



Our Mission

Transforming the lives of individuals through pathways to independence and the power of work

Our Vision

All individuals are embraced as valued and dignified members of our community

Our Goal

Equip 100,000 individuals with the tools to advance economic mobility through the power of work by 2030

Our core values are expressed as "I CARE".

- **Do the right thing**
- **Teamwork**
- **Own your actions**
- **Value everyone**
- **Learn and Do your best**

Integrity
Collaboration
Accountability
Respect
Excellence

COMPANY EMPLOYEE POLICY HANDBOOK

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INTRODUCTION

Welcome to Your Employee Handbook!

We're excited for you to join Goodwill Columbus! This handbook is here to help you get to know our organization, understand how things work, and learn about the benefits and policies that support you. Think of it as your **go-to guide** while working here.

What This Handbook Is (and Isn't)

This handbook isn't a contract. It doesn't guarantee your job or benefits, and nothing in it changes your at-will status. It's meant to give you general information about how we do things, but it can't cover every situation. We may update or change policies at any time, and we'll do our best to keep you informed.

About Your Job

Your job at Goodwill Columbus is based on what's called an **"at-will" employment** relationship. This means that either you or the organization can end the employment at any time, with or without notice, and for any reason (or no reason at all). Only the President of the organization can make changes to this arrangement—and only in writing.

What You Need to Do

It's important to read through the whole handbook within five days of receiving it. If anything is unclear, feel free to ask your supervisor or Human Resources—we're here to help!

This signed form will go in your employee file to show that you've read and understood the handbook.

Once you've read the handbook:

- Sign the acknowledgment form at the end.
- Return one signed copy to Human Resources.
- Keep the other copy for yourself.

We're excited to have you on board at Goodwill Columbus! This handbook is here to help you get to know our organization, understand how things work, and learn about the benefits and policies that support you. Think of it as your go-to guide while working here.

EMPLOYMENT POLICIES

Affirmative Action and Equal Employment Opportunity Policy

Company will not discriminate against any employee or applicant for employment because of race, color, gender, religion, national origin, age, citizenship status, pregnancy, mental or physical disability, veteran status, military status, ancestry, sexual orientation, genetic information, or any other characteristic to the extent prohibited by Federal, state or local law. Company will take affirmative action to ensure that applicants are employed, and the employees are treated during employment, without regard to their race, color, gender, religion, national origin, age, citizenship status, pregnancy, mental or physical disability, veteran status, military status, ancestry, sexual orientation, genetic information, or any other characteristic to the extent prohibited by Federal, state or local law. Such action shall include, but not be limited to the following: employment, promotion, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training. Company agrees to post in conspicuous places, available to employees and applicants for employment, this Affirmative Action and EEO Policy.

Company will, in all solicitations or advancements for employees placed by or on behalf of Company, state that all qualified applicants will receive consideration for employment without regard to race, color, gender, religion, national origin, age, citizenship status, pregnancy, mental or physical disability, veteran status, military status, ancestry, sexual orientation, genetic information, or any other characteristic to the extent prohibited by Federal, state or local law.

Company shall base employment decisions on the principles of equal employment opportunity and with the intent to further Company's commitment to affirmative action and equal employment. At no time will any covered employee, or covered applicant for employment, who exercises his/her rights pursuant to Company's Affirmative Action program be subject to discipline, or have his/her opportunities for employment adversely affected.

Company invites any employee or any applicant for employment to review Company's written Affirmative Action program. The AAP is available for inspection upon request during normal business hours Monday - Friday in the Talent Management Office. Any questions should be directed to the EEO Administrator.

Applicants are encouraged to identify their race and gender. This self-identification is strictly voluntary and confidential, and will not result in retaliation of any sort.

Company's employees and applicants shall not be subjected to harassment, intimidation, threats, coercion or discrimination because they have engaged in or may engage in any of the following activities: (1) filing a complaint; (2) assisting or participating in an investigation, compliance review, hearing, or any other activity related to the administration of Section 503 of the Rehabilitation Act of 1973, as amended, Other Protected Veterans Readjustment Assistance Act of 1974, as amended, or any other Federal, State or local law requiring equal opportunity for persons with disabilities or Disabled Veterans or Covered Veterans or; (3) opposing any act or practice made lawful by Section 503 of the Rehabilitation Act of 1973, as amended, the Vietnam Era Veterans Readjustment Assistance Act of 1974, as amended, or any other Federal, State or local law requiring equal opportunity for disabled persons or Disabled Veterans or Covered Veterans; or (4) exercising any other right protected by Section 503 of the Rehabilitation Act of 1973, as amended, or any other right protected by the Vietnam Era Veterans Readjustment Assistance Act of 1974, as amended.

Employees are invited to self-identify as an individual with a disability, Disabled Veteran or Covered Veteran. This self-identification is strictly voluntary and confidential, and will not result in retaliation of any sort.

Employees with questions or concerns about any type of discrimination in the workplace or employees who believe they have been unlawfully discriminated against should bring these issues to the attention of their immediate supervisor or Human Resources. Employees can raise concerns and make reports without fear of

reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including separation of employment.

Immigration Law Compliance

The Organization is committed to employing only those individuals who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility within three working days of the employee's date of hire. Any employee with an expiring work authorization must renew the authorization or the employee will be considered to have voluntarily resigned. Former employees who are rehired must also complete the form if they have not completed an I-9 with the Organization within the previous three (3) years or if their previous I-9 is no longer retained or valid. All offers of employment are conditioned upon the receipt of satisfactory evidence of an employee's authorization to work in the United States.

If you have any questions or need further information on immigration law issues, you are encouraged to contact Human Resources.

Anti-Harassment, Including Sexual Harassment

It is the Organization's policy that all employees have a right to work in an environment free of harassment, verbal and physical, which is based on: race, color, gender, religion, national origin, age, citizenship status, pregnancy, mental or physical disability, veteran status, military status, ancestry, sexual orientation, genetic information or any other legally protected status. In keeping with this commitment, we will not tolerate harassment of employees or applicants by anyone, including any supervisor, coworker, customer, vendor, or other outside party with whom our employees come in contact during the course of performing their job duties at Company, based on these characteristics. Such conduct, or interference with the investigation of an alleged incident, may result in disciplinary action, up to and including termination. You should direct any questions or concerns about this policy to the Corporate Compliance Officer and/or Human Resources.

Under most circumstances, harassment refers to the type of conduct that is pervasive, repetitive and sufficiently severe to alter the conditions of an employee's employment. Harassment may also refer to a single incident that is sufficiently outrageous or harmful, in and of itself, that substantially alters the conditions of an employee's employment or interferes with that individual's ability to perform job-related responsibilities. Harassment includes, but is not limited to:

- 1) Unwelcome sexual advances, requests for sexual acts or favors, or other verbal or physical conduct of a sexual nature;
- 2) Any statement or implication that an individual's submission to, or rejection of, such sexual conduct could be used as a condition of employment, or as the basis for any employment decision affecting such individual; and
- 3) Any conduct, whether physical or verbal, which has the purpose or effect of substantially interfering with an individual's work performance; creating an intimidating, hostile or offensive work environment; or adversely affecting an individual's employment opportunities. This includes, but is not limited to, slurs, jokes or degrading comments of a sexual nature; offensive sexual flirtation, sexual advances or propositions; abuse of a sexual nature; graphic verbal comments about an individual's body; sexual innuendo or suggestive comments; sexually oriented "kidding" or "teasing"; unwanted physical touching, such as patting or pinching another's body; and the display in the workplace of sexually suggestive printed or visual materials, clothing, objects or pictures.

- 4) Additionally, conduct such as that described above that targets a person based on any of the protected categories noted above.

Every employee must avoid any conduct that reasonably could be interpreted as discrimination or harassment under this policy, even if such conduct was not intended as offensive. All employees are responsible for helping to ensure that we avoid harassment and are encouraged to take appropriate steps to eliminate conduct that they believe is unwelcome, offensive or in poor taste. Appropriate steps include, but are not limited to, telling the harasser to stop and/or reporting the incident(s) to an appropriate official.

Reporting Procedures

All employees are responsible for helping to ensure that we prevent harassment, as well as taking steps to stop it if it occurs. If you feel you have experienced, witnessed or become aware of discrimination or harassment, the following steps should be taken:

- Tell the harasser to stop, if feasible
- Report any incidents of harassment, unwelcome or inappropriate behavior as soon as possible to your immediate supervisor or to Human Resources at 1-800-704-8532.
- If you are not comfortable going to your supervisor or Human Resources, you may contact the Corporate Compliance Officer at (614) 294-5181.

Every complaint will be promptly and thoroughly investigated, including interviewing witnesses and participants. All efforts will be made to ensure the confidentiality of the complaint to the extent possible; however, information, including the identity of the individual lodging the complaint, may be divulged where necessary to fully investigate the matter or comply with applicable law. If it is determined that inappropriate conduct has occurred, the Organization will act promptly to eliminate the offending conduct and impose disciplinary action up to and including termination of employment, when appropriate. If it is determined that inappropriate conduct has been committed by one of our customers, vendors or clients, appropriate action will be taken.

Prohibition on Retaliation

There will be no retaliation or discrimination against any employee who submits a good faith complaint, reports an incident witnessed, or participates in any way with the investigation of a harassment claim. Supervisors are prohibited from making any personnel decision or taking any adverse action against any employee because the employee submits a complaint or cooperates in good faith with an investigation of alleged conduct prohibited by this policy. If an employee believes that he/she has been retaliated against for resisting or reporting sexual harassment or other prohibited harassment, he/she should report such retaliation in the same manner as set forth above for employees who have complaints of sexual harassment or other prohibited harassment. Any acts of retaliation may be considered a violation of this policy and corrective action will be taken, up to and including termination.

Reasonable Accommodation

Company complies with applicable laws ensuring equal employment opportunities for qualified individuals with a disability. Company will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee, unless undue hardship would result.

Any employee who requires an accommodation in order to perform the essential functions of his/her job should contact Human Resources and request such an accommodation. The individual should specify what accommodation he or she needs to perform the job. Company will then engage in a good faith interactive process to determine what, if any, effective accommodations can be made. If the accommodation is reasonable and will not impose an undue hardship, Company will make the accommodation.

Business Ethics

The reputation of the Organization is based upon the ethical conduct of its employees. The Organization will comply with all applicable laws and regulations and expects all employees to conduct business in accordance with all relevant laws and to refrain from any illegal, dishonest or unethical conduct. Employees must behave in a way that will merit trust and confidence and is consistent with the highest standards of personal integrity, truthfulness, and honesty. Company employees are expected to meet all professional and ethical standards prescribed by their governing (licensing) body. Employees are expected to use confidential information properly, recognize and avoid conflicts of interest (see Conflict of Interest Policy), protect Organization property, including privileged information to which they may have access, and treat fairly and with respect all Company employees, participants and others with whom they have interactions. Employees are also expected to refrain from making disparaging remarks about the Organization and/or its competitors.

The Organization strongly encourages employees to immediately report any violations of this policy to their supervisor. However, if employees are not comfortable reporting violations to their supervisor and/or the supervisor is involved in the unethical conduct, a telephone ethics hotline has been established. This hotline allows employees to report their concerns directly to the Corporate Compliance Officer, without the caller having to go through management channels. The Ethics Hotline phone number is 1-866-384-4277. Information on how to contact the hotline is also included in new employee orientation and posted on company bulletin boards in strategic locations throughout the Organization's facilities.

Conflict of Interest

You are expected to devote your best efforts to the interests of Company. Company recognizes the right of employees to engage in private endeavors unrelated to our business. However, a policy of full disclosure will be followed to assess and prevent potential conflicts of interest from arising.

Nothing in this policy is intended to restrict investment activity or require disclosure of any investment by any employee in any business or Organization, when such investment does not conflict with these policies.

While this policy does not set forth all the circumstances that might develop, the following is set forth to guide you:

- 1) If you are a full-time employee, you have an obligation to devote your full-time to employment with Company and may not engage in any outside work that would interfere or conflict with your work for Company. Furthermore, if you intend to engage in any employment in addition to your work for Company, you should provide full disclosure to your supervisor. Part-time employees have an obligation to devote the agreed upon amount of time to employment with the Organization.
 - a) Employees may not engage in outside work that will interfere with their primary job at Company or engage in any activity of a nature that may diminish Company's business or opportunities. This

includes acting as an Independent Provider for any service, such as supported living or Individual Options (IO) Waiver which is in competition with services provided by Company . An exception could be made for an employee acting as an Independent Provider or having an IO Waiver to care for a member of his or her own family.

- 2) Employees cannot be assigned to, or work with, any family members enrolled in a program or service provided by Company . Visits/contacts with such family members must be outside of work hours and are not in any way related to the employment relationships between the employee and the Organization.
- 3) No outside work may be done during regular working hours and no Organization building, equipment, labor or supplies may be used to conduct outside activity. If you do any permissible outside work, you may not present that such work is by, for, or in the name of Company .
- 4) You may not accept gifts or favors whose value exceeds \$100 from anyone with whom Company does business, including suppliers, vendors, and financial institutions without prior authorization by your supervisor. This includes meals, drinks and entertainment. Additionally, you are not allowed to receive any cash or gift cards in any amount of any kind. If you are not sure whether a particular gift might create a conflict of interest, discuss the situation with your supervisor.
- 5) Employees may not offer, solicit or accept any gifts with more than a value of \$5.00 from participants, potential participants, and family members of participants.
- 6) Employees, and employee's families, may not personally benefit in any way from purchases made on behalf of the organization or individuals it serves. This includes the use of an employee's personal reward cards for purchase made as part of an employee's job.
- 7) Employees who have (or whose family members have) a direct or indirect interest in suppliers of products or services to the Organization or an interest in contractors or potential contractors who may do business with the Organization, should not act or be involved in decisions with respect to that interest.
- 8) Employees who are members of the Executive Team must disclose loans from any financial institution where the Organization maintains a banking relationship to determine whether a potential conflict of interest exists.
- 9) Employees must maintain all confidential customer information as confidential and avoid violation of any fiduciary duties owed by the Organization to such customers.
- 10) Employees may not communicate with an employee or representative of a competitor, subcontractor, vendor or supplier about matters involving competition with Company . Prohibited conduct of this type would include, but is not limited to:
 - Fixing prices or the terms or conditions of sales
 - Allocating marketing territories, customers or business
 - Boycotting any third party
 - Inhibiting free and open competition in any other way

Any questions regarding a possible conflict of interest with the Organization or outside work should be discussed with your supervisor in advance of the possible conflict or the performance of outside work. Failure to disclose information related to this policy may lead to disciplinary action, up to and including termination. If you are unsure whether such communication might violate this policy, contact the Corporate Compliance Officer.

Confidentiality

During the course of your employment, you may work with information that is confidential and proprietary, which may include, but is not limited to: our customers and financial donors; including information pertaining to and belonging to our customers or financial donors; current and prospective customer or financial donor lists; customer or financial donor files; computer systems; software; photographs; digital images; blueprints; future plans; fee information; ideas; concepts; know-how; means; methods; techniques; structure; marketing plans; research and development; improvements; proposals; estimates; drawings; processes; personnel information, including the identity of other employees of the Organization and the affiliates; sales forecasts; financial statements and financial forecasts; pricing and financial data; purchasing information; statistics; safety information; operational information; intellectual property; internal business procedures; business plans; information concerning planned or pending acquisitions or divestitures; and information concerning purchase of major equipment or property.

Maintaining this confidentiality is important to our competitive position in the industry and, ultimately, to our ability to provide employment stability and serve our customers. You must protect this information by safeguarding it when in use, filing it properly when not in use, and discussing it only with those who have a legitimate business need to know. The duty to maintain confidentiality extends after your separation from the Organization.

Any employee who discloses confidential or proprietary information, in violation of this policy, to anyone outside the Organization may be subject to disciplinary action, up to and including termination. The only exception to this would be if disclosure is required by law or by a court of competent jurisdiction.

Should your employment with Company terminate for any reason, employees shall promptly surrender, without retaining copies, all tangible things that are or contain Confidential Information, including but not limited to all computer hardware and software (including data and computer files), computer printouts, computer disks, flash or zip drives, work papers, files, customer lists, supplier lists, telephone and/or address books, rolodex cards, internal memoranda, appointment books, calendars, letters, records, documents, blueprints, books, forms, plans, slides, transparencies, recordings, booklets, photographs (or similar reproductions), digital images, training and seminar materials, files, photo negatives.

Any employee who violates this policy will be subject to disciplinary action, up to and including termination of employment and legal action, even if he or she does not actually benefit from the disclosed information.

Solicitation and Distribution

To ensure efficient operation of our business and to prevent interruptions to employees, it is necessary to control solicitation and distribution in the workplace. Soliciting fellow employees for causes, collecting contributions, or selling for any purpose whatsoever is prohibited during your work time or during the working time of the employee(s) at whom such activity is directed. Distributing literature, including flyers, advertisements, petitions, brochures, etc. during your work time or the working time of the employee(s) at whom such activity is directed or in work areas at any time, is also prohibited. Solicitation or distribution of literature by anyone not employed by the Organization is prohibited on our premises at all times.

For purposes of this policy, solicitation includes an act or communications intended to influence or persuade another employee with regard to membership, collecting contributions, or selling for any purpose. For purposes of this policy, distribution is defined as the delivery of any materials where the message is intended to be limited to a one-way communication, such as flyers promoting a certain opinion or announcing a community event. Bulletin board postings may only be made by management and are limited to work-related issues. No other postings are permitted on Company property. Violation of this policy may lead to disciplinary action, up to and including termination.

Problem Solving Procedure

The Organization values the input of our employees and is committed to maintaining a work environment in which everyone can communicate openly and without fear of retaliation or discrimination. The Organization promotes an “open door” philosophy of management. Our culture is participative, friendly, accessible and supportive. The Organization encourages employees to have open discussions with their supervisors and other members of management to communicate their views and concerns.

If you have a complaint about a policy or practice of the Organization or treatment by any member of the Organization, you are encouraged to follow these guidelines:

- 1) If you have a job related problem, question or complaint, you should first try to discuss it with your supervisor. The simplest, quickest and most satisfactory solution will often be reached at this level.
- 2) If the discussion with your supervisor does not answer the question or resolve the matter satisfactorily, or if you are not comfortable addressing this issue with your supervisor, you may present your complaint to the next appropriate manager in the chain of command up to the Vice President level.
- 3) If the matter is still not resolved satisfactorily or if you do not feel comfortable discussing the matter with one of the individuals listed above, you may present your complaint to Human Resources.
- 4) If the matter is still not resolved satisfactorily at this point you may contact the Corporate Compliance Officer.

All suggestions and complaints received will be considered and responded to in an appropriate manner.

Employment of Relatives

Employees may not be hired or promoted into positions which would cause them to work with a relative in the same location, have a direct or indirect supervisory relationship with a relative above or below them in the chain of command, or in any instance that may present an actual or perceived conflict of interest. For the purposes of this policy, “relative” is defined as a domestic partner, parent, step-parent, parent-in-law, legal guardian, child, step-child, sibling, step-sibling, brother-in-law, sister-in-law, grandparent, grandchild, daughter-in-law, son-in-law, aunt, or uncle.

If employees are dating and/or become relatives and both individuals work in the same location, one or more of the employees is in a supervisory position, or the relationship creates an actual or perceived conflict of interest, the employees are required to inform management and Human Resources of the relationship. If this occurs, the Organization will attempt to find a suitable position for the employee. If this is not feasible, the employees will be permitted to determine which of them will resign.

Failure to disclose any such relationship may result in further disciplinary action up to and including termination.

Domestic Partners

For the purposes of this handbook, the definition of a *domestic partner* is an employee’s domestic partner/mate who stands in place of a spouse. The term signifies an exclusive relationship between two people who live together and are financially interdependent. When applicable, permission to request information from or release information to the health care provider will be required of both parties. ***This is for the purposes of employment of relatives, a FML leave, or bereavement leave and does not imply benefit eligibility.***

EMPLOYMENT STATUS & RECORDS

Employment Categories

The following terms are used to describe employees' classification and status:

Classifications

Hourly: At-will employees whose positions are not designated as exempt, as prescribed by federal and state wage and hour laws or the Organization. These employees are paid time and one half of their regular rate of pay for actual hours worked in excess of forty (40) per work week where applicable by law. There are two classifications of hourly positions at Company, as follows. Benefits may differ by classification.

- 1) Regular Hourly**
- 2) Paraprofessional Hourly**

Salaried Exempt: At-will employees whose positions are designated as exempt from overtime compensation, as prescribed by federal and state wage and hour laws. There are two classifications of Salaried Exempt positions, as follows. Benefits may differ by classification.

- 1) Regular Salaried Exempt**
- 2) Management Salaried Exempt**

Participant Employees: Participants whose positions are part of a sheltered workshop. These employees are paid with a special minimum wage certificate. Benefits may differ by classification.

Status

Regular Full-time: At-will employees who are not in a Temporary or PRN/Occasional status and are regularly scheduled to work the Organization's full-time schedule of at least 30 hours per week. Regular full-time employees are generally eligible for the Organization's benefits, provided they meet eligibility requirements and subject to the terms, conditions and limitations of each benefit program.

Regular Part-time: At-will employees who are not in a Temporary or PRN/Occasional status and are regularly scheduled to work less than the full-time work schedule. Regular Part-time employees may be eligible for some benefits sponsored by the Organization, subject to the terms, conditions and limitations of each benefit program.

Temporary: At-will employees who are temporarily hired for a pre-established, limited period. These workers are notified of the temporary nature of their work assignments, although they may work a full-time or part-time schedule. Temporary workers are not eligible for benefits sponsored by the Organization, other than those that are legally required.

PRN/Occasional: At-will employees who are hired and scheduled as-needed in a relief capacity. These workers may include workshop participant employees that work based upon their own schedule and their hours may vary.

Any questions regarding your employment classification or status should be directed to Human Resources. All classifications of employees are expected to comply with all Organization policies and rules governing employee conduct.

Job Postings

Available positions will typically be posted internally via email, postings on bulletin boards at the work sites and the Company web site.

Internal applicants must meet the minimum qualifications of the position for which they are applying, their overall performance should meet standards, and they must notify their supervisor that they are applying for the position. Dual employment opportunities will be noted within the actual posting. Employees who would like to be considered for a posted position should complete the internal application on-line or if they require access to a computer, contact the Talent Management Department.

External candidates may be considered at any point in the posting process at management's discretion.

Performance Evaluations

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Performance evaluations are conducted to provide both supervisors and employees the opportunity to discuss job responsibilities, identify and correct weaknesses, encourage and recognize strengths and discuss positive, purposeful approaches for meeting goals. Performance evaluations are generally scheduled annually, but may be conducted at the Organization's sole discretion.

Performance evaluations do not guarantee continued employment or pay adjustments.

Information Requests and Employment References

Requests for employee information received from outside the Organization, including requests for references on current or former employees, must be directed to Human Resources. Supervisors and other employees are prohibited from providing employment references on current or former employees on behalf of the organization.

- 1) Telephone Information Requests: No information will be provided over the phone.
- 2) Written Information Requests: Dates of employment, positions held, and salary history will be released if the Organization receives a written request with a release signed by the current or former employee.

The typical response time for employment verification requests is three (3) business days.

Employees who violate this policy may be subject to disciplinary action, up to and including termination.

Hours of Work

The Organization's office hours will vary by location. Work weeks begin each Sunday at 12:00 a.m. and run through 11:59 p.m. on Saturday. Employee schedules are based on business needs and vary. You will be informed of your work schedule by your supervisor and you are expected to be flexible, as your work schedule may be subject to change based on business needs. Overtime and weekend work may be required, and will only be assigned and authorized by supervisory personnel.

If you have any questions regarding your schedule, please see your supervisor. Employees are expected to be ready to begin work at the start of their workday.

The Organization may require employees to travel between work locations based on business needs. Travel time between locations is considered hours worked. Your beginning and ending commute is not considered hours worked.

Time Records

All Hourly employees are responsible for accurately reporting all time worked on a time card.

All Hourly employees must record on a daily basis the time they begin and end work, as well as the beginning and ending time of each meal period during which no work is performed. Time cards should also be used to record time off and the reason for the time off (e.g. PTO, GVB, GSB, holiday, personal leave of absence, military leave of absence, FMLA, other). Additional information such as cost centers may also need to be recorded in time records. Your supervisor will notify you of the requirements for your department. All employees are required to sign their time card to certify the accuracy of all time recorded. Some employees may use a time clock or an electronic timekeeping system rather than a time card.

All Exempt employees are responsible for completing an Exempt Exception Sheet for any exceptions to their standard work week. Common examples include PTO, GVB, GSB, Bereavement, Jury Duty, and other leaves of absence.

All Participant employees' time worked will be recorded within their respective programs. The programs track all completed work and provides that information for payroll purposes for payment.

It is the supervisor's responsibility to ensure that they review and approve all Hourly employee time cards and records and ensure they are submitted on time card submission day, even if the employee is absent. Time cards must be submitted to the Finance Department no later than noon Monday following the end of the previous week. If Monday is a holiday, then the time cards are due no later than noon on Tuesday.

Altering, falsifying, or tampering with paper or electronic time records, recording time on another employee's time card/record, or clocking in or out for another employee may result in disciplinary action, up to and including termination of employment.

In the event of an error in reporting time, immediately report the problem to your supervisor.

Separation of Employment

If you decide to leave Company , the Organization strongly encourages at least two weeks written notice of resignation. If the terminating employee is eligible, continuation insurance coverage information will be mailed to the employee in accordance with state and federal law. Any negative PTO balance at the time of separation will be deducted from the employee's final paycheck, computed at the rate of pay earned upon separation.

The termination process includes turning in all Company property, such as computers, file cabinet keys, files, documents, building passes, parking passes, key cards, cell phones, uniforms, keys and equipment, as applicable. Supervisors should complete the termination process, including collecting company property, prior to the conclusion of the employee's last day of employment.

The Organization will comply with all Federal and state regulations regarding the timing of distributing final pay.

Meals and Rest Periods

Meal and break periods will be established in accordance with the business requirements of the department and applicable Federal and state laws. Full-time employees may be allowed a 30-60 minute meal break near the middle of the day.

Hourly employees will not be compensated for their meal breaks unless they are required to remain at their work stations while eating or are otherwise required to work during their breaks. Hourly employees must record non-worked meal time per the process designated by their department.

Employees who leave the Organization's premises during their meal break must check out when leaving and check in when returning. Some departments may require their employees to remain on the Organization's premises in designated areas for meal breaks. Employees may not extend meal breaks beyond their assigned period.

A cafeteria and vending area are provided at some work sites for the purchase and consumption of food. It is required that food consumption be restricted to these areas. If you are on an unpaid work break you may not be at your work station during your break. Supervisors and department heads are responsible for balancing work loads and scheduling meal breaks. Whenever necessary, the duration and time of meal periods may be changed.

Background Checks

Company will conduct pre-hire and/or post-hire background checks appropriate to the position for which the applicant is being considered and in accordance with applicable state and Federal laws.

Rehire

Unless prohibited by law, any employee who is rehired more than five (5) years following his/her separation date will accrue benefits as a new employee and will not have prior benefits or service time reinstated.

Employees rehired within five (5) years of their separation date will have previous service reinstated for retirement plan purposes only in compliance with applicable law.

Personnel Records and Information

Important events in each employee's history with the Organization will be recorded and kept in the employee's personnel file. These files are only made available to authorized persons or governmental agencies as required by law.

You may review your personnel file upon prior written request submitted to Human Resources. Human Resources will provide your personnel file within a reasonable amount of time after receiving the written request.

You are responsible for notifying Human Resources of any changes such as address, telephone number, and/or family status (births, marriage, death, divorce, legal separation, immigration status, etc.) within thirty (30) days of the change, as income tax status and insurance eligibility may be affected by these changes.

Supervisors may only maintain a copy of their direct report's last performance evaluation, corrective action that is in process, emergency contact information and licensing information. All other records should be forwarded to Human Resources.

Dual Employment

Hourly employees may, by prior agreement, perform two or more kinds of work for which different pay scales have been established within the same or different departments and be paid overtime according to FLSA guidelines. The hiring department is the home department. Employees may fill-in in Secondary Departments when qualified and as needed, without affecting their benefits.

Supervisors who have employees working in a dual employment arrangement should coordinate with each other regarding the employee's performance, disciplinary action and time off. The supervisor in the employee's Primary Department should complete the employee's performance evaluation.

Employees interested in a dual employment assignment should apply via the application process outlined in the Job Postings policy. Employees who are in a dual assignment will be required to sign the dual employment agreement form.

EMPLOYEE CONDUCT

Standards of Conduct

To maintain a safe and productive work environment, certain guidelines pertaining to conduct and relationships must be followed. We strive to take a constructive approach to discipline, ensuring that actions that would interfere with job performance or the Organization's operations are not continued.

Violations of these standards will be taken seriously and may subject employees to any of the following forms of disciplinary action including verbal warning, written warning, suspension or termination. The Organization does not guarantee that one form of discipline will necessarily preclude another. Supervisors have authority to enforce standards of conduct and other Organization policies or procedures. To protect our employees and the Organization, employees witnessing a violation are required to immediately report such an incident to a supervisor.

This list is intended to be representative of the types of behaviors and activities that may result in disciplinary action, up to and including termination. It is not intended to be comprehensive and, therefore, the Organization may impose discipline up to and including termination for any other violation or inappropriate conduct not listed below. This policy does not alter the employment-at-will relationship between you and the Organization. This list is not intended to and does not prohibit any conduct that is protected by law.

- Violation of any of the Organization's policies included in this Handbook.
- Engaging in acts of dishonesty, fraud, theft, or sabotage.
- Unauthorized use or possession of property belonging to the Organization, a customer or another employee.
- Fighting, horseplay, practical jokes or other conduct that may endanger or disrupt anyone on our premises or in the course of your job duties.
- Drinking alcohol and/or the use of controlled substances on the job or during lunch time or reporting to work under the influence.
- Refusing to cooperate with Organization investigations, or providing false information or otherwise interfering with or obstructing an Organization investigation.
- Violating criminal laws on Organization premises or while performing Organization business.
- Being convicted of a felony or crime that reflects negatively on your trustworthiness or dedication to personal safety or reasonably may be expected to damage the Organization's reputation in the community.
- Threatening, intimidating, coercing, harming or interfering with the performance of employees, applicants, customers, vendors or the general public.
- Falsifying employment applications, resumes, time records, personnel documents, customer documents, or any other records belonging or relating to the Organization, or intentionally giving false information to anyone who makes such records.
- Insubordination, including refusal to work on an assigned job, refusal to comply with instructions, refusal to comply with Organization policies and refusal to work overtime.
- Instigating, encouraging or participating in any illegal or unprotected work stoppages, slowdowns or picketing.
- Inability to establish sound relationships with customers, third parties, supervisors or other Company staff, as determined by management.
- Unauthorized, willful or careless waste, damage, removal or destruction of Organization materials, property, equipment or supplies.
- Wasting time, loitering, sleeping while on duty or leaving your place of work without permission during working time.

- Conduct or remarks that reflect adversely on the Organization.
- Disclosing to any person, including television, radio and print media representatives, any confidential information relating to the Company business, customers, finances or trade secrets. (Please see the Confidentiality Policy)
- Carelessness or neglect of job duties that results in the loss, damage or destruction of the Organization, employee or customer property.
- Performance that does not meet Organization requirements or expectations.
- Violation of safety and health rules.
- Failing to immediately report any accident, incident, work-related injury, fire or other emergency to your supervisor, and if appropriate, the proper authorities.
- Failing to maintain a professional license, certification, and/or driver's license (and insurability for same) as required for job.

Corrective Action

It is the policy of Company to encourage employee behavior of the highest caliber while also encouraging employees to meet performance standards. Employees who violate Organization policy, fail to establish sound relationships with participants, coworkers, referring agencies or other business partners, or fail to meet performance standards may be subject to corrective action. Corrective action is intended to educate, correct and reinforce positive behavior and may consist of a verbal discussion, written warning, suspension or termination. These actions are not necessarily sequential and will be assessed based on the nature and specific circumstances of each case. Under certain circumstances, the offense may warrant and result in immediate termination. All corrective action measures involving written warnings **should be** discussed with Human Resources prior to taking action. All corrective action measures that include suspension or termination **must be** discussed with Human Resources prior to taking action.

Attendance Standards

Punctuality and regular attendance are essential for the proper operation of our Organization. Tardiness, job abandonment, and/or excessive unscheduled absences are undesirable performance factors for all employees, and those found to be in violation of the Organization's standards will be subject to disciplinary action, up to and including termination.

Definitions utilized in this policy include the following:

Scheduled Absence: Pre-planned and pre-approved time off including paid time off, bereavement days, jury duty, court appearances, military leave, workers' compensation leave, and approved leaves of absence.

Unscheduled Absence: Unplanned or unapproved time off for one or more consecutive days for the same reason. Absences due to illnesses or injuries which qualify under the Family and Medical Leave Act (FMLA) and have been designated as Family and Medical Leave (FML) will not be counted against an employee's attendance record. Medical documentation within the guidelines of the FMLA will be required in these instances.

Tardy: Any time the employee is not appropriately dressed, present and working at the start of his/her designated work shift.

Company, in its sole discretion, will decide what disciplinary action to impose for absences and tardiness. In general, warnings will be issued as follows:

Number of Unscheduled Absences in 12-Month Period	Number of Tardies in 12-Month Period	Disciplinary Action
5	6	Verbal Warning
6	7	Written Warning

7	8	Termination
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While the above process offers general guidelines for implementation of this policy, continuing patterns of absences or tardiness, regardless of the exact number of days, may warrant disciplinary action, up to and including termination.

In the rare instances when an employee cannot avoid being late to work or is unable to work as scheduled, the employee should notify the person to whom he/she reports as soon as possible in advance of the anticipated tardiness or absence. The appropriate call-in process designated by his/her department must be followed.

Employees are expected to call personally rather than having someone else call on their behalf, unless the employee's condition makes it impossible to do so. Failure to call in properly will be considered an unscheduled absence, and may result in disciplinary action, up to and including termination.

For absences of more than three (3) consecutive scheduled workdays, you will be required to provide a written doctor's statement to your supervisor. However, your supervisor may request written documentation for any absence of any length. If an employee is absent from work for two (2) or more consecutive scheduled workdays without calling in, it will be assumed that the employee has abandoned his/her job and therefore has voluntarily terminated his/her employment as of his/her last day at work or last day of approved absence.

Additionally, unless you are on an authorized leave of absence, you must maintain contact with your supervisor throughout any absence per the process designated by your department.

Dress and Personal Appearance

Dress, grooming and personal hygiene standards contribute to the morale of all employees and affect the image the Organization presents to the community. Employees are expected to present themselves appropriately and dress according to the requirements of their position. General guidelines include the following:

- Clothing should be clean and in good repair
- Shirts must be worn at all times
- Excessively tight or revealing clothing is prohibited
- Clothing that states or alludes to an obscenity, violence, sex, or advertises alcohol, tobacco, political affiliations or an illegal substance is prohibited
- Buttons or embellishments that state or allude to an obscenity, violence, sex, or advertises alcohol, tobacco, political affiliations or an illegal substance is prohibited
- Some positions may require employees to wear a uniform

Certain departments may have additional requirements for dress and personal appearance in their areas. Your supervisor will notify you of the requirements for your position. Consult your supervisor if you have questions as to what constitutes appropriate attire.

Smoking

For the health and safety of all, no smoking will be allowed in any area of our offices at any time. This policy applies to employees and participants. All designated smoking areas will be situated at least twenty (20) feet away from each entrance or exit of the building so that smoke does not enter the building through entrances, windows, or ventilation systems. Employees are free to smoke in the designated smoking areas during their non-working hours (i.e., before work, during lunch breaks, other approved paid breaks and after work). Employees may not smoke in or at a consumer's private home where Supported Living services are provided.

The Organization does not condone “smoke breaks” during normal working hours. Employees who violate this policy and/or disarm any Organization fire protection equipment may be subject to disciplinary action, up to and including termination.

Parking

Company has a limited number of parking spaces available at its facilities. No guarantees of a parking space are express or implied. Employees at the Edgehill location shall register their vehicles(s) including but not limited to cars, vans, trucks, motorcycles, motor scooters and/or bicycles (motorized or not) with the Organization. Permit holders will be assigned to specific parking facilities or areas as determined by Company Building Services based on space availability.

Employees shall display their parking permit properly and at all times when parked on Organization property. Parking permits assigned to a specific employee are for use by the assigned employee only; the transfer, loaning or distribution of parking permits by employees is a violation of this policy. Parking of a vehicle, with or without a parking permit, in an unauthorized parking space is a violation of this policy. A fee will be assessed to any current employee requesting a replacement parking permit due to loss, damage, misuse or improper care of the permit. If the damaged parking permit is returned and damage is due to normal wear, the fee is waived.

The use of any parking garage or lot shall be at the permit holder's risk. Company is not responsible for personal injuries or liability for loss resulting from fire, theft, vandalism or damage to any vehicle or article left therein.

Any violation of this policy may result in disciplinary action, up to and including termination.

Drug-Free Workplace

Company is committed to having a safe, healthy and productive workplace for all of its employees. If we are to continue to fulfill our mission to strengthen and enhance the quality of life for individuals with disabilities and/or other challenges, employees must be physically and mentally fit to perform their duties safely and efficiently. The Organization recognizes that drug, alcohol and other substance abuse by employees will impair their ability to perform properly and can have serious adverse effects on the safety, efficiency and productivity of other employees and the Organization as a whole. To this end, it is our intent to create and maintain a drug-free workplace.

Human Resources and Health and Wellness will have joint responsibility for administering this policy, its proper procedures, controls, and for serving as a liaison with our vendors and laboratories to ensure that all agreed upon procedures are followed, establishing confidential files and communicating this policy to employees.

Company prohibits:

- 1) The use, possession, and/or being under the influence of alcohol while on Organization premises or work sites except with regard to a Company sponsored event approved by the President/CEO. Employees attending such functions may, unless expressly notified otherwise, partake in alcoholic beverages provided the employee's faculties are not affected or impaired. Company reserves the right to limit consumption at all company sponsored events and community functions held on Company ' premises to two (2) drinks. Employees who are responsible for participants and/or who are still on duty or who are driving Organization or personal vehicles while doing Company business are prohibited from consuming alcohol at these events.
- 2) The use of alcohol in excess or to the point of intoxication while attending any Organization-related or Organization-sponsored events, regardless of whether such events are on or away from Company premises.
- 3) The use, possession, sale, manufacture, distribution and/or being under the influence of illegal drugs/controlled substances and/or possession of drug-related paraphernalia while on Organization premises, while performing duties for the Organization while away from Organization premises or job sites, while attending Organization-related events, and/or during working hours.

For purposes of this policy, “Organization premises” or “Organization property” includes all property owned, leased, used or under the control of the Organization including but not limited to the Organization’s offices, job sites, parking areas, all work locations, and vehicles.

The substances prohibited by this policy include such items as any illegally or unlawfully obtained drugs or controlled substances as defined by § 812 of the DFWA; “designer” or synthetic drugs; “over the counter” or prescribed medications not being used for the purposes or in the manner intended; and non-prescription mood or mind-altering substances.

Employees may maintain prescription drugs on Organization premises provided the drugs have been prescribed by a licensed physician for the person in possession of the drug, the drug is in the current, labeled prescription container, and the substance does not adversely affect the employee’s ability to perform job-related duties in a safe and efficient manner. The use of someone else’s prescription drugs is prohibited. Over-the-counter medications are permissible under this policy provided the medication is taken as directed and does not interfere with the employee’s ability to perform his/her job duties effectively and safely. Each employee is responsible for being aware of and following all cautions associated with the use of prescription or non-prescription drugs.

No Contractual Rights Established

Compliance with this policy is required as a condition of employment. This policy applies to all individuals at all levels of the Organization who are currently employed by, conduct business for or apply for a position with the Organization. However, nothing in this policy alters an employee’s at-will status and shall not constitute nor be deemed a contract or promise of employment for any particular duration of time. The Organization reserves the right to interpret, change, suspend and/or cancel, with or without notice, all or any part of this policy or the procedures or benefits discussed herein.

Criminal Drug Charges or Convictions

Employees must report, within five (5) days, any conviction under a criminal drug statute. Employees who are convicted for off-the-job illegal drug-related offenses may be considered to be in violation of this policy depending on the circumstances. In deciding what action to take, the Organization will take into consideration the nature of the charges, the employee’s present job assignment, the employee’s record with the Organization, the amount of time passed since the conviction, and other factors relative to the impact of the employee’s conviction on the Organization and the employee’s continuing employment status.

Testing of Employees and Candidates

The Organization may require an employee to undergo a drug/controlled substance/alcohol screen in certain circumstances, including:

- 1) Pre-employment: All job offers to applicants are conditioned on a negative drug test result. Each applicant for a position will be required to officially consent to a screening test as part of the application process. Failure to sign the consent form may be considered a withdrawal of the application.
- 2) Incident/Accident: Anyone causing or involved in an incident/accident that requires outside care from a medical provider and/or any incident in which there is damage to Organization property in any amount (i.e. vehicles, machinery, equipment, etc.)
- 3) For Cause: Whenever the Organization or its designee has sufficient reason to believe that an employee may be using or under the influence of prohibited drugs or alcohol.
- 4) Follow-Up: All employees who enter an alcohol and/or drug treatment or counseling program, through self-identification or previous diagnosis will be subject to unannounced testing for a period to be determined by Organization discretion.

- 5) Government Requirements: The Organization will also conduct testing as required or recommended under the provisions of any state or federal government regulations. Any employee who is within a regulated group requiring testing will be required to abide by the Organization's policy as well as any government programs.

Testing Procedures

Employees will complete a consent form for testing. An employee's refusal to submit to a requested test may be considered an act of insubordination and will result in immediate termination.

Testing will be conducted by an appropriate testing facility designated by the Organization. Applicants and employees must cooperate fully with reasonable procedures and requirements of the testing facility.

Each employee and applicant who is to be tested will be asked by the Organization's designated testing facility to list all legal and prescription drugs consumed during the past thirty days, and will have an opportunity to explain the use of each such drug. Applicants or employees who do not report the use of any such drugs to the testing facility and who subsequently test "positive" on any required screening or other test, may not be hired if not yet employed, or if hired, may be subject to immediate discharge.

Positive test results may be given a second verification test by the Organization's designated testing facility. Employees who test positive on the second verification test will be subject to discipline up to and including immediate termination for violation of this policy. Applicants who test positive on the second verification test will not be employed. Test results will be returned to Health and Wellness or Human Resources for review with the applicant or employee.

Confidentiality

Test results will be maintained in a confidential manner in a separate file, not part of the employee's personnel file. Test results of applicants will be maintained in a separate file, not part of the application.

The Organization will endeavor to keep the results of any drug, substance abuse or other such tests confidential. Test results and voluntary reports of drug and alcohol problems will not be revealed by the Organization to any person except those persons whom the Organization believes have a need to know because of such reasons as supervision of the employee involved, personnel administration or as otherwise deemed necessary or proper by the Organization or as required by law.

Treatment

An employee who admits to or is diagnosed with drug addiction or alcoholism may be referred to Human Resources for referral to a rehabilitation-counseling program for evaluation and/or treatment. Such a program shall be at the employee's expense, except that employee health insurance may provide inpatient or outpatient coverage. Any costs associated with treatment that is not covered by the employee's insurance will be the responsibility of the employee. If an employee withdraws from a non-beneficial program, he/she may enroll in an acceptable program within a two-week period of time as an alternative to disciplinary action for failure to satisfactorily complete the initial program.

An employee who is currently using substances covered by this policy will not be granted an accommodation unless they agree to stop using these substances and are engaged in a supervised rehabilitation program. Continued usage of such substances or failure to follow the prescribed treatment program will be grounds for termination.

A program of counseling and/or treatment may be approved by management as a reasonable accommodation provided that:

- 1) The employee demonstrates a willingness to undergo counseling or treatment, agrees to cooperate fully and no potential risk of health or safety to self or others exists.
- 2) The employee either ceases the use of drugs, alcohol or other such substances and continues to work safely and satisfactorily while undergoing counseling or treatment; or applies for accrued time off or is approved for a leave of absence without pay during the period of the counseling or treatment program. The Organization reserves the right to limit the amount of unpaid leave and to prohibit employees from returning to their positions until a physician certifies the successful completion of a program of counseling and/or treatment and releases the employee for work.
- 3) The employee has not had previous, related corrective discipline. Any continuation or resumption of drug or alcohol related problems would be treated as grounds for termination
- 4) A drug and alcohol problem will not excuse any violation of Organization rules or standards, under this policy or otherwise, whether the employee seeks treatment or not.

Corrective Action

Notwithstanding the fact that the Organization seeks to encourage employees with drug and alcohol abuse problems to participate in a counseling and/or treatment program, the fact that the Organization gives an employee the opportunity to participate in such a program does not excuse the employee from receiving any disciplinary action for his/her underlying policy violation, and does not alter the employee's at-will status. All violations of Organization policy are subject to disciplinary action. The mere fact that misconduct may be related to an underlying drug or alcohol condition, or that the employee is undergoing counseling, treatment or rehabilitation for such underlying condition does not excuse the employee from disciplinary action for the violation.

Failure to comply with the provisions of this policy will be grounds for disciplinary action, up to and including immediate termination of employment. Confirmed positive test results on a pre-employment drug or alcohol test will cause the offer to be rescinded. Refusal to submit to a requested test, altering, substituting or otherwise manipulating the testing process or refusal to sign a consent form authorizing a reasonable cause search are all grounds for immediate dismissal.

Conducting Workplace Searches

The Organization reserves the right to conduct workplace searches for alcohol, drugs and/or other contraband. The Organization's rights extend to searches of employees' personal effects and possessions on Company property (including but not limited to lockers, desks, offices, work areas and file cabinets) or while performing duties on behalf of the Organization. Employees may also be asked to empty contents or pockets of personal clothing, purses, bags, cases, lunchboxes, etc. for search purposes. In no instance shall any person employed by Company subject the employee to bodily search. Refusal to permit a search will be considered voluntary termination of employment.

Communication

This policy will be communicated to new employees during orientation. Current employees will receive a copy of the new policy and substance abuse awareness training periodically. Supervisors will receive additional training on how to recognize performance problems that may indicate substance abuse. In addition, a list of resources will be available from either Health and Wellness or Human Resources with numbers for employees to call to seek assistance with drug/alcohol problems. Other communication vehicles may be used throughout the year as appropriate.

In the event that any provision of this policy conflicts with applicable law, such law will govern and this policy will be implemented in a manner consistent with the applicable law.

Workplace Violence

The Organization strongly believes that all employees should be treated with dignity and respect and work in a safe environment. The Organization does not tolerate any type of workplace violence committed by or against employees.

This list of behaviors, while not all-inclusive, provides examples of conduct that are prohibited:

- Causing physical injury to another person
- Making threatening remarks
- Aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress
- Intentionally damaging employer property or property of another employee
- Possession of a weapon while on Organization property, while in a Organization vehicle or while on Organization business
- Committing acts motivated by, or related to harassment or domestic violence

When necessary, the Organization may inspect and/or search all Organization property, as well as any employee's personal property on Organization premises.

If you have any concerns about safety or have any knowledge of someone or something that may cause a threat to you, your co-workers, property or the Organization, please report this information immediately to your supervisor, another member of the management team or Corporate Security. Call 911 if there is an immediate threat or emergency. Further, you must notify your supervisor and Human Resources if any Restraining Order is in effect.

Retaliation against any employee who reports workplace violence is prohibited. Violations of this policy may result in disciplinary action, up to and including immediate termination of employment.

COMPENSATION

The Organization strives to provide compensation that is competitive for our community and industry, recognizing individual effort and contribution to our success.

Compensation for each position is based on:

- Knowledge, experience, initiative, skill, decision making, training, and overall performance
- Variety and scope of responsibilities
- Demands of the position
- Market conditions
- Organization performance

Wage increases are neither automatic nor periodic. They are based on an employee's and the Organization's performance, not length of service or cost of living. A wage adjustment does not automatically follow a performance review. Any applicable wage increase will be pro-rated based on the month of hire for newly hired employees during their first performance review.

The Organization considers wages and salaries confidential information. Compensation should not be discussed with anyone other than Human Resources or an employee's direct supervisor.

Paydays

Unless otherwise designated by the Organization, employees will receive their payroll checks every other Friday (bi-weekly) for work performed during the previous two-week period. When a payday occurs on a holiday, checks will generally be issued on the last workday before the holiday.

Direct Deposit

The Organization encourages direct deposit for all employees. Using the direct deposit option enables you to have your paycheck deposited directly into your personal checking or savings account by the morning of payday. You must provide a document that verifies your account information to the Finance Department. A pre-notification period of at least one (1) pay period is required before pay is actually deposited into the employee's account(s).

Payroll Deductions

When you begin your employment with the Organization, you should complete a W-4 tax form declaring any dependents. It is the employee's responsibility to determine the appropriate number of deductions.

Various payroll deductions are made each payday to comply with federal and state laws pertaining to taxes and insurance. Deductions will be made for the following:

- Federal, State and Local Income Tax Withholding
- Social Security (FICA) / Medicare
- Other items designated by or for the benefit of the Employee, or required by law.

The Organization may also be required to deduct from your pay because of a court order demanding wage deductions, wage assignments, support order and/or other legal requirements. The maximum garnishment fee allowed by law will also be imposed where applicable.

We will make the required legal deductions based on information you provide and any court orders received. Benefit deductions will be taken prior to garnishments unless prohibited by law.

At the end of each calendar year, you will be supplied with your Wage and Tax Statement (W-2) Form. This statement summarizes your income and deductions for the year. If you have any questions regarding these deductions, please contact the Finance Department.

Any employee who feels an improper salary deduction has been made should alert the Finance Department immediately. The issue will be investigated and corrected if appropriate, and good faith efforts will be made to assure it does not happen again.

Pay Advances

While Company does not provide employees with pay advances, there may be situations where employees are allowed to voluntarily have deductions withheld from their paychecks to cover items such as Auto Auction purchases. Please contact your supervisor if you are interested in this option.

Overtime Pay

Employees may be required to work overtime as necessary, although only Hourly employees are eligible for overtime pay. Company provides compensation for all overtime hours worked by non-exempt employees in accordance with state and federal law.

All hours worked in excess of 40 hours in one work week will be paid in accordance with FLSA guidelines. Work weeks begin each Sunday at 12:00 a.m. and run through 11:59 a.m. on Saturday. Only actual hours worked in a given work week will apply in calculating overtime.

Employees may be required to work overtime when necessary. Overtime worked by non exempt employees must be previously authorized by your supervisor. Please note that overtime is never at the employee's sole discretion. Failure to receive approval for overtime in advance may result in disciplinary action, up to and including termination.

If overtime is required, employees are expected to work it. Refusal to work overtime may result in disciplinary action, up to and including termination. Overtime should only be assigned in those situations where the supervisor in charge is convinced that the work is essential to meet established schedules or deadlines. Advance notice will be given to employees whenever possible; however, employees should be aware that emergencies occasionally arise that do not permit advance notification. In an emergency situation, the supervisor will make every effort, as soon as possible, to notify those employees who are scheduled for overtime work.

Supervisors cannot permit Hourly employees to voluntarily remain at their jobs beyond their scheduled quitting time, or to begin work earlier than the scheduled start time, or to work during mealtime unless they are paid for that time.

Hourly employees may, by prior agreement, perform two or more kinds of work for which different pay scales have been established. Therefore, overtime will be paid at a rate based upon the rate established for the type of work being performed according to the agreement.

Please contact your supervisor if you have any questions regarding your rate of pay.

Travel and Expense Reimbursement

The Organization will reimburse employees for reasonable and necessary expenses incurred in the course of Company business. Reasonable expenses incurred by employees in the performance of their duties generally include transportation, travel expenses, business meals, and seminars or other selected educational functions related to the employee's job.

All employees must obtain approval from their department head before embarking on travel. Employees are normally expected to travel coach or economy class and to stay and eat in moderately priced establishments while traveling on company business. Common carrier transportation may be utilized for trips of two hundred miles or more, provided suitable scheduling is available. Employees are expected to exercise prudence in their selection of local transportation at their destination.

Employees who use their personal car for business purposes will receive a mileage allowance as approved by management. Beginning and ending odometer readings must be recorded on the expense report form in order to be reimbursable. Employees driving company vehicles are personally responsible for any fines incurred as result of driving or parking violations.

A cash advance for expenses of approved travel may be obtained by submitting a written request to the Finance Department. Upon the completion of travel, the employee must fill out an expense report and attach the necessary supporting receipts per this policy. Cash advances are to be disbursed only when the employee is leaving for a trip that will be overnight. The amount requested is not to exceed the expenses expected to be incurred. All requests for cash advances must be approved by the appropriate Director or Vice President.

All business expenses must be approved in writing by your supervisor. Employees with reimbursable expenses must submit approved expense reports, along with dated receipts, to the Finance Department within five (5) days of the end of the month in which the expenses were incurred. Expense Forms may be obtained on-line through the intranet or from the Finance Department.

Failure to submit timely and accurate expense reports may result in disciplinary action, up to and including immediate termination of employment.

Promotions, Transfers and Demotions

A **promotion** is the advancement of an employee from an approved position in one pay grade to an approved position with a higher pay grade. If the employee's pay rate is below the minimum of the pay grade, the promotion will result in a pay increase.

A **transfer** is a move to a new position in the same pay grade. It is the policy of the Organization to offer employees promotions to higher level positions and/or transfers when appropriate. Where qualified applicants are available internally, it is the Organization's preference to fill job openings by promoting or transferring from within. However, the most qualified and experienced applicant for a suitable vacancy may be given priority whether or not they are a current employee.

A **demotion** occurs when an employee's position is reassessed to a lower salary grade or when an employee is transferred to a position in a lower salary grade typically due to reorganization. A demotion also occurs when an employee voluntarily accepts a position in a lower salary grade than the current position occupied.

EMPLOYEE BENEFITS & SERVICES

The Organization currently provides certain benefits for its eligible employees. During your on-boarding process, you will receive plan booklets detailing all group insurance benefits. Enrollment forms should be completed as soon as possible and returned to Human Resources to ensure that your coverage begins as soon as you become eligible. If you choose not to join the benefit programs offered by the Organization, the waiver provided to you must also be returned on a timely basis.

The current benefit plans Company offers to eligible employees include the following:

- Health Insurance
- Dental Insurance
- Vision Insurance
- Voluntary Benefits
- 403(b) Retirement Plan

Please remember that the Organization's benefit plans are defined in legal documents, such as insurance contracts and official benefit plan documents. The nature and extent of the group benefits are therefore expressly dictated by those documents, which are available for your inspection by request to Human Resources. Each employee should read the official benefit plan documents for all relevant terms, conditions, eligibility requirements, rights and benefits. The official benefit plan documents solely determine your rights and responsibilities, and nothing in this Handbook can be construed to alter or amend those documents or the rights stated and defined therein.

The existence of these employee benefits and plan documents, in and of themselves, does not signify that you will be employed for the requisite time necessary to qualify for these benefits and plans, as your employment is "at-will." The Organization may change, modify or discontinue these benefits and contribution amounts at any time, as permitted by law.

HIPAA Privacy

Company acknowledges participants' privacy rights as specified in the Privacy Rule of the Administrative Simplification provisions of the Health Insurance Portability and Accountability Act of 1996, and has implemented policies and procedures to ensure these privacy rights are protected.

In conducting the operations of the Company Health Plan, the Organization will manage Protected Health Information ("PHI") in a manner that prevents unnecessary or inadvertent access to, use of or disclosure of PHI.

Participants in the Organization Health Plan have the right to review their PHI, as well as request restrictions on how and to whom their PHI is communicated. Any violation of this policy should be reported to the Director of Health and Wellness, who is designated as the Organization HIPAA Privacy Officer. The Organization will not discriminate or retaliate against any participant for making such a request or reporting a violation of this policy. Complete information regarding the Organization's HIPAA Privacy Policy and Procedures may be found posted in the break area or may be obtained from Human Resources. Any violation of this policy may result in disciplinary action, up to and including termination.

Insurance Continuation after Employment (COBRA)

If you are an employee covered by our group health plan, you may have the right to choose Continuation Coverage if you lose your group health coverage because of a qualifying event, such as a reduction in your hours of employment or termination of your employment, except for reasons of gross misconduct on your part. Certain family members also have rights to Continuation of Coverage if you lose group health coverage.

If you have any questions regarding Continuation Coverage, or to determine if you are eligible for such coverage, please contact Human Resources who will provide you with the information you need and with the necessary forms to continue your coverage. More detailed information is provided to all employees upon the occurrence of a qualifying event.

Social Security/Medicare

The Federal Insurance Contributions Act (FICA) directs employers and employees to contribute a percentage of employees' wages to Social Security. These funds provide retirement and long term disability benefits. The employee's share of these taxes is deducted from the employee's paycheck and is sent with the employer's portion to the appropriate government agency.

Workers' Compensation

Workers' Compensation benefits are intended to compensate workers with job related injuries or illnesses. If you are injured on the job, no matter how minor the injury, or become ill with a job related illness, you must notify your supervisor immediately. The amount and length of workers' compensation benefits is established by state law. Please refer to the Incident Reporting policy for details pertaining to the reporting of any incident.

Professional Licenses and Certifications

The Organization provides several programs that may help an employee obtain continuing education credits needed to retain their professional license. However, in some instances, Company may pay for additional seminars if related to the job and approved by the employee's supervisor. Ultimately, the maintenance of licenses and/or other credentials is the responsibility of the employee.

Memberships in Professional Organizations

Individual membership in professional or trade organizations related to the employee's position or where the employee represents the Organization in such groups is encouraged and may be paid for by the Organization.

Individual memberships not related to the employee's position or otherwise not paid by the Organization are at the discretion and expense of the employee.

Continuing and Advanced Education

Fee waivers will be provided only for courses of study which the Organization determines are directly related to the employee's present job (i.e. to maintain credentials) or which will enhance the employee's potential for advancement to a position within the Organization which the individual has a reasonable expectation of achieving. Employees must have completed one year of service in order to apply for a fee waiver.

Employees wishing to participate in this program must complete a Request for Fee Waiver and submit the completed form to the departmental manager for approval. Approval will be based on a number of factors including but not limited to the employee's performance, business needs, and meeting the educational, professional or other prerequisites established by the program as well as the availability of Fee Waivers.

Service Awards

It is the Organization's intent to recognize and honor employees' service with Company . Service awards will be given to employees who have completed five (5) or more years of continuous employment with the Organization during the calendar year in which the awards are given. Service Award recognition will occur at a designated ceremony for all eligible employees and will be given in five (5) year increments, i.e. five, ten, fifteen, twenty, etc.

Grandfathered Sick Leave Bank

In January 2011, Company migrated from traditional vacation and sick leave policies to a pooled approach called Paid Time Off (PTO) (see PTO policy for further information). As a result of this change, any accrued, unused sick hours as of January 1, 2011 will be placed in a Grandfathered Sick Leave Bank ("GSB" or the "Bank"). All hours maintained in this Bank are available to utilize for protection from loss of income due to extended periods of illness or injury, in accordance with this policy.

GSB may only be utilized for an employee's own personal illness or injury. GSB hours are paid during periods of personal illness or injury lasting more than three consecutive work days. The employee will use PTO for the first three days of personal illness or injury, if available. The first three days will be without pay if PTO is not available and the payment of accrued GSB will begin on the fourth day of personal illness or injury.

GSB hours are paid at the employee's current base rate of pay. GSB hours will be paid according to the employee's normally scheduled workday, but not to exceed 40 hours per week. In the event that an employee is no longer working in a position that is eligible for GSB (due to position change, hours change, etc.), all accrued unused GSB will be forfeited. Upon termination, no payment will be made for accrued unused GSB hours.

A physician's statement is required in order for an employee to be paid GSB. Furthermore, the Organization reserves the right to request physician certification of any illness or injury.

GSB does not count as hours worked in calculating overtime. After the three day waiting period which may be unpaid if no PTO is available, employees are required to use accrued GSB prior to taking any form(s) of unpaid leave.

An employee's immediate supervisor is responsible for completing and forwarding the physician's statement to the Human Resources Department prior to payment of any GSB benefits.

Holidays

The following seven (7) paid holidays are generally observed by the Organization:

New Year's Day

Martin Luther King, Jr. Day

Juneteenth

Labor Day

Christmas Day

President's Day

Memorial Day

Independence Day

Thanksgiving Day

Upon hire, Full-time and part-time employees are eligible for the seven (7) paid holidays noted in this policy. Holiday pay for non-worked days will be calculated using the chart below:

Full-time (30+ hours/week)

Part-time (1-29 hours/week)

8 hours of holiday pay

4 hours of holiday pay

Temporary and PRN/Occasional employees are not eligible for paid holidays. Paid holidays that occur during an employee's scheduled paid time off (PTO) will not be counted against the individual's paid PTO allotment.

Holidays that occur during any employee period of unpaid time away from work, including PLA and FMLA, will not be eligible for holiday pay.

The business needs of the department and/or service contracts may allow for additional holidays in certain departments and/or locations. The Organization may designate additional holidays and/or early closure days. The Holiday schedule may be modified as deemed appropriate. When a recognized holiday falls on a Saturday or Sunday, the Organization may designate an alternate date upon which the holiday will be observed.

The Organization reserves the right to schedule employees to work on any holiday to meet business and customer needs. An employee who is required to work a Holiday will receive holiday pay in accordance with the practices of their department or as stipulated in the contract to which they are assigned.

A paid holiday does not count as hours worked in calculating overtime for the week. Paid holidays that occur during an employee's scheduled paid time off (PTO) will not be counted against the individual's paid PTO allotment. Hourly employees must work the scheduled workday before and the scheduled workday after the holiday in order to be paid for the holiday, unless the holiday is taken as part of scheduled PTO or otherwise approved in advance by the employee's supervisor.'

Paid Time Off (PTO)

This PTO plan is designed to provide you with the opportunity to rest and get away from work. For that reason, we believe that it is important to take PTO and encourage employees to do so. Employees decide how to use accrued PTO, which may include family emergencies, personal reasons, personal or family members' illness, appointments, hobbies, errands, volunteer and civic activities, travel, self-improvement, school functions, caring for relatives, religious observances or simply rest and relaxation. This policy encompasses traditional vacation and sick leave. Regular Full-time and Part-time employees will accrue PTO time based on the number of years of continuous service with the Company and their paid hours. "Continuous service" is defined as an unbroken period of time during which an individual is considered to be an employee of Company. Temporary and PRN/Occasional employees are not eligible for paid PTO days.

Earning PTO

PTO will accrue per paid hour each pay period not to exceed 40 hours per work week according to the schedule shown below. Employees can accrue PTO hours up to their annual maximum hours per the schedule below.

Regular Hourly Accrual Schedule

Employee Years of Service	Accrual per Paid Hour up to 40 hours per week	Annual Maximum Equivalent in Days for Full-Time Employees	Maximum Negative Balance allowed 12/29/2017-06/30/2018	Maximum Negative Balance allowed 07/01/2018-12/31/2018	01/01/2019 PTO must be earned before using. Maximum Negative Balance allowed
0 thru 4.99	0.034615	9 (72 hours)	36	18	0
5 thru 9.99	0.053846	14 (112 hours)	56	28	0
10 plus	0.073077	19 (152 hours)	76	38	0

Professional Hourly Accrual Schedule

Employee Years of Service	Accrual per Paid Hour up to 40 hours per week	Annual Maximum Equivalent in Days for Full-Time Employees	Maximum Negative Balance allowed 12/29/2017-06/30/2018	Maximum Negative Balance allowed 07/01/2018-12/31/2018	01/01/2019 PTO must be earned before using. Maximum Negative Balance allowed
0 thru 4.99	0.061538	16 (128 hours)	64	32	0
5 thru 9.99	0.080769	21 (168 hours)	80	40	0
10 thru 19.99	0.1	26 (208 hours)	80	40	0
20 plus	0.119231	31 (248 hours)	80	40	0

Regular Salaried Exempt Accrual Schedule

Employee Years of Service	Accrual per Paid Hour up to 40 hours per week	Annual Maximum Equivalent in Days for Full-Time Employees	Maximum Negative Balance allowed 12/29/2017-06/30/2018	Maximum Negative Balance allowed 07/01/2018-12/31/2018	01/01/2019 PTO must be earned before using. Maximum Negative Balance allowed
0 thru 4.99	0.061538	16 (128 hours)	64	32	0
5 thru 9.99	0.080769	21 (168 hours)	80	40	0
10 thru 19.99	0.1	26 (208 hours)	80	40	0
20 plus	0.119231	31 (248 hours)	80	40	0

Management Salaried Exempt Accrual Schedule

Employee Years of Service	Accrual per Paid Hour up to 40 hours per week	Annual Maximum Equivalent in Days for Full-Time Employees	Maximum Negative Balance allowed 12/29/2017-06/30/2018	Maximum Negative Balance allowed 07/01/2018-12/31/2018	01/01/2019 PTO must be earned before using. Maximum Negative Balance allowed
0 thru 4.99	0.069231	18 (144 hours)	72	36	0
5 thru 9.99	0.080769	21 (168 hours)	80	40	0
10 thru 19.99	0.1	26 (208 hours)	80	40	0
20 plus	0.119231	31 (248 hours)	80	40	0
<i>If you are a Management Salaried Exempt employee who on 1/2/2011 had less than 5 years or more than 30 or more years you will be grandfathered per the following schedule.</i>					

0 thru 4.99	0.080769	21 (168 hours)	80	40	0
30 plus	0.138	36 (288 hours)	80	40	0

Using PTO

Effective 12/29/2017, employees will accrue PTO on a per pay period basis and will be able to accrue up to their Annual Maximum of PTO Hours. Employees may use PTO in 1.0-hour increments.

It is the responsibility of the employee to manage their PTO. In order to maximize, the PTO benefit, employees are encouraged to use their PTO, per the policy, throughout the year. If an employee chooses not to use PTO throughout the year, and as a result earns the annual maximum PTO, they will stop accruing until their balance is below the maximum. Once the PTO balance is below the maximum, accruals will begin with the next pay period.

PTO requests must be approved by your supervisor and submitted in advance of the proposed PTO. Approval for all PTO requests is at the discretion of your supervisor, based on the needs of the department and the Organization. To satisfy your preferences, as well as to meet the staffing needs of our Organization, please abide by the time off request and notice requirements of your department. Requests will be considered based upon a combination of factors including but not limited to the timing of the request, organizational needs and staffing requirements.

If a holiday falls within an approved PTO period, it will not count against the PTO allotment. PTO does not count as hours worked in calculating overtime.

During 2018, employees are permitted to have a negative PTO balance according to the schedule above.

Effective 1/1/2019, employees no longer be able to have a negative PTO balance and will be required to earn PTO prior to using.

Any remaining negative PTO balance on 12/31/2018, will be deducted from the employee's paycheck over the first six pay periods.

PTO at the end of a year or upon ending employment

Effective 12/29/2017, Company is eliminating the "Use it or Lose it" policy. After 12/29/2017, employees will continue to accrue PTO on a per pay period basis and will be able to accrue up to their Annual Maximum of PTO Hours.

Employees who resign with a positive balance, will be paid accrued, unused PTO if the employee meets the following criteria:

- Employees must provide at least two (2) weeks written notice.
- Employees must work all scheduled days during the notice period.
- Employees may not use PTO during the last two weeks of employment.

No payment shall be made for unused PTO if the employee meets the following criteria:

- Employee is involuntarily terminated for cause, including poor performance, attendance or policy violation(s).

- Employee resigns in lieu of termination, or
- Employee resigns without the required two weeks' notice.

Until 12/31/2018, if you separate employment with a negative balance, we will deduct the value of your negative balance, computed at the rate of pay earned upon separation, from your final paycheck. If the final paycheck does not cover the amount due, the employee must remit payment (check or credit card) to Company within ten (10) days of the last date worked.

Company
Attn: Payroll/Accounts Receivable
1331 Edgehill Rd.
, OH 43212

Grandfathered Vacation Bank (GVB)

Employees who were granted a Grandfathered Vacation Bank (GVB) as of 1/1/2011 will follow the same rules for requesting and obtaining approval for GVB time off as those requesting PTO. Failure to adhere to the request and approval requirements may result in disciplinary action, up to and including termination. Employees with three or more years of service separating from the Company will be paid for any unused vacation remaining in their GVB computed at the rate of pay earned upon separation.

When applicable, PTO and FMLA will run concurrently. When applicable, GVB and FMLA will run concurrently. GVB and PTO may never run concurrently. Employees are required to use accrued PTO and GVB prior to taking unpaid Family and Medical Leave (FML) or any other forms of unpaid leave, unless prohibited by law.

Transfers of PTO from employee to employee

From time to time situations may arise in which employees wish to assist fellow employees who need additional PTO due to family or medical situations. Employees will be permitted to transfer up to 40 hours of accrued unused PTO or GVB time per year. The transfer of time will equate to the cash value of the time, not hour for hour, calculated at the current hourly rates for both employees. Time may only be transferred to employees who are experiencing a documented FMLA qualifying event (see page Employee Handbook for details). PTO Transfers must be requested in writing and approved through Human Resources and all transfers will be kept confidential.

EMPLOYEE LEAVES OF ABSENCE

The leave of absence policies contained in this Handbook reflect Federal law. Please consult with Human Resources for applicable state laws and regulations. The Organization complies with all applicable Federal, state and local laws and regulations regarding paid and unpaid leaves of absence.

Family and Medical Leave (FML)

Employees who have worked for the Company for at least twelve (12) months and at least 1,250 hours during the prior twelve (12) months, and who work at a location where at least fifty (50) employees are located within a 75-mile radius, may be eligible to take an unpaid leave of absence within a rolling twelve-month period.

An unpaid leave of up to twelve (12) weeks may be taken for the following reasons:

1. Birth and/or care of a newborn child of the employee within one year of birth;
2. Placement of a child into the employee's family by adoption or by a foster care arrangement within one year of placement;
3. In order to care for the employee's spouse, child or parent who has a serious health condition;
4. A serious health condition that renders the employee unable to perform one of the essential functions of the employee's position;
5. Any qualifying exigency arising from the employee's spouse, son, daughter or parent being on covered active duty that includes deployment to a foreign country or being called to covered active duty that includes deployment to a foreign country in any branch of the Armed Forces, including the National Guard or Reserves, for one or more of the following:
 - A. Short-notice deployment;
 - B. Military events and related activities;
 - C. Childcare and school activities;
 - D. Financial and legal arrangements;
 - E. Counseling;
 - F. Rest and recuperation (maximum of 15 calendar days for this type of qualifying exigency);
 - G. Post-development activities;
 - H. Parental care leave when a military member's parent is incapable of self-care, for such events as providing immediate care, arranging for alternative care, or transferring the parent to a care facility; and
 - I. Other activities arising out of the military member's active duty, agreed to by the company and the employee.

An unpaid leave of twenty-six (26) weeks per service member in a twelve (12) month period may be taken for the following reasons:

6. In order to care for the employee's spouse, son, daughter, parent or next of kin who is a Covered Service Member (a member of any branch of the Armed Forces, including the National Guard or Reserves) who is undergoing medical treatment, recuperation or therapy or is otherwise on the temporary disability retired list for a serious illness or injury incurred in the line of duty (or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty) and that may render the member medically unfit to perform the duties of the member's office, grade, rank or rating.
7. In order to care for the employee's spouse, son, daughter, parent or next of kin who is a Covered Service Member (a veteran who was a member of any branch of the Armed Forces, including the National Guard or Reserves) and who is undergoing medical treatment, recuperation or therapy for a serious injury or illness that was incurred in the line of duty in the Armed Forces (or that existed before

the beginning of the member's active duty and was aggravated by service in the line of duty) and that manifested itself before or after the member became a veteran. The veteran must have been discharged or released under honorable circumstances and a member of the Armed Forces at any time during the 5-year period preceding the first date the eligible employee took Family and Medical Leave to care for the covered veteran. In addition, the serious health condition or injury of the veteran must meet one of the following criteria:

- a. A continuation of a serious injury or illness that was incurred or aggravated when the veteran was a member of the Armed Forces and rendered him/her unable to perform the duties of his/her office, grade, rank or rating;
- b. A physical or mental condition for which the veteran has received a VA Service Related Disability Rating (VASRD) of 50% or greater, and such VASRD rating is based on the condition precipitating the need for caregiver leave;
- c. A physical or mental condition that substantially impairs the veteran's ability for substantially gainful occupation by reason of a disability related to military service; or
- d. A physical or psychological injury, as determined by the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

For the purposes of events five (5), six (6), and seven (7) a 'son' or 'daughter' is defined as the covered service member's biological, adopted or foster child, stepchild, legal ward, or a child for whom the service member stood *in loco parentis* (in place of), and is of any age. A 'parent' of the covered service member is defined as the biological, adoptive, step or foster father or mother, or any other individual who stood *in loco parentis* to the service member. The term does not include 'parent-in-law.' Finally, 'next of kin' of a covered service member is defined as the nearest blood relative (other than the spouse, parent, son or daughter) in the following order of priority: blood relatives with legal custody of the service member; brothers and sisters, grandparents, aunts and uncles, and first cousins; or another blood relative, as designated by the service member.

For purposes of events one (1), two (2), and three (3), a child is defined as a biological, adopted or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis who is either under the age of 18 or over 18 but incapable of self-care due to a mental or physical disability.

The amount of leave available to an eligible employee at any given time will be calculated by looking backward at the amount of leave taken within the twelve (12) month period immediately preceding the requested leave.

Accrued PTO, Short-term Disability, GSB, GVB or other available applicable leave options must be applied concurrently with FML. GSB may only be used for an employee's own illness and will not apply in the case of a need for leave to care for a family member. If no paid time is available, FML is unpaid. Paid time off and unpaid time together will not exceed the allotted maximum. In either situation, the twelve (12) week FML period will begin upon commencement of the approved leave.

If a leave is because of the employee's disability for pregnancy, childbirth or related medical condition it may count as FML if the employee meets the FML eligibility requirements. If the Company employs both spouses, the combined FML leave for the birth or placement of a child will not exceed twelve (12) weeks.

In the case of leaves for serious health conditions, the leave may be taken intermittently or on a reduced hours basis only if such leave is medically necessary. If intermittent or reduced hours leave is required, the Company may, in its sole discretion, temporarily transfer the employee to another job with equivalent pay and benefits that better accommodates that type of leave.

During the employee's Family and Medical Leave, the Company will continue to provide health insurance coverage under the same conditions as its employees who are not on FML. If the employee is eligible for

paid time off, his/her portion of the insurance premium will be deducted from his/her paycheck in the usual manner. If the employee is on an unpaid FML, however, he/she will remain responsible for paying his/her portion

of the insurance premium by the first day of the month in which it is due. Payments may also be made prior to the leave. Failure to pay premiums in a timely manner may result in a lapse of coverage.

The employee must make arrangements to pay all other benefit deductions during a period of unpaid leave. If the employee does not make such payments, he/she will nevertheless be restored to the health insurance plan with no break in service upon return from leave; however, he/she must repay the Company for any additional expense incurred by the Company for reinstating his/her coverage. If he/she does not return to the Company following an unpaid leave period, he/she may be required to repay any insurance premiums paid by the Company during the leave, unless he/she does not return because of the presence of a serious health condition that prevents the employee from performing his/her job or circumstances beyond the control of the employee. If you have any questions about the application of this policy to your particular situation, contact Human Resources.

During any portion of a Family and Medical Leave which is unpaid, the employee will not accrue employment benefits, such as PTO. Employment benefits accrued by the employee up to the day on which the FML of absence begins will not be lost. Also during the leave, the employee will not receive pay for holidays.

Employees who return to work from a Family and Medical Leave of absence before or on the business day following the expiration of the twelve (12) weeks are entitled to return to their job or an equivalent position without loss of benefits or pay. An employee who fails to return to work immediately following expiration of the authorized leave period may be considered to have voluntarily resigned. All leave taken under this policy, and leave for any other reason which could qualify under FML, will be designated by the Company as Family and Medical Leave to be counted toward the employee's leave entitlement under FML.

Requests for a Family and Medical Leave of absence must be submitted to Human Resources. Applications should be submitted at least thirty (30) days before the leave is to commence, or as soon as possible if thirty (30) days' notice is not possible. Appropriate forms must be submitted to initiate FML and to return the employee to active status. You may be required to complete a medical certification form, which will need to be signed by you or your family member's health care provider. If applying for a leave for a qualifying exigency, you may be required to provide a copy of the military orders, or similar documentation that attests the need and approximate dates of the exigency leave.

All forms are available from Human Resources. Failure to submit the form or submission of an incomplete medical certification form may be grounds for delay or denial of leave. Misrepresentation of facts concerning the need for a leave of absence may result in disciplinary action, up to and including termination

Military Leave

The Organization will grant any employee who is called to uniformed service an unpaid military leave of absence in compliance with the Uniformed Services Employment and Reemployment Rights Act ("USERRA") and applicable state laws. To receive a military leave of absence, the employee must be absent from work because of uniformed service in the United States Armed Forces or Reserves, National Guard, Commissioned Corps of the Public Health Service, or any other category of persons designated by the President of the United States in time of war or emergency.

The Organization supports the men and women of our armed forces and prohibits discrimination against any employee because of uniformed service.

Please also see the Family and Medical Leave policy for other leave options that may be applicable due to military service.

Personal Leave of Absence (PLA)

An unpaid Personal Leave of Absence (PLA) may be granted at the Organization's discretion to eligible Full-time and Part-time employees who have completed 90 days of service and in instances where circumstances require

an absence not covered under the Paid Time Off, Family and Medical Leave, Jury Duty, Military Leave or other leave policies. Personal leave cannot be used intermittently and must not exceed 90 days in duration.

Accrued Paid Time Off (PTO), Grandfathered Vacation Bank (GVB) time, Grandfathered Sick Bank (GSB) time or other available applicable paid leave options must be utilized before unpaid leave will be granted. For approved PLA as described here, insurance benefits may also be continued if employees continue to pay their portion of the premiums during the absence. No other employee benefits, such as PTO, accrue while an employee is on PLA. GSB may only be used if the leave request is for an employee's own need and does not apply if the need for leave is for a family member.

A Leave Request Form must be completed requesting the leave and submitted to Human Resources as early as possible. Only a Director or Vice President, in conjunction with Human Resources, may approve PLA requests. Due to the nature and size of our Organization, reinstatement to any position at the end of any personal leave of absence is subject to the availability of position openings, and, as such, is not guaranteed, except as required by law. If an employee has no paid time off remaining, is not eligible for any other type of leave and is not approved for a PLA, his/her employment will be terminated, except as required by law.

Jury or Witness Duty

The Organization encourages employees to fulfill their civic responsibilities by serving jury duty when required. Employees must present the jury duty summons to their supervisor as soon as possible for scheduling purposes. Employees are expected to report for work whenever the court schedule permits.

Jury duty pay will be calculated based on the employee's base pay rate multiplied by the number of hours the employee would otherwise have worked on the day of absence.

Either the Organization or the employee may request an excuse from jury duty if, in the Organization's judgment, the employee's absence would create serious operational difficulties.

Employees, who are subpoenaed to serve as a witness in a criminal or civil proceeding that is not on behalf of the Organization, will be given the necessary time off. This excused time off will be unpaid or you may use any earned, unused PTO and/or GVB time.

Employees must present the subpoena to their immediate supervisor as soon as possible for scheduling purposes.

We expect you to report to work if you are excused from the court at any time during your regular working hours.

Bereavement

The Organization understands that employees need time away from work when there is a death in their families. If you suffer the loss of a spouse or domestic partner, parent, step-parent, parent-in-law, legal guardian, child, step-child, sibling, step-sibling, brother-in-law, sister-in-law, grandparent, grandchild, daughter-in-law, or son-in-law, you may be absent from work at your regular rate of pay for up to three (3) days to attend the funeral and related matters. Bereavement pay will be calculated using the chart below:

Full-time (30+ hours/week)	8 hours of pay
Part-time (1-29 hours/week)	4 hours of pay

Bereavement leave for other family or friends must utilize accrued PTO or GVB time. For any leave requested, it is important to notify your supervisor as soon as possible. Documentation of the circumstances for bereavement leave may be required.

Voting

The Organization encourages all employees to fulfill their civic responsibilities by participating in elections. Generally, most employees have ample time to vote either before or after their regular work schedule. If an employee's scheduled working hours do not allow sufficient time to vote, the Organization will adjust the employee's work schedule to allow for election participation, in accordance with applicable state laws. Arrangements should be made with the employee's supervisor in advance of the Election Day to allow for adequate staffing.

WORK ENVIRONMENT & CONDITIONS

Evacuation and Emergency Plan

IN CASE OF AN EMERGENCY, PLEASE DIAL 911. All Organization locations have emergency procedures to follow in the event of fire or disaster. These emergency procedures are posted in appropriate areas. Exits, fire extinguishers and first-aid kits are located throughout the facility. Exits and areas around fire extinguishers must be kept clear at all times. Fire exits should only be used for emergency evacuation.

Security

Security is everyone's responsibility. Report any suspicious people in or around our facilities to Security immediately. We have taken precautions to ensure your safety; however, the Organization assumes no responsibility for personal articles that may be stolen or lost and encourages you not to bring personal items of value to the workplace. Be sure to take precautions with your personal property; e.g., do not leave purses in plain sight and do not leave wallets in coat jackets hanging on doors. Let your supervisor and Security know immediately of any incidence of theft.

From time to time, customers and other individuals visit us to see our work sites. They must, in all cases, be accompanied by a representative of the Organization. Your help with making these visits a pleasant experience is important to ensuring that Company projects the best possible image.

All visitors must be announced and referred to the person(s) they are calling upon. Visitors should remain in the reception area until received by the appropriate Company employee.

You may only bring in guests (if not business related) with the approval of your supervisor. Any personal visitors will be asked to contact you at lunch or at the end of your workday, and must remain in the reception area or outside the building.

Employees will be issued Organization Photo Identification (ID badges) at the time they are hired. All employees who need access to the facilities during business hours or non-standard business hours or who work on contract sites as required by the contracting agency, and employees who make purchases for the Organization with Purchase Orders are required to have an ID badge in their possession at all times while on duty. The ID badge must be worn above the waist and below the neck, with the front (or picture) side visible on the front of the employee's garment. Employees must not give their ID badge to another employee to wear and no obstructions (pins, stickers, etc.) should be worn on the ID badge. It is the responsibility of every supervisor to ensure their employees are complying with these guidelines. Employees who fail to comply with this policy may be subject to disciplinary action, up to and including termination of employment. The ID badge is the property of Company. However, employees who lose, misuse, or damage their badge will be responsible for paying a replacement fee.

The Organization reserves the right to inspect the contents of all parcels or personal items upon the employee or participant leaving the work site and to inspect lockers or working spaces assigned to participants and employees. The Organization reserves the right to use audio and/or video surveillance as necessary for security purposes.

Postings

Postings are located in the appropriate area for your location, and are used to communicate important Organization information. You are responsible for regularly reading the information posted on the bulletin board. Questions regarding the location or content of these postings should be directed to the Vice President, Marketing and Development.

Emergency Closing/Inclement Weather

Occasionally, extreme weather or an emergency may occur which causes our operations to be disrupted. Generally, all employees are expected to report to work unless major thoroughfares have been closed due to extreme weather or unless employees are instructed not to report to their work site due to an emergency.

In the event of a State of Emergency or when a Level Three Snow Emergency that prohibits driving has been declared for Franklin County, all work sites of the Organization will close. Employees will not be expected to report to work except for Essential Services Staff who must report to their regular work site at their regular work time. Essential Services Staff are defined by position and you will be notified during the hiring, transfer or promotion process if your position is considered to be such a position. The Organization retains the right to designate other positions/employees as Essential Services Staff due to business needs.

Time off from scheduled work due to an emergency requiring the closure of a work site will be unpaid for all Hourly employees. If an Hourly employee would like to be paid, he/she will be permitted to use accrued, available Paid Time Off (PTO) or Grandfathered Vacation Bank (GVB) time. Salaried Exempt employees must use accrued PTO or GVB, but if none is available the Organization will pay regular salary to Salaried Exempt employees for any work days missed due to a shutdown of less than one work week.

If the Organization's work sites are open, but employees living outside of Franklin County are prohibited from driving on roads due to a Level Three Snow Emergency in their county, they will be able to use accrued, available PTO or GVB. If there is no PTO or GVB available then the time off will be unpaid.

Missing work due to a Level Three Snow Emergency in Franklin County or the county in which the employee resides will be considered an approved absence except for Essential Services Staff who are required to come to work.

Communications Systems

The organization strives to maximize the benefits of its communications systems to facilitate the business of the company, while protecting Company and its employees from liability and/or performance challenges caused by improper or unauthorized use. Violations related to any part of this policy can result in disciplinary action to the offending employee(s), up to and including termination.

Electronic Signatures

Electronic signature, an automated function which replaces a handwritten signature with a system generated signature statement, will be utilized for records as a means for authentication of transcribed documents, computer generated documents and/or electronic entries. System generated electronic signatures are considered legally binding as a means to identify the author of record entries and confirm that the contents are what the author intended. Employees will be allowed to utilize electronic signature in accordance with this policy and state and federal regulations regarding such.

Authorized Usage

As a productivity enhancement tool, the Company provides and encourages the business use of communications (including, but not limited to telephones, cellular telephones, voicemail, faxes, copier machines, computers, email, and the Internet).

- Electronic communications systems, all messages and materials generated on or handled by these electronic communications systems, including back-up copies, are considered to be the property of Company.

- Company ' communications systems and the use of company equipment is to be limited to business purposes with only incidental and personal use caused by an emergency or other unavoidable circumstance.
- Employees should expect that all information created, transmitted, downloaded, received or stored in company systems may be accessed by Company at any time, without prior notice. Employees should not assume that they have an expectation of privacy or confidentiality in such messages or information or that deleted messages are necessarily removed from the system.
- Contents of communications systems and the usage of communications systems (including, but not limited telephone calls, voicemail, numbers dialed, duration of calls, email, and Internet usage) will be monitored.

Employees are strictly prohibited from using company systems for any improper purpose. Some specific examples of prohibited uses include, but are not limited to:

- Transmitting, retrieving, downloading, or storing messages or images that are offensive, derogatory, off-color, sexual in content, or otherwise inappropriate in a business environment.
- Making threatening or harassing statements to other employees, vendors, customers, participants or any other type of outside party.
- Transmitting, retrieving, downloading, or storing messages or images relating to race, color, gender, religion, national origin, age, citizenship status, pregnancy, mental or physical disability, veteran status, military status, ancestry, sexual orientation, genetic information, or any other characteristic to the extent prohibited by Federal, state or local law.
- Communicating confidential Company information to individuals inside or outside the Company or to other organizations, without specific authorization from management to do so.
- Sending or receiving confidential or copyrighted materials without prior authorization.
- Soliciting personal business opportunities, or personal advertising.
- Soliciting money for religious or political causes or for any unauthorized or illegal purposes.
- Misrepresenting, obscuring, suppressing, or replacing a user's identity on an electronic communications system is forbidden. The user name, electronic mail address, organizational affiliation, and related information included with electronic messages or postings must reflect the actual originator of the messages or postings.

Employees are reminded that the use of corporate resources should never create either the appearance or the reality of inappropriate use. Violation of this can result in disciplinary action to the offending employee(s), up to and including termination.

It is the responsibility of the Facilities & Buildings Department or the Information Technology Department to purchase software, applications or select calling plans or service plans. Employees should not make these purchases without the involvement of the appropriate department.

System Security

The authorized user assumes responsibility for actions taken with the use of their password.

- Individual passwords must never be shared or revealed to anyone else besides an authorized user. Keep passwords confidential and change them when directed.
- Password-protect access to your cell phone.
- Lock your screen if you have to leave your computer for any length of time.
- Log out of workstation and/or remote connection when not in use.
- Unauthorized installation and/or download of software are prohibited.
- No unauthorized use of outside disc/media to be used on company computer.
- Immediately report lost or stolen equipment.

- Immediately inform the appropriate personnel of the termination of an employee.

E-mail

Employees are responsible for the content of all text, audio or images they place, delete, or send over Company's e-mail system. Any messages or information sent outside by an employee reflects on Company.

An approved IT work order should be submitted with as much advance notice as possible to establish an e-mail account and schedule the new staff for system training.

Employees are strictly prohibited from using company systems for any improper purpose. Some specific examples of prohibited uses include, but are not limited to:

- Sending chain letters or e-mails, junk mail, or otherwise considered spam.
- Blanket forwarding of messages to parties outside Company is prohibited unless the prior permission of the Department Manager and the IT Department has been obtained.
- Forwarding sensitive information to any party outside Company without the prior approval of a Department Manager.
- Forwarding company information to a personal email address.
- Opening attachments or clicking on a link contained in the e-mail that are suspicious or that have been received from unknown senders.

Internet

Use the Internet sensibly. Bear in mind at all times, when visiting a web site, information identifying your PC may be logged. Use caution when accessing web sites of unknown origin, as malicious code may infect your computer and/or the network simply by accessing a web site. Therefore any activity you engage in via the Internet may affect Company.

Access to certain web sites is blocked. If you have a particular business need to access such sites, please contact the IT Department.

Telephone & Company Provided Cell Phone

Employees are responsible for the content of all calls, texts or images they place or send via telephone or cell phone. Any messages or information sent outside by an employee reflects on Company.

Some specific examples of prohibited uses include, but are not limited to:

- Using a personal cell phone while on Company business or using a company cell phone under any circumstances while driving.
- Using the camera function of a camera-enabled cell phone for purposes that are not business related.
- Accepting collect calls for business or personal purposes unless the caller indicates it is an emergency call or there are other extenuating circumstances.
- Making calls to 900 numbers.
- Calling fee-based directory assistance operators.
- Accessing international telephone services, unless required as part of an employee's official duties.

Social Computing

Company policies regarding employee conduct, confidentiality and use of Communication and Data Systems, as described elsewhere in this Handbook, apply to the use of social computing tools.

Social computing tools are primarily internet-based tools for sharing and discussing information. Sites are typically based on user participation and user-generated content. Social computing tools include but are not limited to the following: blogs, wikis, social networks such as Facebook, LinkedIn, Twitter, etc. and social media.

Social computing tools, when used to conduct business of the Organization, should be used only in support of the Organization's policies, goals or other priorities as directed by senior management. Employees are not allowed to use any social networking websites during work hours unless approved by Vice President of Marketing and Development.

Because the lines between public and private, personal and professional are often blurred in social computing, employees are expected to consult with their supervisor when there is doubt as to whether a communication is personal or professional, and be aware that while you may consider a communication personal, it is accessible by public audiences.

Requirements and guidelines for use of social computing tools include the following:

- 1) Company employees shall not post comments or pictures that reflect adversely on Company , its employees, clients or its mission.
- 2) Official communications: Only those employees designated by the Vice President, Marketing and Development are authorized to communicate via social computing tools on behalf of the Organization. Social computing tools are not to be used for internal business communications; use email, telephone, etc. for official business.
- 3) Distribution: Employees may not circulate, through their personal channels, unauthorized communications on behalf of Company .
- 4) Engagement: Employees are encouraged to be watchful for postings that are related to the Organization or industry issues and to forward this information to their supervisor or appropriate coworkers.
- 5) Proprietary information and confidentiality: Employee postings should not disclose information that is confidential or proprietary information of Company or any third party that has disclosed information to Company . Content posted by employees on behalf of the Organization remains the property of Company .
- 6) Supervisors & Executives: By virtue of your position, you must consider whether personal thoughts you publish may be misunderstood as expressing Company positions. As a supervisor, you should assume that your Company team will read what is written. Public social computing tools are not the place to communicate Company policies to Company employees.
- 7) Third party content: When using social computing tools to share non-Organization information, identify the original source of the information and clarify it as non-Company content. Do not cite or reference customers, partners or suppliers without their approval. Respect and abide by copyright and fair use laws.
- 8) Responding to public postings: When engaging in public discussions, participate with respect and honesty. Direct news media or blogger inquiries to the Company Vice President, Marketing and Development.
- 9) Uncertainty: Because social media is always an evolving communications tool, if you are unsure of what is or isn't appropriate use, consult with your supervisor.

If you have any questions about this policy, please contact the Vice President, Marketing and Development. Any violation of this policy may lead to disciplinary action, up to and including termination.

Media Relations

Except if permitted by law, Company employees are prohibited from making comments to the press including print, Internet or television without first obtaining approval from the Vice President, Marketing and Development.

It is imperative that only the Vice President, Marketing and Development or the Vice President's designee speak on behalf of the Organization.

Use of Company Vehicles

Company vehicles are to be used exclusively for the execution of Company business. Under no circumstances are company vehicles to be used for personal errands or personal business. Employees wishing to use a company vehicle are advised to make advance reservations with the appropriate department.

Employees are required to complete a Vehicle Daily Safety Check Form indicating the starting and ending mileage for each trip, their name and department for cost apportionment. Employees are required to note any mechanical problems encountered with the vehicle on the same form. In the event of a vehicle accident, or when damage is noted at any time, employees must submit a Vehicle Damage Report (and a Medical Accident/Incident Report) within 24 hours to their supervisor. Employees driving company vehicles are personally responsible for any fines incurred as a result of driving or parking violations.

Only Authorized Drivers are permitted to use company vehicles. Please see the Authorized Driver policy for further information.

Authorized Driver Information

Company requires that all employees authorized to transport program participants or driving company vehicles ("Authorized Drivers") be in compliance with the following:

- Be insured for the vehicles that they are driving
- Have a current, valid OH driver's license
- Have less than six (6) points on their driving record within the last three (3) years
- Maintain vehicle in safe working condition
- Comply with all state driving laws
- Immediately (within 24 hours, but no later than the next business day) self-report to their supervisor additional points, DUI convictions and/or license suspension/revocations that occur during their employment. All Authorized Drivers who are in an accident while on company business or while in a company vehicle are required to report the incident immediately (within 24 hours, but no later than the next business day) and undergo drug testing.

Authorized Drivers who are not in compliance with the criteria listed above may be subject to disciplinary action, up to and including termination of employment. Company maintains the right to pull Authorized Drivers' driving records at any time.

Contract Personnel and Procedures

The Organization may hire independent contractors or contract with other agencies in order to meet business needs and obtain services of a specialized or technical nature. Each department or business area head will negotiate contracts for specialized services as necessary to meet the needs of the business.

Subpoenas, Search Warrants and Investigations

Employees who receive a visit or an inquiry from a governmental agency regarding the Organization should notify their supervisor and should refrain from discussing company business with the individual unless and until direction is received from their supervisor. Employees who are served a search warrant or subpoena for

testimony involving a matter directly related to the course of their employment must notify and submit a copy of the subpoena/search warrant to the Corporate Compliance Officer as soon as possible.

Workplace Safety

In compliance with the Occupational Safety and Health Act (OSHA), the Organization strives to furnish a workplace free of recognized hazards that could cause physical harm to its employees. Employees are responsible for reporting any unsafe conditions or circumstances to their supervisor to prevent accidents. Serious or recurring problems involving equipment maintenance or procedural problems that have an adverse effect on an individual's or the Organization's well-being should be reported to your supervisor.

Job related injuries and illnesses, regardless of severity, should be reported immediately to your supervisor. Please see the Incident Reports section of this Handbook for further information.

Incident Reports

Employees are expected to comply with all safety and health requirements. All incidents (behavioral, medical and property damage) must be reported to the appropriate person as defined below.

The intent of recording medical and/or behavioral incidents is to provide a written record for management's use in preventing or controlling repetition of undesirable incidents or conditions. Such reports may also be required by local, state or Federal laws and regulations. All incident reports pertaining to participants must be included in that participant's file.

Behavioral Incidents are events or occurrences involving a participant, staff member, or visitor that involve unusual actions or reactions by the individual(s) which may or may not require a staff intervention. All programs have procedures in place for reporting behavioral incidents and employees must follow the appropriate procedures of their department and if appropriate, contact the hotline as defined below.

A Property Damage Incident is defined as an incident where damage to Organization property, vehicle or equipment has occurred. The Building and Facilities Services Department should be notified when any type of property damage occurs within twenty-four (24) hours, but no later than the next business day of the incident.

A Medical Incident is defined as any event or occurrence involving an employee that involves bodily illness or harm. A Medical Incident that involves a participant or visitor should follow departmental procedures and, if appropriate, are to call the hotline as defined below. Injured employees should notify their supervisor of the injury and follow the 5-step process outlined in the injury packet. Supervisors of injured employees should review and verify the Employee Report of Incident/Accident, forward the incident report to the Director of Health and Wellness within 48 hours of the incident, call 583-0111 to report the injury, and follow their department protocols for internal reporting to other appropriate individuals.

The hotline, 583-0111 should be called should one of the following occur:

- Anytime you need to call 911.
- Anytime the police or emergency services are involved.
- If a customer or employee is transported to the hospital.
- If someone has died.
- If there is a life threatening injury or illness.
- A situation poses a potential risk to client or employee.
- An incident is reported to the MUI unit of Franklin County Board of Developmental Disabilities.
- Exposure to communicable disease.
- Any time an Employee Incident Report is filled out.

Infection/Exposure Control Plan

The purpose of Infection/Exposure Control is to prevent and/or control the transmission of disease. Adherence to accepted Infection/Exposure Control practices protects the participants we serve and facility employees. Infection/Exposure Control is everyone's responsibility and demands a team approach for it to be effective.

All employees receive Infection/Exposure Control training at orientation at time of hire. Employees in "high risk" and "some risk" positions whose duties can reasonably be expected to result in contact with blood and other potentially infectious materials will have Infection/Exposure Control training and annually thereafter. Employees at "no risk" are not required to have annual training.

Employees in "high risk" positions will be offered Hepatitis B vaccinations at company expense. Those employees will be informed during their orientation period about procedures for obtaining the vaccinations. Employees who decline the vaccinations during their initial orientation may choose to receive it at a later date.

The Director of the Health & Wellness Department retains the agency's Infection/Control Plan Document and all records of training and exposure incidents. Any questions regarding infection and exposure control should be directed to the Health & Wellness Department nursing staff.

HANDBOOK ACKNOWLEDGEMENT

This Handbook contains policies and procedures that apply to my employment with Company . I have read this Handbook and agree to follow the policies of Company as stated in it. Additionally, I agree to observe and abide by all amended or additional guidelines or policies that may be distributed to me during my employment with the Company.

At-Will Employment: I understand that this Handbook is for informational purposes, in that it illustrates the Organization's policies, procedures, guidelines, benefits, etc. but that neither the Handbook, nor any other communication, creates an employment contract for any specific duration, for benefits, or in any way alters my status as an at-will employee. I understand that as an "at-will" employee, either I or the Organization can end my employment at any time, for any reason or no reason. I also understand that only the President is authorized to make any promises or agreements contrary to the information contained in this Handbook, or in any way alter this "at will" relationship. Any such change authorized by the President is valid only if it is in writing and signed by the President and the employee. I understand that the policies and benefits contained in the Handbook are subject to interpretation, review and change by Company at any time without notice, except as required by federal, state or local law or regulation.

Anti-Harassment: I have read and understand the Organization's policy on Harassment, including Sexual Harassment, as well as the reporting procedures set forth in this Handbook. Any questions that I have regarding this policy may be directed to Human Resources.

I acknowledge receiving, reading and keeping a signed copy of this statement and the Organization's Handbook.

I acknowledge that I have reviewed and fully understand the policies and guidelines in this Handbook.

ACKNOWLEDGEMENT FOR INFORMATION ONLY
SIGNED COPY TO BE FILED WITH HUMAN RESOURCES

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