on a dollar-for-dollar basis up to 3% of the employee's compensation.

Further details about the Plan may be obtained for the accounting department.

## WORK POLICIES AND REGULATIONS

### Alcohol and Drugs

*Definitions as used in this policy:*

"Substance" means alcohol or drugs.

"Alcohol" means ethyl alcohol or ethanol.

"Drugs" means any substance taken into the body, other than alcohol, that may impair one's mental faculties and/or physical performance.

"Employee" means all persons who work full-time, part time, or under contract for the Company, including management staff.

**Insert your company name** has a longstanding commitment to provide a safe and productive work environment. Alcohol and drug abuse pose a threat to the health and safety of employees and to the security of our equipment and facilities. For these reasons, **Insert your company name** is committed to the elimination of drug and/or alcohol use and abuse in the workplace.

This policy outlines the practice and procedure designed to correct instances of identified alcohol and/or drug use in the workplace. This policy applies to all employees and all applicants for employment of **Insert your company name**. The department managers are responsible for policy administration.

### Employee Assistance and Drug-Free Awareness

Illegal drug use and alcohol misuse have a number of adverse health and safety consequences. **Insert your company name** will assist and support employees who voluntarily seek help for such problems before becoming subject to discipline and/or termination under this or other policies. Such employees may be allowed to use accrued PTO, placed on leaves of absence, referred to treatment providers and otherwise accommodated as required by law. Such employees may be required to document that they are

successfully following prescribed treatment and to take and pass follow-up tests if they hold jobs that are safety sensitive or that require driving or if they have violated this policy previously.

Employees should report to work fit for duty and free of any adverse effects of illegal drugs or alcohol. This policy does not prohibit employees from the lawful use and possession of prescribed medications. Employees must, however, consult with their doctors about the medications' effect on their fitness for duty and ability to work safely and promptly disclose any work restrictions to their department manager. Employees should not, however, disclose underlying medical conditions unless directed to do so.

### **Work Rules**

The following work rules apply to all employees:

- Whenever employees are working, are operating any Company vehicle, are present on Company premises, or are conducting related work off-site, they are prohibited from:
  - Using, possessing, buying, selling, manufacturing or dispensing an illegal drug (to include possession of drug paraphernalia).
  - Being under the influence of alcohol or an illegal drug as defined in this policy.
- The presence of any detectable amount of any illegal drug or illegal controlled substance in an employee's body while performing Company business or while in a Company facility is prohibited.
- **Insert your company name** will not allow any employee to perform their duties while taking prescribed drugs that are adversely affecting the employee's ability to safely and effectively perform their job duties. Employees taking a prescribed medication must carry it in the container labeled by a licensed pharmacist or be prepared to produce it if asked.
- Any illegal drugs or drug paraphernalia will be turned over to an appropriate law enforcement agency and may result in criminal prosecution.

### **Required Testing**

The Company retains the right to require the following tests:

- **Pre-employment:** All applicants must pass a drug test before beginning work or receiving an offer of employment. Refusal to submit to testing will result in disqualification of further employment consideration.
- **Reasonable suspicion:** Employees are subject to testing based on observations by a department manager or co-worker of apparent workplace use, possession or impairment. A member of management must be consulted before sending an employee for reasonable suspicion testing.



- **Post-accident:** Employees are subject to testing when they cause or contribute to accidents that seriously damage a Company vehicle, machinery, equipment or property and/or result in an injury to themselves or another employee requiring off-site medical attention. In any of these instances, the investigation and subsequent testing must take place within two (2) hours following the accident, if not sooner.
- **Follow-up:** Employees who have tested positive, or otherwise violated this policy, are subject to discipline up to and including discharge. Depending on the circumstances and the employee's work history/record, **Insert your company name** may offer an employee who violates this policy or tests positive the opportunity to return to work on a last-chance basis pursuant to mutually agreeable terms, which could include follow-up drug testing at times and frequencies for a minimum of 1 year but not more than two (2) years. If the employee either does not complete their rehabilitation program or tests positive after completing the rehabilitation program, they will be subject to immediate discharge from employment.

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### **Consequences**

Applicants who refuse to cooperate in a drug test or who test positive will not be hired. Employees who refuse to cooperate in required tests or who use, possess, buy, sell, manufacture or dispense an illegal drug in violation of this policy will be terminated. The first time an employee tests positive for alcohol or illegal drug use under this policy, the result will be discipline up to and including discharge.

Employees will be paid for time spent in alcohol/drug testing and then suspended pending the results of the drug/alcohol test. After the results of the test are received, a date/time will be scheduled to discuss the results of the test; this meeting will include a member of management and the department manager. Should the results prove to be negative, the employee will receive back pay for the times/days of suspension.

### **Confidentiality**

Information and records relating to positive test results, drug and alcohol dependencies and legitimate medical explanations provided to the department manager and to members of management will be kept confidential to the extent required by law and maintained in secure files separate from normal personnel files.

### **Inspections**

**Insert your company name** reserves the right to inspect all portions of its premises for drugs, alcohol or other contraband. All employees, contract employees and visitors may be asked to cooperate in inspections of their persons, work areas and property that might conceal a drug, alcohol or other contraband. Employees who possess such contraband or refuse to cooperate in such inspections are subject to appropriate discipline up to and including discharge.

## **Crimes Involving Drugs**

**Insert your company name** prohibits all employees from manufacturing, distributing, dispensing, possessing or using an illegal drug in or on company premises or while conducting

Company business. Employees are also prohibited from misusing legally prescribed or over-the-counter (OTC) drugs. Law enforcement personnel shall be notified, as appropriate, when criminal activity is suspected.

## **Break Area**

The Company provides a break area for the convenience of the employees. Employees are encouraged to use the break areas for their break and lunch period. Employees owe it to their fellow employees to keep the break area neat and clean.

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## **Care of Equipment and Facilities**

All employees should be concerned with the care and safe use of Company owned equipment and facilities. Deliberate or careless damage to Company, co-workers' and/or customers' property will result in disciplinary action, up to and including immediate termination of employment.

## **Tools**

Technicians supplying their own tools are asked to secure them by:

- Having a complete inventory of their personal tools in either a written list or digital photos.
- Keeping their toolboxes locked when not in use.

Tools belonging to **Insert your company name** must be returned:

- to the tool storage room or locked in the technicians toolbox when not in use.
- to your department manager before an employee's final paycheck can be released.
- to your department manager prior to beginning a leave of absence.

## **Corporation Keys and Codes**

**Insert your company name** employees are responsible for the proper use of all keys and codes:

- A lost or misplaced key or code is to be reported immediately to your department manager.
- Never duplicate or lend a key to anyone for any reason.
- Talk to your department manager if you need another key or code.
- All keys must be returned to your department manager before an employee's final paycheck can be released.
- Employees must return any keys prior to beginning their leave of absence.

## **Searching and Inspections**

In order to protect the safety and property of all of employees, **Insert your company name** reserves the right to inspect employee lockers, toolboxes, desks, cabinets, motor vehicles and any other personal belongings brought onto Company property. Employees are expected to cooperate in any such search or inspection.

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## **Personal Belongings**

**Insert your company name** recognizes employees often want to display mementos pertaining to their families or other personal items. While **Insert your company name** can take no responsibility for the safekeeping of these items, it welcomes its employees to personalize their work areas for added comfort or pleasantness. However, several guidelines must be observed.

- Nothing can be displayed that (in the opinion of management) is derogatory to any person or system of beliefs.
- Objects (in the opinion of management) that are inappropriate or hinder work efforts will not be allowed and must be removed upon request.
- Safety comes first - No object can interfere with job safety as viewed by management.

## **Gambling**

Gambling is prohibited on company property.

## **Smoking Policy**

It is the policy of **Insert your company name** to prohibit smoking on all company premises in order to provide and maintain a safe and healthy work environment for all employees. The law defines smoking as the "act of lighting, smoking or carrying a lighted or smoldering cigar, cigarette or pipe of any kind."

Smoking is permitted outside of company buildings; but not within 40 feet of all entrances, in accordance with Arizona law.

The smoke-free workplace policy also applies to all vehicles owned or leased by the Company.

Employees who violate the smoking policy will be subject to disciplinary action up to and including immediate discharge.

## **Off-Duty Social and Recreational Activities**

During the year, **Insert your company name** may sponsor social or recreational activities for its employees. Since attendance at these functions is completely voluntary and not work related neither the Company nor its insurer will be liable for a workers' compensation claim on any injury that arises due to the employee's voluntary participation.

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## **Telephone Use**

Company telephones are important to our everyday operation. Employees' personal telephone calls should be short and infrequent.

## **Cellular Telephones**

### **Personal Cell Phones**

Employees may bring and use their personal cell phones at the office. During work time, employees should limit cell phone use in the same way they need to limit personal use of their office telephone.

### **Company Issued Cell Phones**

Cellular telephones are furnished to certain employees in connection with their job duties. **Insert your company name** requires the safe use of its cellular telephones by employees while conducting Company business.

The employee should not use the cellular telephone while driving because of safety concerns but should instead pull to the side of the road to make or receive telephone calls and texting.

Employees who are charged with traffic violations resulting from the use of their cell phone while driving will be solely responsible for all liabilities that result from such actions. Violators of this policy will be subject to discipline, including termination.

## **E-Mail, Internet and Voicemail**

Electronic mail and telephone voice mail are efficient and valuable business tools. They are also property of the organization. In short, neither of these systems are considered to be confidential, nor should they be used to meet an employee's own personal needs. If an employee receives a message that is not addressed to them, they are not authorized to read or use information contained in that message.

The rule of thumb when it comes to email and voice mail is that employees should not say or write anything that they would not want someone other than the intended receiver to hear or read. Remember that even when an e-mail or voice mail message has been deleted from a location, it is still possible to retrieve and read that message. Harassment or discrimination in any form will not be tolerated. If a co-worker or outsider sends e-mail messages that are threatening or harassing to any employee, management should be advised immediately so that an investigation can be conducted.

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E-mail and Internet access are made available to employees for work use. When using The Web, employees are prohibited from viewing sites with racist or sexual themes. In addition, prohibited websites include, but are not limited to, Facebook, Twitter, MYSPACE.COM, blogging, gambling or gaming websites, sites requiring an employee to log-in or download software, or accessing remote mail accounts are prohibited. Employees should not open suspicious e-mails, pop-ups or downloads. Participation in on-line discussion groups is limited to employees who need to do so for business reasons.

If an employee would like to go "surfing" they are to do so during non-business hours. During office hours an occasional personal e-mail using your **Insert your company name** email address or using the internet is acceptable as long as it is not abused. Any time email or the internet is used it must be done within the restrictions and limitations stated herein above. Employees are to use their best judgment.

**Insert your company name** reserves the right to access and read any and all information contained in computers, computer files, e-mail messages, or voice mail messages. Passwords used by employees are to prevent unauthorized access, but should not be construed as creating an expectation of privacy for the employee who uses the password. For the purpose of quality control, prevention of employee misconduct and security of confidential and proprietary information, communications on Company-owned systems will be periodically monitored. This will ensure that the technology is being used appropriately and in accordance with Company policy. **Insert your company name** will take necessary precautions to ensure that the contents of personal communications are monitored only to the extent necessary to determine whether the communications are business related or personal.

Violation of Company policy with regard to use of workplace technology will be disciplined, up to and including termination.

## **Social Media—Acceptable Use**

**Insert your company name** recognizes the growing importance of online social media networks as a communication tool. This policy addresses employees' use of such networks including: personal websites, web logs (blogs), wikis, social networks, online forums, virtual worlds, and any other kind of social media. **Insert your company name** respects the right of employees to use these mediums during their personal time. Use of these mediums during Company time or on Company equipment, however, is prohibited.

**Insert your company name** takes no position on employees' decision to participate in the use of social media networks. In general, employees who participate in social media are free to publish personal information without censorship by **Insert your company name**. Employees must avoid, however, posting information that could harm the Company using the guidelines set forth below. If an employee chooses to identify themselves as an **Insert your company name** employee on any social media network, they must adhere to the following:

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- Employees are required to state in clear terms that the views expressed on any social media network are the employee's alone and that they do not necessarily reflect the views of **Insert your company name**.
- Employees are prohibited from disclosing information on any social media network that is confidential or proprietary to **Insert your company name** or to a third party that has disclosed information to the Company. For example, information about or identifying the Company's customers, coworkers, incidents that occur at **Insert your company name**, or information that may be valuable to a competitor including specific product information or pricing.
- Employees are prohibited from displaying the **Insert your company name** logo on any social media network without permission from management. Also, they should not post images of co-workers without the coworkers' consent. Finally, employees are prohibited from posting any nonpublic images of **Insert your company name** premises and property.
- Employees are prohibited from making statements about **Insert your company name**, their co-workers, our customers, competitors, agents, or partners that could be considered as harassing, threatening, libelous, or defamatory in any way.
- Employees are prohibited from acting as a spokesperson for **Insert your company name** or posting comments as a representative of the Company.
- Employees are prohibited from sharing any communication that engages in personal or sexual harassment, unfounded accusations, or remarks that would contribute to a hostile work environment (racial, sexual, religious, etc.).
- Employees who participate in social media may still decide to include information about their work at **Insert your company name** as part of their personal profile, as it would relate to a typical social conversation. This may include:
  - Work information included in a personal profile, to include Company name, job title, and job duties.
  - Status updates regarding an employee's own job promotion.

- Personal participation in **Insert your company name** sponsored events, including volunteer activities.

An employee who is responsible for a social media posting that fails to comply with the guidelines set forth in this policy or that otherwise causes harm to **Insert your company name** may be subject to discipline, up to and including termination. Employees will be held responsible for the disclosure, whether purposeful or inadvertent, of confidential or proprietary company information that violates the privacy rights or other rights of a third party or the content of anything posted on any social media. Further, employees may be liable for monetary damages for such disclosure.

Anything posted on an employee's Web site or Web log or other Internet content for which the employee is responsible will be subject to all **Insert your company name** policies, rules, regulations, and guidelines. **Insert your company name** is free to view and monitor an employee's website or web log at any time without consent or previous approval.

Finally, employees should let management know if they encounter incorrect information about **Insert your company name** that might randomly appear online. Employees themselves should not attempt to correct any such information that appears online.

## **Solicitations, Distributions and Posting of Materials**

**Insert your company name** prohibits the solicitation, distribution and posting of materials on or at Company property by any employee or nonemployee, except as may be permitted by this policy. The sole exceptions to this policy are charitable and community activities supported by **Insert your company name** management and Company-sponsored programs related to **Insert your company name** products and services.

Provisions:

- Nonemployees may not solicit employees or distribute literature of any kind on Company premises at any time.
- Employees may only admit nonemployees to work areas with management approval or as part of a Company-sponsored program. These visits should not disrupt workflow. An employee must accompany the nonemployee at all times. Former employees are not permitted onto Company property except for official Company business.
- Employees may not solicit other employees during work times, except in connection with a Company-approved or sponsored event.
- Employees may not distribute literature of any kind during work times or in any work area at any time, except in connection with a Company sponsored event
- The posting of materials or electronic announcements are permitted with approval from management.

## Respect for Others

To maintain the desired climate of cooperation, efficiency, and fairness that we all expect and deserve, we must treat others with respect and dignity. Two rules to achieve this are:

- Be a positive force. Bad mouthing, gossiping or venting about the Company, management or coworkers may be therapeutic or entertaining, but it's unprofessional and nothing good will come of it. Find constructive ways to raise issues that are a problem. Loyal employees who positively affect our environment, and who are team players and morale boosters are highly valued.
- Be accountable. Admit mistakes readily. Even when a problem is not your fault, think of what you could have done to avoid it or lessen the impact. If you see something that's not working, fix it or bring the matter up in a positive manner to those who can.

Further, your interpersonal relationships with your peers and managers are expected to be cordial, and above all productive. Any behaviors that do not promote a climate of cooperation will be considered unproductive, and could lead to disciplinary action, including termination.

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## Workplace Bullying

**Insert your company name** defines bullying as "repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment." Bullying may be intentional or unintentional. However, it must be noted that where an allegation of bullying is made, the intention of the alleged bully is irrelevant and will not be given consideration when meting out discipline. As in sexual harassment, it is the effect of the behavior upon the individual that is important.

**Insert your company name** considers the following types of behavior examples of bullying:

- **Verbal bullying:** Slandering, ridiculing or maligning a person or his/her family; persistent name calling that is hurtful, insulting or humiliating; using a person as the butt of jokes; abusive and offensive remarks.
- **Physical bullying:** Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault; damage to a person's work area or property.
- **Gesture bullying:** Nonverbal threatening gestures or glances that convey threatening messages.
- **Exclusion:** Socially or physically excluding or disregarding a person in work related activities.

**Insert your company name** will not tolerate bullying behavior. Employees found in violation of this policy will be disciplined up to and including termination.

## Violence in the Workplace



Conduct that threatens, intimidates or coerces another employee, customer, vendor or business associate will not be tolerated. **Insert your company name** resources may not be used to threaten, stalk or harass anyone at the workplace or outside the workplace. **Insert your company name** treats threats coming from an abusive personal relationship as it does other forms of violence.

Indirect or direct threats of violence, incidents of actual violence and suspicious individuals or activities should be reported as soon as possible to a department manager, or any member of management. When reporting a threat or incident of violence, the employee should be as specific and detailed as possible. Employees should not place themselves in peril, nor should they attempt to intercede during an incident.

Employees should promptly inform their department manager of any protective or restraining order that they have obtained that lists the workplace as a protected area. Employees are encouraged to report safety concerns with regard to intimate partner violence. **Insert your company name** will not retaliate against employees making good-faith reports. **Insert your company name** is committed to supporting victims of intimate partner violence by providing time off for reasons related to intimate partner violence.

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**Insert your company name** will promptly and thoroughly investigate all reports of threats of violence or incidents of actual violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as possible. **Insert your company name** will not retaliate against employees making good-faith reports of violence, threats or suspicious individuals or activities. In order to maintain workplace safety and the integrity of its investigation, **Insert your company name** may suspend employees suspected of workplace violence or threats of violence, either with or without pay, pending investigation.

Anyone found to be responsible for threats of or actual violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

**Insert your company name** encourages employees to bring their disputes to the attention of their department manager before the situation escalates. **Insert your company name** will not discipline employees for raising such concerns.

## **Progressive Discipline**

Every employee has the duty and the responsibility to be aware of and abide by existing rules and policies. Employees also have the responsibility to perform their duties to the best of their ability and to the standards as set forth in their job description or as otherwise established.

**Insert your company name** supports the use of progressive discipline to address issues such as poor work performance or misconduct. Our progressive discipline policy is designed to provide a corrective action process to improve and prevent a recurrence of undesirable behavior and/or performance issues.

Outlined below are the steps of our progressive discipline policy and procedure. **Insert your company name** reserves the right to combine or skip steps in this process depending on the facts of each situation and the nature of the offense. The level of disciplinary intervention may also vary. Some of the factors that will be considered are whether the offense is repeated despite coaching, counseling and/or training; the employee's work record; and the impact the conduct and performance issues have on our organization.

The following outlines the Company's progressive discipline process:

- **Verbal warning:** A manager verbally counsels an employee about an issue of concern, and a written record of the discussion is placed in the employee's file for future reference.
- **Written warning:** Written warnings are used for behavior or violations that a manager considers serious or in situations when a verbal warning has not helped change unacceptable behavior. Written warnings will be reviewed and signed by the employee. The signed written warning will then be placed in the employee's personnel file. Employees should recognize the grave nature of the written warning.

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- **Performance improvement plan:** Whenever an employee has been involved in a disciplinary situation that has not been readily resolved or when they have demonstrated an inability to perform assigned work responsibilities efficiently, the employee may be given a final warning or placed on a performance improvement plan (PIP). PIP status will last for a predetermined amount of time not to exceed ninety (90) days. Within this time period, the employee must demonstrate a willingness and ability to meet and maintain the conduct and/or work requirements as specified by the manager and the organization. At the end of the performance improvement period, the performance improvement plan may be closed or, if established goals are not met, dismissal may occur.

**Insert your company name** reserves the right to determine the appropriate level of discipline for any inappropriate conduct, including oral and written warnings, suspension with or without pay, demotion and discharge.

## SAFETY

### Introduction

**Insert your company name** is committed to the safety of its employees and its property and equipment. Employees are expected to follow common sense safety practices and correct or report any unsafe conditions, defective tools or equipment to their department managers.

Each employee is expected to assist **Insert your company name** in maintaining safe working conditions. Safety is a state of mind and requires constant vigilance and common sense. Safety is everyone's responsibility.

## **Reporting Injuries and Accidents**

Employees must advise their department manager of all accidents, injuries or illnesses resulting from their attendant at work. All accidents, injuries or illnesses that occur while at work must be reported **immediately** no matter how slight they may appear.

The Company will provide the proper forms for reporting job related accidents, injuries and illnesses. Failure to report these occurrences may be cause for disciplinary action.

In the event of a vehicular accident while on Company business, employees should report all information immediately to their department manager. In no instance should responsibility for an accident be expressed to anyone until the proper person in the Company has been notified and permission has been obtained to make statements.

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## **Safety Rules**

It is the responsibility of each employee to conduct all tasks in a safe and efficient manner complying with all local, state and federal safety and health regulations and program standards.

It is the responsibility of the employee to notify their department manager of each safety and health infraction that occurs by an employee or that the employee witnesses. Failure to report such an infraction may result in employee disciplinary action, including termination.

Furthermore, management requires that every person in the organization assumes the responsibility of individual and organizational safety. Failure to follow Company safety and health guidelines or engaging in conduct that places the employee, the customers or Company property at risk can lead to employee disciplinary action and/or termination.

## **Hazardous and Toxic Materials**

**Insert your company name** expects our employees to comply with all laws, rules, and regulations concerning the safe handling and disposal of hazardous or toxic materials. Discuss with your department manager any questions you may have concerning the proper use, handling, disposal or safety procedures for any material.

## **Work Areas**

Work areas are to be maintained in a clean, healthy, and orderly manner to prevent unsafe conditions and potential accidents. Tools and equipment are to be properly stored when not in use; and all floor areas are to be kept free of grease, oil or other substances. Immediately report to your department manager any conditions or equipment which are potentially dangerous.

## TRANSPORTATION AND TRAVEL EXPENSES

### Expense Policies

Employees will be reimbursed for reasonable expenses incurred in connection with travel on behalf of the Company. All employee travel on behalf of the Company must be approved in advance. All expense receipts must be submitted to the accounting department for approval before reimbursement.

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### Company Vehicles

**Insert your company name** policy on the use of company vehicles is as follows:

1. The vehicles will only be driven to conduct approved Company business.
2. Employees are provided a Company vehicle with the expectation that they are available for business duties not only during business hours but also at night and on weekends.
3. The Company vehicle is not to be used for any personal purposes, other than for *de minimis* personal use, such as stopping for lunch or occasionally running personal errands between business appointments.
4. Only an approved company driver may operate the Company vehicle.
5. The department manager must be notified immediately of any change in the status of an employee's driving record or insurability under **Insert your company name** insurance liability policy.
6. Members of the employee's family, neighbors or friend may not operate the Company vehicle except in an emergency.
7. Only people authorized by the employee's department manager can be passengers in a Company vehicle. Permitting unauthorized passengers may lead to disciplinary action, up to and including termination.
8. The Company vehicle is to be operated in a safe manner. All traffic laws are to be obeyed. Any violation may be subject to restricted driving privileges, suspension of driving privileges or possible loss of employment.
9. Texting and any other activity that could be a distraction while operating the Company vehicle is prohibited.

10. The Company vehicle is to be in legal areas intended for such use. Employees are expected to lock and safeguard the vehicle in a prudent manner at all times.
11. Employees are expected to keep the Company vehicle clean inside and out.
12. The Company vehicle is to be serviced according to Company maintenance standards. All maintenance needs are to be reported to your department manager.
13. The employee will be responsible for any deductibles that must be paid resulting from any accidents that occur during the nonbusiness use or the Company vehicle regardless of who is at fault.
14. If an employee is involved in a traffic accident while on **Insert your company name** business or in a Company vehicle, they are required to call a police officer to the scene of the accident and to report the accident to their department manager. An employee should not attempt to render medical care or assistance beyond their abilities.

## **Personal Vehicles**

Employees may use their personal vehicles on official company business provided prior approval has been obtained from management. A mileage rate based on current Internal Revenue Service regulations will be paid to employees who use their personal vehicles on official Company business. Minimum insurance requirements as specified by the Company's insurance carrier must be in effect at the time the employee's personal vehicle is used and the employee may be required to provide the appropriate proof of insurance.

