

BBTS LOGGING, LLC
MONTICELLO, FLORIDA



EMPLOYEE HANDBOOK

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WELCOME

Welcome to BBTS Logging, LLC (“BBTS”)! We are pleased that you are joining us and we know that your contributions will assist us in remaining a leader in this community and in our industry.

As an employee of BBTS, you will want to know what you can expect from us and what we expect from you. This Handbook will give you that information by outlining our Organization’s current benefits, practices and policies.

You should keep this Handbook handy as a guide and ready reference throughout your employment here. If you have questions as you read through this Handbook, please do not hesitate to discuss them with your supervisor. Your supervisor is a very important source of information and will be more than glad to assist you.

ABOUT OUR ORGANIZATION

BBTS Logging, LLC was established in 2013 to provide exceptional service in the logging industry. Using the philosophy of hiring the best, brightest and most talented employees, BBTS strives to take logging to another level. Putting the best operators and drivers on the latest equipment and paying them well is our proven recipe for success. The “Golden Rule” treat others as you wish to be treated yourself is our adopted management strategy.

PURPOSE OF THE HANDBOOK

This Handbook has been prepared to acquaint you with our Organization and to give you a ready reference to answer most of your questions regarding your employment with us. We intend for this handbook to offer two-way communication: what you can expect from us, and what we expect from you. However, the contents of this Handbook constitute only a summary of the employee benefits, personnel policies, and employment regulations in effect at the time of publication. In the case of insurance and pension benefits, the current insurance or pension plan documents will control.

This Handbook supersedes all previous handbooks, policies and practices which are in any way inconsistent with the contents of this Handbook. Finally, this Handbook should not be construed as creating any kind of “employment contract,” since the Organization reserves the right to add, change or delete benefits and policies as it deems appropriate.

THIS HANDBOOK DOES NOT ALTER THE “AT-WILL” NATURE OF YOUR EMPLOYMENT. YOU HAVE THE RIGHT TO TERMINATE YOUR EMPLOYMENT AT ANY TIME, WITH OR WITHOUT CAUSE OR NOTICE, AND THE ORGANIZATION HAS THE SAME RIGHT. YOUR STATUS AS AN “AT-WILL” EMPLOYEE MAY NOT BE CHANGED, EXCEPT IN WRITING, SIGNED BY THE PRESIDENT OF THE ORGANIZATION.

WHAT YOU CAN EXPECT FROM US:

OUR CUSTOMER RELATIONS PHILOSOPHY

Our most important goal is customer satisfaction. Our customers are the most important people in the world, and each of us depends on them for our job and our paycheck. Our customers deserve quality service and courteous, attentive treatment. Never forget that our customers are the life blood of our business.

OUR EMPLOYEE RELATIONS PHILOSOPHY

We are dedicated to continuing what we believe to be an excellent employee relations program. We will do our best to maintain good working conditions, competitive wages and benefits, open communications, and employee involvement.

Over the years, this Organization has earned a fine reputation in our industry. We know that our reputation is a direct result of the loyalty, commitment and continued efforts of our employees.

We are a non-union Organization and we prefer to remain that way. Our non-union status has allowed us to deal directly with our employees - rather than through some third party - and to treat you as individuals. We sincerely believe that our success over the years is due in no small part to the cooperative relationship between the Organization and our employees.

IF YOU HAVE A PROBLEM

If there is something about your job that is bothering you, let's get it out in the open and discuss it. We cannot answer your question or solve your problem unless you tell us what it is, we can do.

Our "Problem Solving Procedure" offers all employees the freedom to discuss anything they wish with their supervisors. Whenever you have a problem, it can usually be resolved by following these steps:

1. Any concern should first be discussed with your immediate supervisor. Very often, your supervisor is in the best position to handle your problem satisfactorily.
2. If your supervisor cannot solve the problem or if you are not satisfied after Step 1, you should request to speak to your next level Manager.
3. If you still feel the need to speak to other members of management after you have spoken with your supervisor and the next level Manager, we encourage you to speak to the President.

In the event you have a concern, and for personal reasons you cannot follow the steps in this procedure, you may request to go directly to the President/CEO. The President/CEO is available for advice and assistance in solving your problem at any time.

When you inform us of a concern or problem, we will try to answer you as soon as possible under the circumstances.

EQUAL EMPLOYMENT OPPORTUNITY

We are committed to providing equal opportunity in all of our employment practices, including selection, hiring, promotion, transfer, and compensation, to all qualified applicants and employees without regard to age, race, color, sex, religion, national origin, marital status, gender identity or expression, or sexual orientation, pregnancy, disability or any other protected status in accordance with the requirements of all federal, state and local laws.

SEXUAL AND OTHER ILLEGAL HARASSMENT POLICY AND COMPLAINT PROCEDURE

Harassment is a form of predatory sexual behavior in which a person targets another employee(s) relating to an individual's age, race, color, sex (including same-sex sexual harassment), religion, national origin, gender identity or expression, or sexual orientation, or disability. It 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: a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or c) 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.

Title VII of the Civil Rights Act of 1964 recognizes two types of sexual harassment: a) quid pro quo and b) hostile work 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 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.

This policy applies to all employees of our Organization working at all locations. All employees have an obligation to report sexual harassment—even if he or she is not the victim.

All workers, including supervisors and managers, will be subject to discipline, up to and including discharge, for any act of sexual harassment they commit.

Examples of Prohibited Conduct

Though sexual harassment encompasses a wide range of conduct, some examples of specifically prohibited conduct include the following:

- Physical assaults of a sexual nature, such as rape, sexual battery, molestation or attempts to commit these assaults, and intentional physical conduct that is sexual in nature, such as touching, pinching, patting, grabbing, brushing against another employee's body or poking another employee's body.
- Unwelcome sexual advances, propositions or other sexual comments, such as sexually oriented gestures, noises, remarks, jokes or comments about a person's sexuality or sexual experience.
- Preferential treatment or promises of preferential treatment to an employee for submitting to sexual conduct, including soliciting or attempting to solicit any employee to engage in sexual activity for compensation or reward.
- Subjecting, or threats of subjecting, an employee to unwelcome sexual attention or conduct or intentionally making performance of the employee's job more difficult because of that employee's sex.
- Sexual or discriminatory displays or publications anywhere in our workplace by our employees.
- Retaliation for sexual harassment complaints.

Responding to Violations of this Policy

If an employee believes that he or she has been subject to sexual harassment or any unwelcome sexual attention, he or she may address the situation directly and immediately to the harasser, if possible. If the inappropriate conduct does not cease, or if the employee is unable to or uncomfortable with addressing the alleged harasser directly, he or she should report the incident to his or her own supervisor or manager. If the inappropriate conduct does not cease, or if the employee is unable to or uncomfortable with addressing the situation with the supervisor or manager, he or she should report the incident to the Human Resource (HR) director. If the Human Resource Director is not available or the employee is uncomfortable addressing the situation with the Human Resources Director, the employee may report the incident to the CEO/Executive Director/President.

It is important to report any and all concerns of sexual harassment or inappropriate sexual conduct to the HR director or a supervisor/manager as soon as possible. Management must be made aware of the situation so that it can conduct an immediate and impartial investigation and

take appropriate action to remediate or prevent the prohibited conduct from continuing.

Employees who violate this policy are subject to appropriate discipline. If an investigation results in a finding that this policy has been violated, the mandatory minimum discipline is a written reprimand. The discipline for very serious or repeat violations is termination of employment. Persons who violate this policy may also be subject to civil damages or criminal penalties.

All inquiries, complaints and investigations are treated discreetly. Information is revealed strictly on a need-to-know basis. Information contained in a formal complaint is closely contained. All information pertaining to a sexual harassment complaint or investigation is maintained by the HR director in secure files. The HR director can answer any questions relating to the procedures for handling information related to sexual harassment complaints and investigations to complainants and respondents.

INTRODUCTORY PERIOD

For every new employee, the first 90 days of full-time employment is an introductory period for both you and the Organization. During this time, you will have the opportunity to learn about the Organization, your job, and your new surroundings. Your supervisor will be available to answer any questions that you may have.

During this period your job performance, attendance, attitude and overall interest in your job will be carefully reviewed by your supervisor. The Organization will then evaluate your performance and make a decision concerning your continued employment.

If, as a result of an illness or injury, you are absent from work for more than five days during your introductory period, we may choose to extend your introductory period as necessary to give you a fair opportunity to demonstrate your ability to do the job. If your introductory period is extended, you will be notified.

Should an employee's performance become unsatisfactory at any time during this introductory period, the employee will be subject to discharge at that time. If the Organization terminates an employee for unsatisfactory work performance during their introductory period, the Organization's account will not be charged for unemployment benefits. Completion of the introductory period does not confer any expectation of continuation in employment; continuation depends on the needs of the Organization and the performance and conduct of the employee.

WORK SCHEDULE

Our normal workweek is as follows: 5:00 a.m. to 4:00 p.m., Monday through Thursday and 5:00 a.m. to 1:00 p.m. on Friday. However, due to changing production requirements, your actual work schedule may vary including some Saturdays. Please contact your supervisor if you have any questions.

WEATHER RELATED CLOSINGS

It is our policy to consider the safety of our employees and those we serve when making decisions regarding remaining open during periods of inclement weather. Where extraordinary circumstances warrant, we will close the job site. During periods of adverse weather, employees are encouraged to [listen to radio broadcasts, contact their manager, consult Organization portal, etc.] to find out if their work location is closed on a given day. Our decision to close will be made by 7:00 a.m. on the day of the closing. If the job site remains open, but you are unable to report to work, you should follow our standard procedures for notification of an unscheduled absence.

If the facility is closed, a non-exempt employee may use any available paid time off to cover the absence. If the facility remains open, employees who report to work will receive their normal pay for the day. Those not reporting to work on a facility open day, will be required to use any available paid time off for the missed day. If a non-exempt employee does not have sufficient available paid time off to cover the absence, the absence will be without pay. In accordance with federal regulations, exempt employees will receive their regular pay for the day of closure.

Even if a facility is closed, there may be key positions that will need to report to work. Individuals in those positions will be notified by management with the details of the assignment. Employees who are required to work when a facility is closed will receive their normal pay for the hours worked.

EMPLOYEE STATUS

Full-time employees are active employees who are normally scheduled to work forty hours a week. Full-time employees are eligible for all of the benefits set forth in the following pages.

Part-time employees are active employees who are normally scheduled to work fewer than thirty hours a week. Part-time employees are not eligible for benefits.

If you have any questions concerning your status or the benefits for which you qualify, please contact the Human Resource Department.

EDUCATIONAL, DRIVING, CRIMINAL, AND EMPLOYMENT BACKGROUND SCREENING DURING EMPLOYMENT

The Organization must be able to employ individuals that are trustworthy and able to properly interact with key organizational partners. Employees agree, by signing the acknowledgment provision verifying agreement to this handbook, that the Organization may conduct occasional criminal, employment, driving and educational backgrounds on employees as it deems necessary to conduct its operation in a profitable and legal manner. The Organization

reserves the right to take any and all action it deems necessary to act upon the results of such ongoing screening.

YOUR PAY

We distribute paychecks via direct deposit for most employees each Friday, covering the hours or time worked during the previous pay period (Monday through Saturday). Any questions or concerns about your pay amount or deductions should be brought to the attention of your supervisor immediately.

LOANS AND PAY ADVANCES

During our years in business, we have learned that loans to employees or advances in pay do little in the long run to help an employee meet his or her financial obligations. At the same time, we may be put in a very difficult and unpleasant position if we were required to collect a past due loan. For these reasons, it is our policy not to make loans or pay advances to employees.

SAFE HARBOR COMPLIANCE

It is our policy to comply with the salary basis requirements of all existing wage laws. Therefore, we prohibit all organizational leadership from making any improper deductions from employees who are not eligible for overtime. If you believe that an improper deduction has been made to your salary, you should immediately report this information to your direct supervisor, or to human resources. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, you will be promptly reimbursed for any improper deduction made.

HOLIDAYS

All full-time employees other than commission-paid employees will receive the following days off with pay, any time they fall on a regular workday:

Good Friday
Memorial Day
Fourth of July
Thanksgiving Day

Christmas Day, Kwanza, Chanukah, or another recognized Winter holiday.

To be eligible for holiday pay, you must have been employed for at least 180 days and you must work your last scheduled day before the holiday and your first scheduled day after the holiday. You may be asked to work on any of these Holidays and if so, you will receive the holiday pay in addition to the actual hours worked.

PAID TIME OFF

New employees that are eligible for Paid Time Off (PTO) are provided this benefit after their 180-day introductory period. This PTO will be prorated from the point of completion of the introductory period through the end of the calendar year.

Full-time employees are provided their annual PTO allotment on January 1 of each year according to the following schedule:

Full-time employees are provided PTO according to the following schedule:

- 40 hours of paid leave will be granted for employees.

The PTO allotment shown above is for eligible full-time employees. It is based on a 40-hour work schedule. The PTO allotment will be prorated based on worked schedule for those employees assigned a work schedule of more than 30 hours per week but less than 40 hours per week. For example, an employee working 30 hours would receive $\frac{3}{4}$ of the values shown in the above schedule. Employees working less than 30 hours per week are not eligible for paid time off.

This leave can be used for vacation, sickness, personal days, alternative holidays, military duty, education, jury duty, etc.

All PTO requests should be made two weeks in advance for scheduled leave, using the Leave Request Form, to your supervisor, for their review and approval. Employees who are unable to report to work due to illness or injury should notify their direct supervisor one hour before the scheduled start of their workday, if possible. The direct supervisor must also be contacted on each additional day of absence.

Non-exempt employees may use paid leave in minimum increments of one-quarter hour. Exempt employees are not required to use leave benefits for absences of less than four consecutive hours in duration.

A physician's statement verifying the disability and its beginning and expected ending dates may be required as a condition to receiving paid leave benefits. Before returning to work after an absence because of illness or injury, an employee may be required to provide a physician's verification that he or she may safely return to work.

Paid time off will not be counted as hours worked for the purposes of determining overtime.

Approved, available paid time off may be used to cover an absence of a length sufficient to reach, but not exceed, the normal work schedule. For example, if an employee is scheduled to

work 40 hours per week and requests and is approved to take 20 hours off, but then that employee actually works 25 hours that week, that employee will receive 15 hours PTO to cover their absence up to their normal work schedule.

Our Organization provides PTO as a salary protection benefit for its employees while employed with us. There is no provision for payment of unused PTO at the conclusion of employment. In addition, once notice is served of intent to resign employment, no PTO benefits may be used.

ACCOMMODATIONS POLICY

It is the policy of this Organization to afford equal opportunity to all employees, regardless of physical or mental disability. However, all employees with such disabilities are expected to perform the essential functions of their positions as both defined in their respective job descriptions or as performed on a regular basis as part of their normal responsibilities. All employees with disabilities are eligible for accommodations per the Americans with Disabilities Act. Such requests must be made to either the employee's direct supervisor or made to the human resource officer of the Organization. While the Organization cannot make all requested accommodations, it will work with the employees to define reasonable terms and supply such terms to the employee. If the employee cannot perform the essential functions with the requested accommodation, the employee may be separated from the Organization.

RELIGIOUS EXPRESSION AND ACCOMMODATION

The Organization is dedicated to treating the religious diversity of all our employees equally and with respect.

Religious Communication & Behaviors

It is not a violation of this Policy for employees to discuss religion, or to read or view religious materials, at work during non-working time. However, employees who do so should be sensitive to and respectful of the different beliefs (or lack of belief) of others. When another employee objects to religious advances, such behaviors and efforts must immediately cease. Moreover, religious practices that interfere with job performance, excessive "preaching" that is unwelcome to others, or adverse treatment of others because of their beliefs, different beliefs, or lack of belief, may be considered "harassment" within the meaning of this and other existing policies.

Religious Accommodations

Employees may request an accommodation when their religious beliefs cause a deviation from the Organization's dress code, schedule, basic job duties, leave or other aspects of employment. As such, the Organization welcomes any requests for accommodations because of recognized beliefs that do not create an undue hardship on the Organization's ability to properly

fulfill its mission.

The Organization will consider the request but reserves the right to offer its own accommodation to the extent permitted by law. Some, but not all, of the factors that the Organization will consider are cost, the effect that an accommodation will have on current established policies and the burden on operations, including other employees, when determining a reasonable accommodation.

The procedure for reasonable accommodation requests includes:

- Employee advises his or her supervisor and Human Resources of the need for accommodation.
- The accommodation request will be discussed with the employee and the employee's supervisor.
- If a reasonable appropriate accommodation is readily available, the request will be approved and the accommodation implemented.
- If an accommodation is not readily ascertainable, the matter will be pursued further with assistance from appropriate external resources.

At no time will the Organization question the validity of a person's belief.

Personalization of Work Areas and Holiday Decorations

Employees are generally permitted to engage in private expression, including displays of religious ornamentation, in personal work areas that are not regularly open to the public. However, the Organization reserves the right to restrict workplace décor for legitimate reasons relating to safety, hygiene, or environmental conditions.

In a public workspace, that is, a space to which the public has physical or visual access, only secular decorations, including secular holiday decorations, may be displayed. Religious symbols or decorations with religious content may not be displayed in public workspaces.

MEDICAL INSURANCE

Our health insurance plan provides eligible employees and their dependents access to medical insurance benefits. Those employees who are classified as "Regular Full-time" are eligible to participate in the health insurance plan.

Participating employees are subject to all terms and conditions of the agreement between our organization and the insurance carrier. Details of the health insurance plan are described in the Summary Plan Description (SPD). The SPD and information on cost of coverage will be provided in advance of enrollment to eligible employees.

Contact HR for more information or for questions regarding the terms of our health insurance benefits.

RETIREMENT SAVINGS PLAN

The Organization provides an excellent 401(k) retirement savings plan for all employees who have attained the minimum age and service requirements. The Organization contributes to the Plan for each eligible employee who enrolls in the program on a matching basis. All employees are provided Summary Plan Description booklets and other materials as required by law. You may obtain additional information regarding the Plan through the Human Resource Department.

AFLAC INSURANCE

The Organization offers AFLAC insurance to employees. Employees are eligible to enroll in AFLAC policies after 60 days of employment. BBTS will deduct from employees paychecks on a weekly basis for policies. AFLAC policy enrollment is at the sole discretion of each employee and funded solely by the employee. For specific details concerning eligibility and coverage, please be sure to consult our AFLAC representative.

CIVIC DUTIES

We encourage each of our employees to accept his or her civic responsibilities. As a good corporate citizen, we are pleased to assist you in the performance of your civic duties.

Jury Duty - If you are called to jury duty, please notify your supervisor immediately so we can plan the department's work with as little disruption as possible.

Employees who are released from jury service before the end of their regularly scheduled shift or who are not asked to serve on a jury panel are expected to call their supervisor as soon as possible and report to work if requested.

Voting - We want every employee to have the opportunity to vote in every election. Generally, there will be sufficient time to vote either before or after your scheduled shift. However, if you foresee a problem getting to the polls, please notify your supervisor so that arrangements can be made.

TRAINING AND EDUCATIONAL ASSISTANCE

The Organization 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 and qualify for advancement. Educational assistance is provided at the discretion of the Organization and may include tuition, books and supplies.

Advance approval by the President/CEO is required before any course is taken. Reimbursement is paid upon successful completion of an approved course.

USE OF EMPLOYEE PHOTO, LIKENESS AND VOICE

The Organization may take pictures or make recordings of its activities, including specific work tasks or organization events to be used in educational, recruiting, or promotional materials. Such materials may be in different media, including the internet. The Organization has provided a Photo and Publicity Release Form to all employees at hiring and will comply with the preference indicated on that form in the use of any employee's Photo, Likeness, or Voice. It is incumbent on the employee to ensure that the form is appropriately completed and, if the employee wishes to change his or her preference, that he or she complete an updated form. The Photo and Publicity Release Form is available from human resources.

ELECTRONIC VIDEO/AUDIO MONITORING OF OFFICE LOCATION

To protect employees and clients or customers, the Organization conducts video and audio recording of its physical offices. By agreeing to employment with the Organization, you are consenting to being recorded while present in the Organization's physical offices. There is no expectation of privacy within the physical office either in terms of visual recording or audio recording of actions and/or conversations. Accordingly, if you wish to conduct any private conversations that are not subject to recording, same must be completed away from the interior of the Organization's office spaces.

PROMISSORY NOTE POLICY

By executing the acknowledgment form attached to this Handbook, the employee accepts and understands that it may be utilized as an enforceable promissory note. If the employee fails to return any equipment, money, credit cards, or other property assigned to the employee during employment, the Organization may first withhold the value of such amount from any final compensation due to the employee including paychecks, paid time off accrual, or any other such earned benefit. If such compensation does not exist or is insufficient to offset the value of the property due, the employee understands and agrees that the Organization has legal entitlement to such property and will be responsible for such value and the cost of all attorney fees and costs expended in pursuing such property.

WHAT WE EXPECT OF YOU:

ORGANIZATION POLICIES

This section of your Handbook discusses your responsibilities to the Organization as an employee. Please thoroughly familiarize yourself with these policies and apply them in your work. The result of your effort will be a more efficient, productive and pleasant atmosphere for you, your co-workers and our customers.

RULES TO PROTECT US ALL

Every city, nation, and society has rules for the orderly conduct of business. People cannot live and work together successfully and enjoyably without order.

This Organization is the same way. We need to have certain reasonable policies and rules for the conduct of our business. Our most important rule is the “rule of reason.” However, there are a few basic rules that should not be violated under any circumstances. Violation of any of these rules can result in immediate termination.

Violation of any of the following policies may lead to discipline, up to and including immediate discharge. Obviously, this list is not all inclusive and there may be other circumstances for which employees may be disciplined, up to and including immediate discharge. If you have any questions about these basics, or what we expect of you as one of our employees, please discuss them with your supervisor.

SAMENESS VS. CONSISTENCY POLICY

The Organization strives to ensure fair treatment of all employees. It is in the best interest of our Organization to ensure that disciplinary and corrective actions are prompt, consistent and impartial and most importantly, correct the problem, prevent recurrence and prepare the employee for satisfactory service in the future.

It is important that employees realize that the same infraction committed by different employees holding different positions may, at times, result in different corrective action procedures. It is the responsibility of our managers and human resource team to review the totality of events, including the tenure, performance record, and previous unrelated infractions of the individual(s) involved to ensure that the corrective action or termination decision is reasonable and appropriate for the offense.

Here’s an example of why the same corrective action for the same infraction is not appropriate. Consider three employees that each fall asleep while they are on duty. One is a Fiscal Assistant, the second is the Receptionist and the third is an employee that is responsible for regularly operating a motor vehicle. When the Fiscal Assistant is caught sleeping on the job, a verbal warning may be appropriate. When the Receptionist falls asleep at the front desk, a final written warning may be issued instead because of the role’s public nature. But falling asleep while operating the Organization vehicle would result in immediate termination, without

warning, for the third employee because of the obvious safety concerns. The circumstances surrounding the infraction determine the appropriate level of discipline more than the infraction itself.

The goal is to administer corrective actions in a manner that best serves our Organization and results in satisfactory performance.

ETHICAL COMMUNICATIONS PROCEDURE

All Organization employees must abide by a code of wholly ethical communications with peers, supervisors, employees, vendors, and membership. Ethical communication enhances human worth and dignity by fostering truthfulness, fairness, responsibility, personal integrity, and respect for self and for others. As such, the following rules should be expressly followed to avoid violating such code:

A. Communicate any and all concerns regarding another's behavior directly with the individual. Sharing such concerns with others that do not have a legitimate reason to know such concerns may quickly amount to gossip- one of the most damaging practices in any workplace.

B. Avoid argumentative tones and comments. Employees should state their position clearly and factually in a normal tone, allowing the other individual an opportunity to share her or his position, and inviting open discussion regarding both such positions.

C. Honesty is always the best procedure. It is critical that employees never engage in deceit, exaggeration, or express dishonesty when dealing with other individuals. While some communication may be extremely difficult to have, employees are always expected to provide them in a candid, but respectful, manner.

D. Respect issues of confidentiality. Employees of the Organization will be faced with topics of great confidentiality at times and, as such, must avoid sharing any such information with anyone not intended to be part of such confidentiality. This procedure speaks only to issues of confidentiality related exclusively to the Organization's purpose and mission and should not be interpreted to include gossip, personal information, and other topics not related to the Organization itself.

Any employee found violating any portion of this procedure may be subject to disciplinary action, up to and including termination.

WORKPLACE CONFLICT POLICY

The Organization recognizes that employees may disagree on occasion about how to accomplish assignments, job tasks, or the services provided to our customers. We may also disagree about personal philosophies and values. Such disagreements are to be expected, particularly with a diverse workforce. However, it is absolutely necessary that, regardless of

what we disagree about, that we treat each other and our customers with respect and courtesy at all times. This is expected of each and every employee at all times and failure to meet this requirement will result in discipline. Where possible, it is important for employees to work together to resolve such disagreements.

The Organization also understands that some disagreements may require assistance for the employees to reach an appropriate resolution. If a dispute cannot be cooperatively resolved between employees, management requests that the employees bring the matter to the attention of the employees' immediate supervisor. The supervisor will receive information from the employees involved and is provided with the authority to attempt to resolve the matter, if possible. If not, the supervisor will notify the human resources department to determine what other actions should be taken.

Please understand that the Organization cannot help to resolve disputes that are not reported. Please also be aware that any dispute resolution process does not allow a subordinate employee to ignore the appropriate direction of his or her supervisor.

CONFIDENTIAL INFORMATION AND PRIVACY

Employees may, by virtue of their employment with the Organization, obtain access to sensitive, confidential, restricted and proprietary information about the Organization, its customers and clients, and its employees. Such information is not generally known or made available to the public or others and which the Organization has made reasonable efforts to keep confidential. This includes but is not limited to financial records, employee and customer records, telephone numbers, email addresses, files, referral or mailing lists, credit card numbers and similar information, whether in paper form, in computers or otherwise.

Such confidential information shall be used solely by employees in the performance of their job duties for the Organization and shall not be used in any other manner during their employment. Employees shall not without the prior written consent of the Organization use, disclose, divulge, or publish to others any such confidential information acquired in the course of their employment. Such confidential information is the exclusive property of the Organization and under no circumstances whatsoever shall employees have any rights to use, disclose or publish to others such confidential information subsequent to the termination of their employment.

Unauthorized use or disclosure of confidential information may result in discipline, up to and including immediate discharge, prosecution, or other available action.

Upon termination of employment, employees must deliver to the Organization any and all confidential information whether stored electronically or as a document, including but not limited to all copies of such documents prepared or produced in connection with their employment with the Organization that pertain to the Organization's business or the employee's services for the Organization, whether made or compiled by the employee or furnished to the employee in connection with such services to the Organization. In addition, at termination,

employees must return to the Organization all of the Organization's non-confidential property, documents, or electronic information.

This policy does not limit the common law and statutory rights of the Organization.

RESPONSIBILITY FOR ACCURATE AND TRUTHFUL INFORMATION

Employees of the Organization are responsible for providing accurate and truthful information to the Organization in all aspects of the employment relationship. This obligation begins with an employee's application and all information submitted to the Organization prior to hire and is a continuing obligation through an employee's tenure with the Organization. This includes, but is not limited to, all information an employee submits regarding his or her internal administrative and benefit-related documentation, all records of time worked, all input regarding any form of performance evaluation or corrective action plan, and as related to an employee's performance of his or her job duties. Any violation of this obligation on the part of the employee will result in discipline upon discovery of the false information, with the likelihood such actions will lead to termination of employment.

SLEEPING AND INATTENTION

We expect every employee to be fully alert while on the job to ensure the safety of all employees and to properly serve our customers. Therefore, we cannot tolerate sleeping or inattention on the job.

THEFT

We do not tolerate theft in any form. In order to protect you, your co-workers, our customers and the Organization, we reserve the right to inspect all lockers, desks, toolboxes, purses, briefcases, packages, vehicles and any other personal property which is brought onto Organization property. If you wish to remove any Organization property - including scrap - from the premises, you must obtain written permission in advance from your supervisor.

INSUBORDINATION

We expect every employee to follow the instructions of supervisors and other management officials. Failure to do so constitutes insubordination. Insubordination is detrimental to departmental and organizational goals. Employees who are insubordinate to their superiors are subject to disciplinary action.

OUR LOGO, TRADEMARK AND BRAND

This policy governs the use of all Organization's trademarks for any purpose and applies to all employees. Consistency in the use of our brand strengthens our value and our ability to be instantly recognized by our clients and other stakeholders. Our logo may only be used in strict accordance with this policy and the graphics requirements of the approved brand. Our logo may not be altered or combined with any other mark or element. Our logo must appear prominently on all official communication and marketing materials such as brochures, letterhead and business cards.

Any use of our logo, trademark or brand in print and electronic materials including email and social media must conform to our brand requirements. Our logo may not be used on commercial merchandise except as expressly approved by the CEO/Executive Director/President.

Our logo may not be used in any way that states or implies endorsement of a commercial product or service, gives a false impression, is misleading, or could cause confusion regarding our Organization's relationship with any person or entity.

Neither our name nor our logo may be used in any manner that could adversely affect our image or standing in the community. Such proscribed uses include, but are not limited to, the use of our logo in connection with alcoholic beverages, cigarettes or other tobacco products, sexually oriented products or services, religious products, political parties or organizations, gaming or games of chance, and firearms.

We expect our employees to respect all copyright and other intellectual property laws—for the protection of our Organization as well as the employees. Proper respect for the laws governing copyright, fair use of copyrighted material owned by others, trademarks and other intellectual property, including our own logo, copyrights, trademarks and brands is critical to continued employment.

COMMUNICATION AND COMPUTER SYSTEMS SECURITY AND USAGE

I. Policy Overview

This policy contains guidelines for the use, access, and disclosure of communications (including, among other things, telephone, mail, e-mail, voice mail, desk and laptop computers, pagers, mobile phones, faxes or facsimiles, Internet, and intranet) sent or received by employees using any Organization provided Communication or Computer Systems ("Systems").

II. Confidentiality and Acceptable Systems Usage

The Organization's Systems are intended for Organization business only. All information transmitted or stored in Organization Systems (e.g., client lists, documents relating to policies and procedures) is the sole and exclusive property of the Organization and should be treated as

confidential. Such information may not be disclosed to any person outside of the Organization nor may any such information be removed from our premises without the express permission of the Director of Human Resources. Employees are strictly prohibited from accessing, reading and copying data or information stored in the Systems and from accessing, reading and copying communications not directed to them without prior authorization.

ALL SYSTEMS MESSAGES ARE ORGANIZATION RECORDS. THE CONTENTS OF OUR SYSTEMS MAY BE DISCLOSED TO THE ORGANIZATION WITHOUT YOUR PERMISSION. THEREFORE, YOU SHOULD NOT ASSUME THAT MESSAGES AND COMMUNICATIONS ARE CONFIDENTIAL.

III. Management's Right to Access Information

Our Computer, Telephone, and Communication hardware and software systems have been installed and are used to facilitate *business* communications. Although each employee has an individual password to access these Systems, they belong to the Organization and the contents of all communications are accessible by management for any business purpose. The Organization reserves the right to monitor, and will periodically monitor, its Systems in order to ensure compliance with this Policy. Employees are strictly prohibited from placing personal passwords on any Organization System for the purpose of preventing such monitoring.

EMPLOYEES SHOULD NOT CONSIDER ANY MATERIALS TRANSMITTED OR STORED IN ORGANIZATION SYSTEMS TO BE PRIVATE.

The Organization reserves the right to limit or prohibit employee use of electronic communications when necessary to ensure organizational production or to discipline employees for performance related reasons.

IV. Personal Use of the Organization's Communication and Computer Systems

A. General Usage

Because personal communications can be accessed without prior notice, employees should not use Organization Systems to transmit any messages, or to access any information, which you would not want a third party to see. Although incidental and occasional personal use of our Systems is permitted, any such personal use will be treated the same as all other communications under this Policy. However, employees are at all times strictly prohibited from accessing or downloading information from the Internet for personal use.

B. Telephone Usage

The Telephone Systems (including voice mail) at the Organization are the property of the Organization and are provided for business purposes. The Organization may periodically monitor the usage of the telephone systems to ensure compliance with this policy.

THEREFORE, EMPLOYEES SHOULD NOT CONSIDER THEIR CONVERSATIONS ON THE ORGANIZATION'S TELEPHONE SYSTEMS TO BE PRIVATE.

C. Personal Mail

All mail which is delivered to the Organization is presumed to be related to Organization business. Mail sent to you at the Organization will be opened by the office and routed to your department. If you do not wish to have your correspondence handled in this manner, please have it delivered to your home.

V. Forbidden Use and Content of Communications

You may not use our Systems in any way that may be seen as insulting, disruptive, offensive, or harmful to morale. Examples of *prohibited*, non-business purposes include, but are not limited to, use of the Organization's Systems:

- to convey insensitive, improper, derogatory, insulting, threatening, or harassing language or remarks, or sexually explicit messages, cartoons, jokes, or other potentially offensive material;
- to send propositions, love letters, or any other message that could be construed to be harassment or disparagement of others in violation of our policy against harassment;
- to write personal letters, resumes, or other documents unrelated to Organization business;
- to run computer games or other personal software, or copy such software;
- as a forum for gossip or personal communications.

The Organization may monitor employee use of computers and email for any and all legitimate management purposes. Such purposes include the assurance of employee production, the prevention of illegal harassment and other unethical behaviors, and all other reasons necessary to best ensure that the mission of the Organization is met. Employees should not expect any privacy when using Organization computers or email.

VI. Password and Encryption Key Security and Integrity

All Systems passwords and encryption keys must be available to the Organization at all times. Additionally, you may not use passwords that are unknown to your manager, nor may you install encryption programs without first turning over encryption keys to your manager. Further, employees are prohibited from the unauthorized use of passwords and encryption keys belonging to *other* employees in order to gain access to other employees' messages.

VII. Software, Personal Disks, and Networking

Computer software, whether purchased, developed, or modified by the Organization, may not be downloaded, copied, reproduced, altered or appropriated by employees without prior Organization authorization. Any such computer software is the property of the Organization and may not be copied or appropriated by employees for *personal* use during employment with the Organization or upon separation. Employees should be aware that the illegal duplication of computer software may result in the filing of criminal copyright charges by the owners of the copyrights; copyright infringement is punishable by fines and/or imprisonment.

The Organization does not condone the use of “bootleg” or “pirate” software on its computer system. The use of such software is grounds for discipline, up to and including immediate termination. Any employee who becomes aware of the presence of any “bootleg” or “pirate” software on the Organization’s computer system should notify management immediately.

The use of personal disks or software in the Organization’s computer system without prior authorization is strictly prohibited. Employees are further prohibited from accessing the Organization’s Systems from remote locations and from connecting Organization Systems to outside systems without prior authorization.

VIII. Penalties for Violation of the Organization’s Communication and Computer Systems Security and Usage Policy

VIOLATIONS OF ANY ASPECT OF THE ORGANIZATION’S COMMUNICATION AND COMPUTER SYSTEMS SECURITY AND USAGE POLICY MAY RESULT IN DISCIPLINE, UP TO AND INCLUDING IMMEDIATE DISCHARGE. The Organization will also seek civil damages against any employee who appropriates or copies the Organization’s property as described in this Policy.

COMPUTER PASSWORD

This policy governs the creation, maintenance and security of Organization computer systems and network passwords and passphrases. Passwords are an important aspect of computer security. They are the front line of protection for user accounts. A poorly chosen password may result in the compromise of our Organization’s corporate network. As such, all employees are responsible for taking the appropriate steps to select and secure their passwords:

- All passwords (e.g., e-mail, Web, desktop computer) must be changed at least every six months.
- Passwords must not be inserted in e-mails or other forms of electronic communication.
- All passwords must conform to the guidelines described below.

- Passwords should never be written down or stored online or anywhere within their office or workspace. Similarly, passwords should not be stored in a file on any computer system, including digital assistants, smartphones or similar devices without encryption.
- Employees should not use the “remember password” feature found on many computer and website applications.

Guidelines for Password Construction

Passwords are used for various purposes at our Organization. Some of the more common uses include user-level accounts, Web accounts, e-mail accounts, screen saver protection, voice mail and local router logins. All employees should be aware of how to select strong passwords:

- Contains both upper and lower case characters.
- Has digits and punctuation characters as well as letters.
- Is at least 8 alphanumeric characters long and is a passphrase (e.g., “1LoveT!!”)?
- Is not a word in any language, slang, dialect or jargon?
- Is not based on personal information, names of family members, etc.?

Employees should try to create passwords that can be easily remembered. One way to do this is to create a password based on a song title, affirmation or other phrase. For example, the phrase might be: “Star Spangled Banner,” and the password could be: “*Sg1dBnR”.

Employees should not use the same password for Organization accounts as for other non-Organization access (e.g., personal ISP account, bank accounts, etc.)

Employees should not share passwords with anyone, including coworkers, administrative assistants or supervisors—even when on vacation or otherwise out of the office. If someone demands a password, refer him or her to the Human Resources Department.

If an account or password is suspected to have been compromised, report the incident to the Technology Department and immediately change all passwords.

Any employee found to have violated, this policy will be subject to disciplinary action, up to and including termination of employment.

E-MAIL CURFEW

It is the policy of our Organization that non-exempt employees will work only their assigned schedule unless they are provided with specific, prior approval for a schedule change or overtime. Reading, sending, or otherwise working on emails off work hours constitutes work

and is strictly prohibited without such prior approval. Employees violating this policy are subject to discipline, up to and including termination.

PERSONAL CELL PHONE OR SIMILAR DEVICE USED FOR BUSINESS

The Organization prohibits employees from using Organization-provided cell phones or personal cell phones or data devices to text or email while driving either an Organization rented or personal vehicle. Cell phone usage while driving either an Organization rented, or personal vehicle is restricted to usage only when operated in a hands free mode. Further, personal cell phones or personal data devices are restricted in the same manner when driving an Organization rented vehicle or when using a personal vehicle for Organization business.

This prohibition of cell phone or similar device use while driving includes receiving or placing calls, text messaging, surfing the Internet, receiving or responding to email, checking for phone messages, or any other purpose related to your employment, the Organization, our customers, our vendors, volunteer activities, meetings, or civic responsibilities performed for or attended in the name of the Organization or any other Organization related activities not named here while driving.

All employees are required to stop their vehicle in a safe location to use a cell phone or personal data device.

Employees who violate this policy will be subject to disciplinary actions, up to and including employment termination.

BRING YOUR OWN DEVICE – POLICY AND RULES OF BEHAVIOR

This document provides policies, standards, and rules of behavior for the use of personally-owned smart phones and/or tablets by employees to access our network resources. Access to and continued use of network services is granted on condition that each user reads, signs, respects, and follows the policies concerning the use of these devices and services.

Some employees may be authorized to use their own personal device for business purposes. These employees should work with the IT department to configure their personal device for business use. Communications sent via a personal device also may be subject to monitoring if sent through the Organization's networks and the personal device must be provided for inspection and review upon request.

The Organization will respect the privacy of your personal device and will only request access to the device by technicians to implement security controls, or to respond to legitimate discovery requests arising out of administrative, civil, or criminal proceedings (applicable only if user downloads Organization email/attachments/documents to their personal device). This differs from policy for Organization-provided equipment/services, where employees do not have the right, nor should they have the expectation, of privacy while using Organization equipment or

services. While access to the personal device itself is restricted, Organization policy and rules of behavior regarding the use/access of Organization e-mail and other Organization system/service remains in effect. If there are questions related to compliance with the security requirements, the user may opt to drop out of the BYOD program versus providing the device to technicians for compliance verification.

All conversations, text messages and e-mails must be professional. When sending a text message or using a personal device for business purposes, whether it is an Organization-provided or personal device, employees must comply with applicable Organization guidelines, including policies on sexual harassment, discrimination, conduct, confidentiality, equipment use and operation of vehicles.

Document Transfer involves connecting the personal device to the user's work PC via USB connections for file-sharing (document transfer) or backup purposes. It also includes backing up data/documents to external sources, such as cloud storage services.

Overall Requirements for all BYODs Accessing Organization Network Services:

- User will not download or transfer sensitive business data to their personal devices. Sensitive business data is defined as documents or data whose loss, misuse, or unauthorized access can adversely affect the privacy or welfare of an individual (personally identifiable information), the outcome of a charge/complaint/case/project, proprietary information, or Organization's financial operations. This excludes Organization e-mail that is protected through the various security controls.
- User will password protect the device.
- User agrees to maintain the original device operating system and keep the device current with security patches and updates, as released by the manufacturer.
- User agrees that the device will not be shared with other individuals or family members, due to the business use of the device (potential access to Organization e-mail, etc.).
- User agrees to delete any sensitive business files that may be inadvertently downloaded and stored on the device through the process of viewing e-mail attachments.
- If the device is lost or stolen, the user will notify the Organization Help Desk within one hour, or as soon as practical after you notice the device is missing. The Help Desk will lock the device, e-mail on the device will be deleted, and notify-link services will be deactivated.
- Users must comply with all Organization password policies, including use of strong passwords, password expiration, and password history.
- User will maintain anti-virus protection on the device.

- User will not download/transfer business data that is considered sensitive or confidential to the personal device, including any documents that contain personally identifiable information.
- User will not download/transfer sensitive business data/documents to any non-Organization approved device.

If an employee who uses a personal device for business resigns or is discharged, the employee will be required to submit the device to the IT department for resetting on or before his or her last day of work. At that time, the IT department will reset and remove all information from the device, including but not limited to, Organization information and personal data (such as contacts, e-mails and photographs). The IT department will make efforts to provide employees with the personal data in another form (e.g., on a disk) to the extent practicable. However, the employee may lose some or all personal data saved on the device.

Employees may not use their personal device for business unless they agree to submit the device to the IT department on or before their last day of work for resetting and removal of Organization information. This is the only way currently possible to ensure that all Organization information is removed from the device at the time of termination. The removal of Organization information is crucial to ensure compliance with the Organization's confidentiality and proprietary information policies and objectives.

SOCIAL MEDIA POLICY

We recognize that employees will use social media and other online communication tools as a growing way to connect with others. As an initial point, the same principles and guidelines that apply to your activities as an employee in general, as found throughout the Handbook and your job description, apply to your activities online. This includes any form of electronic communication, such as online publishing and discussion, including blogs, wikis, file-sharing, user-generated video and audio, virtual worlds, and social networks whether or not associated or affiliated with our organization. Organization trusts and expects employees to exercise personal responsibility whenever they participate in social media. This includes not violating the trust of those with whom they are engaging. We expect that employees utilizing social media will recognize and follow the guidelines included within this policy. You are solely responsible for what you post online. Any of your conduct that adversely affects members, customers, clients, suppliers, employees or our business interests will result in disciplinary action, up to and including termination.

Please abide by the following expectations:

- (1) You may not comment for or speak on behalf of the Organization without prior written approval.

- (2) You may not make negative or disparaging remarks about other employees.
- (3) Always consider the power of your comments and contemplate the impact of your post on your reputation and that of Organization before you publish it.
- (4) Respect all confidential and proprietary information that you possess as a result of your relationship with Organization. Secure written permission to publish or report on conversations that are meant to be private or internal to Organization. Examples of confidential information include, but are not limited to, client/customer information, confidential academic information, proprietary data, development of systems, products, processes and/or technology, internal policies and memorandums, and all proposed and executed organizational strategies. Do not post internal reports, policies, procedures or other internal business-related communications.
- (5) You may not use the Organization's logo, trademark, or graphics on personal sites without prior written approval.
- (6) When disagreeing with others opinions, be appropriate and professional in doing so when posting such disagreement on social media sites.
- (7) When posting about your work at Organization use your real name, identify that you work for Organization and the position that you hold. Be aware of your association with Organization in online social networks. If you identify yourself as an employee of Organization, ensure your profile and related content is consistent with how you wish to present yourself with colleagues and clients.
- (8) Anytime you publish content on an external website regarding anything to do with work you do, or any subjects associated with Organization, use the following disclaimer: "The postings on this site are my own and don't necessarily represent Organization's positions, strategies or opinions."
- (9) Respect financial disclosure laws. It is illegal to communicate or give a "tip" on inside information to others so that they may buy or sell stocks or securities.
- (10) Respect your audience. Don't use slurs, personal insults, obscenity, or engage in any conduct that would not be acceptable in our workplace. You should also show proper consideration for others' privacy and for topics that may be considered objectionable or inflammatory.
- (11) Employees are prohibited from posting any type of photograph of any Organization employee, client/customer, parent, family member, or volunteer on any and all social networking sites without express written approval.
- (12) Do not create a link from your personal blog, website or other social posting to an Organization website.

(13) Organization respects its employees' interest and willingness to convey group complaints regarding existing working conditions. While it wholly respects employees' right to discuss such concerns utilizing social media, it encourages any such concerns to be brought to Organization's administration.

(14) Refrain from using social media while on work time or on equipment we provide, unless it is work related and authorized by your manager and consistent with our equipment policy.

(15) Do not use your organizational email address to register on social networks, blogs or other online tools utilized for personal use.

(16) Vulgar, obscene, threatening, intimidating, harassing, discriminatory, or unlawful behaviors on social media sites may result in an employee's immediate termination.

ABSENTEEISM AND TARDINESS

Each of our employees plays an important role in getting the day's work done. Therefore, each employee is expected to be at his or her workstation on time each day. Absenteeism or tardiness, even for good reasons, is disruptive of our operations and interferes with our ability to satisfy our customers' needs. Excessive absenteeism or tardiness can result in discipline up to and including discharge.

If you are going to be late or absent from work for any reason, you must personally notify your supervisor as far in advance as possible so that proper arrangements can be made to handle your work during your absence. Of course, some situations may arise in which prior notice cannot be given. In those cases, we expect you to notify your supervisor as soon as possible. Leaving a message does not qualify as notifying your supervisor - you must personally contact your supervisor.

When absence is due to illness, the Organization reserves the right to require appropriate medical documentation.

OVERTIME

The Organization may periodically schedule mandatory overtime or weekend work in order to meet business or customer needs. We will attempt to give you as much advance notice as possible, and we expect that all employees who are scheduled to work overtime will be at work, unless excused by their supervisor. All overtime must either be previously scheduled or approved in advance by an employee's supervisor.

TIMEKEEPING PROCEDURES

Unless otherwise notified, each employee is required by federal law and by this Organization to keep an accurate record of his or her hours worked each day. You will generally use the timekeeping system to record your beginning work time, the time you break for lunch, the time you return from lunch and the time you end the workday. Any other break from work for more than twenty minutes must also be accounted for by using the timekeeping system to record the beginning and ending times of the break. We expect you to accurately record all of the time that you work for the Organization.

You are expected to begin work immediately following “clocking in.” Additionally, if you perform any work when you are not “clocked in,” you must immediately report that time to your supervisor.

If you forget to record your “in” or “out,” notify your supervisor immediately so that the time can be accurately recorded in our system for payroll purposes. Any changes or corrections to your time record must be acknowledged, in writing, by you and your supervisor.

Under no circumstances may any employee clock in/out or otherwise record time for another employee.

It is the policy of our Organization that non-exempt employees will work only their assigned schedule unless they are provided with specific, prior approval for a schedule change or overtime. Reading, sending, or otherwise working on emails off work hours constitutes work and is strictly prohibited without such prior approval. Employees are responsible for monitoring the number of hours they are working each day/week. There will be disciplinary action taken if an employee works unapproved overtime.

No employee may “volunteer” their time or otherwise work “off-the-clock” and no supervisor or manager has the authority to require, permit or ask any staff to work hours without reporting them.

Employees violating any provision of this policy are subject to discipline, up to and including termination.

PERSONNEL RECORDS

Employee personnel records are the property of the Organization and access is highly restricted. Only management personnel who have a legitimate reason to review the information will be allowed to do so.

Employees may review the information in their own file at the convenience of management and on Organization property. Employees are not permitted to remove, change, delete or otherwise alter any of the information in the file. Additionally, documents or information contained within the personnel files may not be copied.

Copies of documents or information contained within a personnel file are not provided to

former employees.

OUTSIDE EMPLOYMENT

There have been times when most of us have had the opportunity or the need to have two jobs at one time. However, it is important that other employment and outside interests do not interfere in any way with your job at this Organization. If you do hold a second job, we expect that you will be careful that extra hours of work do not affect your performance here.

If your second job could create a potential conflict of interest, for example, working for a competitor, you are expected to discuss the matter with the President/CEO.

VIOLATION OF LOCAL, STATE AND/OR FEDERAL LAWS AND SELF-REPORTING OF ARRESTS AND CONVICTIONS POLICY

Anyone known to be violating a local, state, and/or federal law on Organization property or at an Organization-supported function will be subject to referral for prosecution to the appropriate law enforcement agency.

All employees are required to self-report the following information to their immediate supervisor or the Human Resources office within forty-eight (48) hours:

- a) any arrests/charges that are considered a felony
- b) any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program, or entering of a plea of guilty or Nolo Contendere for any criminal offense other than a minor traffic violation.

For purposes of this policy a minor traffic violation is defined as a non-criminal violation that may require community service hours but is not punishable by incarceration and for which there is no right to trial by jury. Criminal traffic violations, including driving under the influence of alcohol and/or drugs, are not minor and must be reported.

Any employee in violation of the reporting requirements of this policy may be subject to disciplinary action up to or including dismissal.

EMPLOYMENT REFERENCE PROHIBITION

The Organization prohibits leaders and employees alike from providing employment reference information to third parties, including prospective employers. Any and all solicitations for reference information should be immediately directed to the human resource office for appropriate management. The human resource office shall only provide a former employee's position title, dates of employment, and whether such employee is eligible to be rehired absent

court mandate or a contractual agreement to the contrary. Such policy has been designed to protect both employees and the Organization from liability.

CONSENSUAL ROMANTIC RELATIONSHIPS

The Organization prohibits romantic or sexual relationships between a management or other supervisory employee and his or her staff (an employee who reports directly or indirectly to that person) because such relationships tend to create compromising conflicts of interest or the appearance of such conflicts. In addition, such a relationship may give rise to the perception by others that there is favoritism or bias in employment decisions affecting the staff employee. Moreover, given the uneven balance of power within such relationships, consent by the staff member is suspect and may be viewed by others or, at a later date, by the staff member him/herself as having been given as the result of coercion or intimidation. The atmosphere created by such appearances of bias, favoritism, intimidation or coercion or exploitation undermines the spirit of trust and mutual respect that is essential to a healthy work environment.

Additionally, the Organization discourages romantic or sexual relationships between all employees. Such relationships can complicate working associations with other employees, limit an employee's eligibility for transfer or promotion and personal conflicts from outside the work environment can be carried over into day-to-day working relationships. Employees in a close personal relationship should refrain from public workplace displays of affection or excessive personal conversation.

If any supervisory or management employee enters into a consensual relationship that is romantic or sexual in nature with a member of his or her staff (an employee who reports directly or indirectly to him or her), or if one of the parties is in a supervisory capacity in the same department in which the other party works, the parties must notify the manager. Although the parties may feel that what they do during non-working hours is their business and not the business of the office, because of potential issues regarding "quid pro quo" harassment, this is a mandatory requirement. This requirement does not apply to employees who do not work in the same department or parties who do not supervise or otherwise have management responsibilities over others.

Once the relationship is made known to the Organization, the Organization will review the situation in light of all the facts (reporting relationship between the parties, effect on co-workers, job titles of the parties, etc.) and will determine whether one or both parties need to be moved to another job or department. That decision will be based on which move will be least disruptive to the Organization as a whole.

If it is determined that one or both parties must be moved, but no other jobs are available for either party, one or both parties may be terminated.

This policy applies to all employees without regard to the gender of the individuals involved.

DRUG AND ALCOHOL POLICY

We will not tolerate alcohol abuse or the use of other intoxicants and mind-altering substances, including illegal drugs. By virtue of their employment with the Organization, our employees may be required to submit to drug screens, blood alcohol tests, breathalyzer tests and medical examinations under the following circumstances: a) when an employee is hired; b) when an employee is suspected of working or reporting to work with intoxicants or mind-altering substances in his or her system; c) when an employee suffers an on-the-job injury or is involved in an accident while at work; d) when an employee returns to work after a leave of absence of two weeks or more; or e) on a periodic or random basis. The presence of 0.04% alcohol or the presence of any other intoxicants or mind-altering substances in the body is a violation of this policy. Refusal of an employee to undergo testing or to cooperate fully with any of these tests is also a violation of our policy.

Our employees are also prohibited from possessing, using, selling or purchasing any alcoholic beverages or other mind-altering substances on Organization property or in Organization vehicles. Off-premises possession, use, sale or purchase of mind-altering substances and off-premise alcohol abuse may reflect unfavorably on the Organization's reputation and is also prohibited.

This policy does not prohibit the proper use of medication under the direction of a physician. However, the misuse or abuse of such drugs is prohibited. Employees who are taking prescription or nonprescription drugs which could affect their ability to perform their job in a safe and efficient manner must notify their immediate supervisor of this fact when they report to work.

In order to protect the safety and property of all employees, the Organization reserves the right to inspect employees' lockers, toolboxes, desks and cabinets as well as motor vehicles and any other personal belongings brought onto Organization property. Failure to cooperate with such inspections is a violation of this policy.

Violation of any aspect of the Organization's Drug and Alcohol policy will result in discipline up to and including immediate termination.

MEDICAL MARIJUANA

If an applicant or employee with a legal referral for marijuana (for the treatment of a medical condition) tests positive based on the substance limits for the drug test, it will be reported by the lab as a "positive drug test" and will be treated in accordance with all other positive drug tests.

Employees and applicants shall be given an opportunity to provide any information relevant to the test, including identification of currently or recently used prescription or non-

prescription medications as well as any legal referral for marijuana use for the treatment of a medical condition.

There are no additional exceptions for applicants or employees with legal referrals for marijuana.

WORKPLACE VIOLENCE

Our Organization maintains a zero-tolerance standard of violence in the workplace. The purpose of this policy is to provide all employees with guidelines that will maintain a workplace culture that is free of violence. Threats, either implied or direct, of any kind by an employee, client, vendor, or any other person are prohibited at the Organization. Such conduct will not be tolerated and will result in prompt and remedial action. An employee who exhibits violent behavior may be subject to criminal prosecution and shall be subject to disciplinary action up to and including dismissal. Violent threats or actions by a non-employee may result in criminal prosecution. The Organization urges all employees to come forward to the human resource office in the event that they become aware of any type of potential or actual threat or in any situation in which they observe or learn of a conflict within the workplace. An immediate investigation will occur when any such report is made. Retaliation against a person who makes a complaint regarding violent behavior or threats of violence made to such person is also prohibited.

Workplace Violence: Behavior in which an employee, former employee or visitor to a workplace inflicts or threatens to inflict damage to property, serious harm, injury or death to others at the workplace.

Threat: The implication or expression of intent to inflict physical harm or actions that a reasonable person would interpret as a threat to physical safety or property.

Intimidation: Making others afraid or fearful through threatening behavior.

Zero-tolerance: A standard that establishes that any behavior, implied or actual, that violates the policy will not be tolerated.

Court Order: An order by a Court that specifies and/or restricts the behavior of an individual. Court Orders may be issued in matters involving domestic violence, stalking or harassment, among other types of protective orders, including Temporary Restraining Orders.

A. **PROHIBITED BEHAVIOR:** Violence in the workplace may include, but is not limited to the following list of prohibited behaviors directed at or by a co-worker, supervisor or member of the public:

- Direct threats or physical intimidation
- Implications or suggestions of violence
- Stalking
- Assault of any form

- Physical restraint, confinement
- Dangerous or threatening horseplay
- Loud, disruptive or angry behavior or language that is clearly not part of the typical work environment
- Blatant or intentional disregard for the safety or well-being of others
- Commission of a violent felony or misdemeanor on the Organization property
- Any other act that a reasonable person would perceive as constituting a threat of violence

Domestic Violence, while often originating in the home, can significantly impact workplace safety and the productivity of victims as well as co-workers. For the purposes of this document, “domestic violence” is defined as abuse committed against an adult or fully emancipated minor. Abuse is the intentional reckless attempt to cause bodily injury, sexual assault, threatening behavior, harassment, or stalking, or making annoying phone calls to a person who is in any of the following relationships:

- Spouse or former spouse
- Domestic partner or former domestic partner
- Cohabitant or former cohabitant and or other household members
- A person with whom the victim is having, or has had, a dating or engagement relationship
- A person with whom the victim has a child

The Organization recognizes that domestic violence may occur in relationships regardless of the marital status, age, race, or sexual orientation of the parties.

B. REPORTING ACTS OR THREATS OF VIOLENCE: An employee who

- Is the victim of violence, or
- Believes they have been threatened with violence, or
- Witnesses an act or threat of violence towards anyone else shall take the following steps:
 - If an emergency exists and the situation is one of immediate danger, the employee shall contact the local police officials by dialing 9-1-1, and may take whatever emergency steps are available and appropriate to protect himself/herself from immediate harm, such as leaving the area
 - If the situation is not one of immediate danger, the employee shall report the incident to the appropriate supervisor or manager as soon as possible and complete the Organization Workplace Violence Incident Report Form

C. PROCEDURES – FUTURE VIOLENCE: Employees who have reason to believe they, or others, may be victimized by a violent act sometime in the future, at the workplace or as a direct result of their employment with the Organization, shall inform

their supervisor by immediately completing a Workplace Violence Incident Report Form so appropriate action may be taken. The supervisor shall inform his/her Department Director or designee, the Director of Human Resources and the local law enforcement officials.

Employees who have signed and filed a restraining order, temporary or permanent, against an individual due to a potential act of violence, who would be in violation of the order by coming near them at work, shall immediately supply a copy of the signed order to their supervisor. The supervisor shall provide copies to the Department Director, the Director of Human Resources and local police.

D. INCIDENT INVESTIGATION: Acts of violence or threats will be investigated immediately in order to protect employees from danger, unnecessary anxiety concerning their welfare, and the loss of productivity. The employee's Department Director will cause to be initiated an investigation into potential violation of work rules/policies. Simultaneously, the Department Director will refer the matter to local police for their review of potential violation of civil and/or criminal law. Procedures for investigating incidents of workplace violence include:

- Visiting the scene of an incident as soon as possible
- Interviewing injured and threatened employees and witnesses
- Examining the workplace for security risk factors associated with the incident, including any reports of inappropriate behavior by the perpetrator
- Determining the cause of the incident
- Taking mitigating action to prevent the incident from recurring. – Recording the findings and mitigating actions taken

In appropriate circumstances, the Organization will inform the reporting individual of the results of the investigation. To the extent possible, the Organization will maintain the confidentiality of the reporting employee and the investigation but may need to disclose results in appropriate circumstances; for example, in order to protect individual safety. The Organization will not tolerate retaliation against any employee who reports workplace violence.

E. MITIGATING MEASURES: Incidents which threaten the security of employees shall be mitigated as soon as possible following their discovery. Mitigating actions include:

- Notification of law enforcement authorities when a potential criminal act has occurred
- Provision of emergency medical care in the event of any violent act upon an employee
- Post-event trauma counseling for those employees desiring such assistance
- Assurance that incidents are handled in accordance with the Workplace Violence Prevention policy

- Requesting the Organization's attorney file a restraining order as appropriate

SOCIAL EVENTS WITHIN THE WORKPLACE POLICY

Our culture seeks to be inclusive and permit all employees to participate in any and all social gatherings that occur within the workplace. Events such as birthday parties, retirement celebrations, and other like events represent opportunities to fellowship and further develop the culture of the Organization. As such, no employee is allowed to initiate or organize a social gathering or function without inviting all employees to attend. Simultaneously, no employee should ever feel pressured to participate in such an activity and simply needs to express his or her lack of interest in such participation to those organizing such an event.

ORGANIZATION PROPERTY AND VEHICLES

Only authorized employees may use Organization vehicles. If an Organization vehicle incurs any damage while under the charge of a particular employee, that employee will be responsible for reporting the damage immediately and may be responsible for paying the deductible amount toward repair.

Any employee whose duties include the operation of Organization vehicles who is cited for D.U.I. or D.W.I. or for any other serious moving violation will be considered to have an unacceptable driving record and his or her continued employment will be subject to review.

If an employee receives a traffic citation while operating an Organization vehicle, the employee will be responsible for paying any fine or penalty.

EQUIPMENT AND PROPERTY ASSIGNED TO YOU

We have made a tremendous investment in our facilities and equipment in order to better serve our clients and to make your job easier. Equipment such as laptop, cell phone, PowerPoint projectors, MIFI, etc., may be assigned to you to facilitate our service to our clients.

Except for the property/equipment specifically assigned to you for such purposes, no other property or equipment may be removed from the premises without the express permission CEO/Executive Director/President.

Your computer may be the most valuable item assigned to you. As well as being expensive to replace physically, your computer may contain valuable and sensitive data.

You may not use the equipment assigned to you to conduct work for yourself or another entity.

Equipment assigned to you is subject to monitoring. You should have no expectation of

privacy with respect to the use of such equipment. Additionally, you may be asked to surrender the equipment with no notice for a variety of reasons including routine maintenance.

Requirements for safeguarding the equipment assigned to you include protecting it from theft. Always remove equipment from a vehicle when the vehicle is parked in a public location such as a restaurant or hotel. Never leave equipment in a vehicle overnight.

Do not remove any inventory or property marking tags. Do not remove or disable any protective software.

Additional safeguards include:

- Use strong passwords to protect the information stored on your computer.
- Use an uninterruptible power supply, when possible, so that blackouts, brown-outs and electricity spikes don't harm your equipment.
- Do not place liquids, magnets or hot items near your equipment.

If equipment assigned to you is in need of repair, report it to your supervisor immediately. You are responsible for the safekeeping of any Organization-owned equipment or property that is in your possession. Careless disregard for proper care and safekeeping could subject you to disciplinary action.

SAFETY

It is our policy to promote safety on the job. The health and wellbeing of our employees is foremost among our concerns. For this reason, you are urged to follow common sense safety practices and correct or report any unsafe condition, defective tool, or equipment to your supervisor. Each employee is expected to assist the Organization in maintaining safe working conditions. Safety is a state of mind and requires constant vigilance and common sense. Safety is everyone's responsibility. Remember: SAFETY FIRST.

All accidents -- including those which do not involve serious injury and those involving customers -- must be reported immediately to your supervisor.

HAZARDOUS AND TOXIC MATERIALS

If your job requires that you use hazardous or toxic materials, you are expected to comply with all federal, state and local laws and regulations concerning their safe handling and disposal. Please be sure to familiarize yourself with proper handling and safety procedures. If you have any questions, please discuss them with your supervisor.

WORKPLACE INJURIES

Our Organization strives to provide a workplace that is free from any known health or injury hazards. Employees can assist us by bringing forward any health or safety concerns. Employees may speak with their supervisor or our Human Resources Department about any issues related to safety without fear of reprisal or retaliation. Employees may also receive periodic training on workplace safety and responsible handling of hazardous substances.

If an employee sustains a job-related injury or illness, it must immediately be reported to the supervisor, our Human Resources Department or another member of management. This reporting requirement applies to all injuries, no matter how small or insignificant it may appear initially. The Organization wants to ensure that any injured employee receives prompt and appropriate medical attention. Additionally, our Organization complies with all federal and state regulatory standards regarding workplace injuries and illnesses. As such, we must make a timely record of any workplace injuries or illnesses. We also are responsible for workers' compensation insurance for employees which provides for medical coverage, disability coverage and loss of work time compensation due to a work-related injury.

Employees may report work-related injuries and illnesses without any concerns of adverse employment action or retaliation by our Organization.

CONTAGIOUS ILLNESS

The Organization owes an obligation to the entire workforce to prohibit employees who have an infectious condition, illness, or injury from working until such time that an infected employee is able to produce written verification from a licensed physician that the condition is no longer contagious. The Organization shall work with immense diligence to protect the private health information of the infected employee; however, all employees must also recognize the need to alert other employees of infectious conditions that may have impacted others, particularly those with sensitive medical conditions including pregnancy, immune deficiency conditions, etc. Records of employee medical examinations shall be kept in a separate and confidential file.

Employees with contagious conditions that may pose health risks to others agree that they will report such conditions to the human resource department for appropriate guidance and management immediately upon learning of the condition. An employee who reports for duty with a suspected infectious condition shall be sent home and referred to their personal physician for further evaluation. Following the medical evaluation, the employee may return to work with a physician's statement that indicates the employee is free of an infectious condition.

When reporting for duty after recovering from an infectious condition, the employee shall present the physician's statement to human resources that states the employee is free of the infectious condition before being allowed to return to work. No employee shall return to work who has a temperature elevation, draining skin lesions, a communicable rash, or a communicable

disease. Such employees may pose a direct threat to the health and safety of the other employees and our customers.

PARKING

So that we have sufficient parking for our customers, we require all of our employees to park their vehicles in the area designated for employee parking. If you have any questions as to where you should park your vehicle, please ask your supervisor.

PERSONAL APPEARANCE/DRESS CODE

In our effort to promote health, safety, customer relations and our image, we strive for a fresh, clean, well-groomed look. Appearance affects the opinion that people form about you, the company, customers and other employees. A neat and professional appearance should be kept and maintained by all employees of the company.

- Wear your correct name badge where it is instantly visible. This is a security issue. Customers and co-workers also feel more comfortable approaching you if they can call you by name.
- Inappropriate attire includes, but is not limited to:
 - Tops that are low cut, strapless, spaghetti strap, tight, bare shoulder or open back
 - Shorts, skirts or dresses that are shorter than finger-tip length
 - Extremely worn clothing, or clothing with holes, rips or tears
 - Clothing with revealing slits
 - Visible undergarments
 - Graphically suggestive or offensive clothing
- Closed toe shoes must be worn.

Employees whose appearance is inappropriate will be dismissed from work and may return when appropriately attired. Absences resulting from inappropriate attire are without pay. Excessive violations of the dress code policy will result in additional discipline, up to and including, termination of employment.

TATTOO POLICY

Employees may not have any lewd or offensive indelible marks or figures (tattoos) visible on any exposed part of the body while wearing the prescribed employee attire. Tattoos or brands that are extremist, indecent, sexist or racist are prohibited, regardless of location on the body. Extremist tattoos or brands are those affiliated with, depicting or symbolizing extremist philosophies, organizations, or activities; those which advocate racial, gender or ethnic hatred or intolerance; advocate, create or engage in illegal discrimination based on race, color, gender,

ethnicity, sexual orientation, religion or national origin; or advocate violence or other unlawful means of depriving individual rights under the U.S. Constitution or federal and state law. Indecent tattoos or brands are those that are grossly offensive to modesty, decency or propriety; shock the moral sense because of their vulgar, filthy or disgusting nature, or tendency to incite lustful thought; or tend reasonably to corrupt morals or incite libidinous thoughts. Sexist tattoos or brands are those that advocate a philosophy that degrades or demeans a person based on gender, but that may not meet the same definition of “indecent.” Racist tattoos or brands are those that advocate a philosophy that degrades or demeans a person based on race, ethnicity or national origin.

NON-EMPLOYEE SOLICITATION AND DISTRIBUTION POLICY

The Organization does not permit solicitation or distribution by non-employees at any time on the Organization’s premises. Additionally, the Organization prohibits solicitation and distribution by any employee or non-employee during work time. This includes all types of distribution and solicitation such as requests for charitable giving, endorsement of political campaigns, the sale of goods for the benefit of children or partners, and all other similar behaviors. Employees violating such expectation may be disciplined or even terminated.

BULLETIN BOARDS

We maintain bulletin boards at various locations throughout the Organization as an important information source. These bulletin boards are to be used solely to post information approved by the Organization regarding Organization policies, governmental regulations, and other matters of concern to all employees which are related to the employees’ employment by the Organization. Please develop a habit of checking the bulletin boards daily so that you will be familiar with the information posted there. No information may be placed on these bulletin boards without the approval of the Human Resource Manager.

VISITORS

Visits by friends or relatives can be disturbing to our operations. Therefore, we strongly discourage such visits during work hours.

NOTICE OF RESIGNATION

In the event you choose to resign from your position, we ask that you give us at least two weeks’ notice. We expect you to take care of all your outstanding accounts with the Organization and return all Organization property prior to picking up your final paycheck.

BENEFITS CONTINUATION DURING UNPAID LEAVE OF ABSENCE

There are specific requirements for continuation of benefits under FMLA and COBRA. Please see those policies for details about benefit continuation under those programs.

During any other unpaid leave of absence, it is the expectation that you will pay the full cost of your benefits (organization and employee share.) Coverage can only be continued if you arrange in advance to pay for your benefits.

To maintain any of your benefits (health, life, disability, etc.), you are responsible for paying the entire premium amount by the first of every month for the month of coverage. If you fail to make the payments as prescribed, coverage will be cancelled. If coverage is cancelled, your benefits will end on the last day of the month for which a premium has been paid. As a courtesy, you will be provided a notice of intent to cancel with a 15-day grace period in which to get premiums current prior to cancellation.

TO SUM IT ALL UP

This Handbook highlights your opportunities and responsibilities at BBTS Logging, LLC. It is a guide to your bright future here. By always keeping the contents of the Handbook in mind, you should be successful and happy in your work at BBTS Logging, LLC. Once again, welcome to our Organization, and we look forward to working with you.

ACKNOWLEDGMENT OF RECEIPT OF EMPLOYEE HANDBOOK

This will acknowledge that I have received my copy of the _____
Employee Handbook and that I will familiarize myself with its contents.

I understand that this Handbook represents only current policies, regulations, and benefits, and that it does not create a contract of employment. The Organization retains the right to change these policies and benefits as it deems advisable.

I UNDERSTAND THAT I HAVE THE RIGHT TO TERMINATE MY EMPLOYMENT AT ANY TIME, WITH OR WITHOUT CAUSE, AND THAT THE ORGANIZATION HAS THE SAME RIGHT. I FURTHER UNDERSTAND THAT MY STATUS AS AN AT-WILL EMPLOYEE MAY NOT BE CHANGED EXCEPT IN WRITING SIGNED BY THE PRESIDENT OF THE ORGANIZATION.

PRINT FULL NAME _____

SIGNED _____

DATE _____

[RETAIN IN EMPLOYEE PERSONNEL FILE]