

NORTH COUNTRY REGION VOLLEYBALL

Employee Handbook

Adopted: July 1, 2021

THIS HANDBOOK IS THE PROPERTY OF NORTH COUNTRY REGION VOLLEYBALL. IT CONTAINS CONFIDENTIAL, TRADE SECRET AND PROPRIETARY INFORMATION. IT MAY NOT BE DUPLICATED, ENTERED INTO COMPUTER OR OTHER DATA STORAGE SYSTEMS OR USED IN ANY MANNER WITHOUT THE EXPRESS WRITTEN CONSENT OF NORTH COUNTRY REGION VOLLEYBALL AND MUST BE RETURNED TO NORTH COUNTRY REGION VOLLEYBALL WHEN THE EMPLOYEE SEPARATES FROM EMPLOYMENT.

THIS HANDBOOK AND ITS MANAGERIAL GUIDELINES AND POLICIES SUPERSEDE ALL PREVIOUS MANUALS AND HANDBOOKS, AND ALL OTHER INCONSISTENT EMPLOYMENT-RELATED MATERIALS, PRACTICES, PROCEDURES, REPRESENTATIONS OR TERMS AND CONDITIONS OF EMPLOYMENT WITH NORTH COUNTRY REGION VOLLEYBALL, WHETHER VERBAL OR WRITTEN, ALL OF WHICH ARE HEREBY REVOKED AND RESCINDED.

| | | |
|--------------|--|-----------|
| I. | ABOUT THE COMPANY | 3 |
| II. | OUR POLICIES | 3 |
| | A. NATURE OF OUR EMPLOYMENT RELATIONSHIP | 4 |
| | B. EQUAL EMPLOYMENT OPPORTUNITY | 5 |
| | C. NON-HARASSMENT POLICY | 5 |
| | D. DRESS CODE | 7 |
| | E. EMPLOYMENT OF RELATIVES | 7 |
| | F. ELECTRONIC COMMUNICATION DEVICES - STANDARDS OF CONDUCT | 7 |
| III. | OUR EMPLOYMENT RELATIONSHIP | 10 |
| | A. NEW EMPLOYEES | 10 |
| IV. | OUR WORKDAY | 11 |
| | A. WORKDAY..... | 11 |
| | B. BREAK PERIODS | 11 |
| V. | HOW WE PAY | 11 |
| | A. PAYDAY | 11 |
| | B. PAYROLL | 11 |
| | C. OVERTIME | 12 |
| | D. TRAVEL AND REIMBURSABLE EXPENSES | 12 |
| VI. | THE COMPANY’S CODE OF CONDUCT | 12 |
| VII. | HOW WE COMMUNICATE | 15 |
| | A. OPEN DOOR POLICY | 15 |
| | B. PROBLEM RESOLUTION: WORK TOGETHER..... | 15 |
| | C. E-MAIL NOTIFICATION | 17 |
| | D. PERSONNEL INFORMATION | 17 |
| | E. RIGHT TO REVIEW YOUR PERSONAL RECORD | 17 |
| VIII. | WHEN YOU NEED TO BE AWAY FROM WORK | 19 |
| | A. ATTENDANCE | 19 |
| | B. PARENTING LEAVE..... | 19 |
| | C. MILITARY LEAVE | 19 |
| | D. FUNERAL LEAVE | 20 |
| | E. JURY DUTY LEAVE..... | 20 |
| | F. INCLEMENT WEATHER | 20 |
| IX. | TIME OFF TO REST | 20 |
| | A. VACATIONS | 20 |
| | B. PERSONAL TIME | 21 |
| | C. SICK TIME..... | 21 |
| | D. HOLIDAYS | 21 |

| | | |
|--------------|--|-----------|
| X. | HOW WE CARE FOR YOUR HEALTH AND SAFETY | 22 |
| A. | SUBSTANCE USE AND ABUSE | 22 |
| 1. | ALCOHOL | 22 |
| 2. | DRUGS | 23 |
| D. | SMOKING | 23 |
| E. | WORKPLACE VIOLENCE..... | 23 |
| XI. | PROTECTING OUR BUSINESS | 24 |
| A. | CONFIDENTIALITY | 24 |
| B. | RETURN OF PROPERTY | 24 |
| C. | NOTICE/POLICY ON PRIVACY IN CONNECTION WITH EMPLOYMENT..... | 24 |
| D. | MOONLIGHTING | 25 |
| E. | FALSE INFORMATION AND CLAIMS | 25 |
| F. | HIPAA | 26 |
| XII. | PARTING WAYS..... | 26 |
| A. | RESIGNATION/TERMINATION..... | 26 |
| XIII. | BENEFITS TO SUPPORT AND ASSIST YOU | 27 |
| A. | INSURANCE AND PRE-FUNDED BENEFITS..... | 27 |
| 1. | MEDICAL INSURANCE | 27 |
| 2. | DENTAL INSURANCE | 28 |
| 3. | 401(K) RETIREMENT PLAN..... | 28 |
| 4. | HEALTHCARE FLEXIBLE SPENDING ACCOUNT | 28 |
| 5. | DEPENDANT CARE FLEXIBLE SPENDING ACCOUNT..... | 29 |
| B. | SOCIAL SECURITY, UNEMPLOYMENT COMPENSATION AND WORKERS' COMPENSATION INSURANCE BENEFITS | 29 |
| C. | EXTENSION OF HEALTH AND LIFE INSURANCE COVERAGE (COBRA) | 30 |
| | <u>RECEIPT/ACKNOWLEDGE FORM.....</u> | 31 |
| | <u>RECEIPT/ACKNOWLEDGE FORM.....</u> | 32 |

I. ABOUT THE COMPANY

We prepared this Employee Handbook as a guide to help you “get acquainted” with the North Country Region Volleyball (“the Company”). It will help you to understand the Company’s way of doing business.

The Company is dedicated to providing our customers the best quality service and while providing you with competitive wages, a comprehensive benefits package and a pleasant place to work. Our vision is Volleyball for Life™: for all ages, skill levels and aspects both within and surrounding the game. Our mission is to provide quality, efficient and organized experiences through playing, coaching, officiating, education and administration. A service organization, we are dedicated to our members and their interests.

II. OUR POLICIES

A. Nature of Our Employment Relationship

This Handbook is intended to assist you in becoming familiar with our policies, procedures and benefits. It does not constitute a guarantee that your employment will continue for a specified period of time or end only under certain conditions. Unless expressly modified by a written agreement, employment with the Company is a voluntary employment-at-will relationship signed by the employee and the Executive Director or the employee and Chief Executive Financial Officer for no definite period of time, and nothing in this Handbook constitutes an expressed or implied contract of employment or guarantee of any benefit. You have the right to terminate your employment relationship for any reason with or without cause or notice at any time and the Company may do the same.

Except for the employment-at-will policy, from time to time, the Company may unilaterally, in its discretion, amend, supplement, modify or eliminate one or more of the benefits, work guidelines or policies, with or without prior notice. However, the Company will attempt to provide advance notice prior to the implementation of any such changes or modifications by distributing such changes to you via email.

No supervisor has the authority to amend or modify this Handbook. Any final decision regarding the interpretation of our policies rests with our Executive Director. Only our Executive Director has the authority to make any individual agreement (or, where applicable, collectively bargained agreement) contrary to this policy, and any such individual agreement must be in writing and signed by the employee and the Executive Director or the Chief Executive Financial Officer.

Nothing in this Handbook, including, but not limited to, its confidentiality, information security, visitors, distribution, no solicitation, and electronic communications (email, voicemail, internet use, social media, etc.) policies, is intended to interfere with or

restrict employees' rights to lawfully engage in or refrain from engaging in protected, concerted activity under the law such as pursuing grievances, criticism or complaints about wages, benefits, working conditions or employer policies, supporting or opposing union organizing, and/or collective bargaining, or other lawful group action, without fear of reprisals.

B. Equal Employment Opportunity

The Company believes in providing equal employment opportunities for all employees. The Company will not violate any law prohibiting discrimination for or against any employee or applicant for employment on the basis of race, color, religion, creed, age, sex, national origin, ancestry, marital status, pregnancy, familial status, disability (including those related to pregnancy or childbirth), membership or non-membership in a labor organization, sexual orientation, status with regard to public assistance, genetic information, complaining in good faith to the Company or a public authority, or any other characteristic protected under applicable local, state, or federal statute, ordinance, or regulation. Applicants and employees will be evaluated solely on the basis of their conduct, their compliance with the Company's policies, practices, and legitimate expectations, and their performance and experience.

If you believe that you have been unlawfully discriminated against, you must bring this to the attention of the Executive Director, our Equal Opportunity Officer. Employees can bring complaints, ask questions, and raise concerns under this policy without fear of reprisal.

This policy applies to all aspects of an employee's employment with the Company and to all applicants. All employees and applicants are responsible for understanding, adhering to, and strictly enforcing this policy.

C. Non-Harassment Policy

1. Harassment Policy Statement

As indicated above, the Company is committed to providing a work environment that is free of unlawful discrimination. This policy includes the prohibition of harassment based upon any of the characteristics listed in our Equal Employment Opportunity Policy above. Many alleged harassment situations in the work environment involve sexual harassment. However, complaints alleging harassment based upon other protected characteristics will be handled in the same manner as complaints alleging sexual harassment. The "work environment" includes all of the Company's premises, and any other locations where Company-sponsored activities take place, any off-site location where Company business is conducted, and on social networking sites if the Company, its customers, suppliers, or employees are referenced or included in communications. "Sexual harassment" is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- a. Submission to such conduct is made a term or condition, either explicitly or implicitly, of an individual's employment;
- b. Submission to or rejection of such conduct by an individual is used as a factor in decisions affecting that individual's employment; or
- c. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creates an intimidating, hostile, or offensive work environment, and the Company knew or should have known of the existence of the harassment and failed to take timely and appropriate action.

If you believe that you are being subjected to harassment, you must:

- First: Tell the harasser to stop if you are comfortable doing so.
- Second: Make a record and immediately report the incident to your supervisor or to the Executive Director.
- Third: If the conduct continues, this should also be immediately reported to the above individuals.

Any reported incident will be discretely investigated. Complaints and actions taken to resolve alleged harassment will be handled as confidentially as possible, given the Company's obligation to investigate and act upon reports of such harassment. Employees may bring complaints, ask questions, and raise concerns without fear of reprisal under this policy. All employees are responsible for understanding, adhering to, and strictly enforcing this policy. Any violation of this policy may result in discipline, up to and including termination. Making false allegations is also a violation of this policy.

2. Investigation and Recommendation

The Company will, upon receipt of a report or complaint alleging harassment or other inappropriate conduct, authorize an investigation.

In determining whether the alleged conduct constitutes inappropriate conduct, the Company may consider the surrounding circumstances, the nature of the alleged statements or conduct, the relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes inappropriate conduct requires consideration of all the facts and surrounding circumstances.

The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint or report is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint or report. The investigation may also include any other lawful methods deemed pertinent by the investigator.

In addition, the Company may take immediate steps, at its discretion, to protect the complainant, witnesses, or other employees pending completion of an investigation.

3. Prohibition Against Retaliation

Employees shall not retaliate against any person who complains of or reports alleged harassment or other inappropriate conduct or retaliate against any person who testifies, assists, or participates in an investigation, proceeding, or hearing relating to a harassment complaint.

4. Discipline and Other Appropriate Action

The Company may take any appropriate action it deems necessary in response to complaints which are confirmed by investigation or for other violations of this policy. Such action may include: discipline, such as verbal or written warnings; paid or unpaid suspensions; demotions; transfers; ineligibility for promotions, benefits, or raises; counseling or other required conditions for retaining employment; termination; as well as general reminders of this policy.

D. Dress Code

During business hours, employees are expected to present a clean, well-groomed appearance and to dress according to the requirements of their positions if they are at the office or out representing North Country Region Volleyball.

E. Employment of Relatives

Employment of relatives by an organization may cause serious conflicts and problems with favoritism and employee morale. It can also result in personal conflicts from outside the work environment being carried into day-to-day working relationships. The Company reserves the right to take necessary steps to avoid such conflicts and problems, and may require the relatives to choose who will remain with the Company if such conflicts and problems are otherwise unmanageable in the Company's sole judgment. For the purposes of this policy, a relative is defined to include parents, grandparents, children, brothers, sisters, brothers- and sisters-in-law, aunts, uncles, fathers- and mothers-in-law, stepparents, stepsiblings, stepchildren, and spouses.

F. Electronic Communication Devices – Standards of Conduct

This policy governs access and use of the Company's computer, computer communication, Internet, Intranet, e-mail, voicemail, facsimile, cell phone and other communication devices (referred to throughout this policy as "Company Electronic Device"), and all similar employee personal electronic devices (referred to throughout this policy as "Personal Electronic Device"). This policy applies to all Company employees and non-employees (applicants and other persons) who use or may use either a Company or Personal Electronic Device for business purposes.

The Company reserves the right to restrict or revoke employee or non-employee access to all Company Electronic Devices at any time or Personal Electronic Devices during work time or used for business purposes. Violation of this Policy will result in discipline up to and including termination, as well as possible civil and/or criminal prosecution. In the case of a non-employee, violation of this Policy will result in cancellation of the applicable business relationship or contract, as well as possible civil and/or criminal prosecution.

1. Use, Restrictions, Monitoring and Access of Company and Personal Electronic Devices.

All Company and Personal Electronic Devices used for business purposes or during work hours may only be used for lawful and authorized work-related purposes. Company and Personal Electronic Devices may be used for personal reasons during scheduled breaks, the lunch period, or if approved by your supervisor.

The Company restricts, and will monitor Company and/or Personal Electronic Devices used for business purposes or during working time for reasons including, but not limited to: ensuring that the electronic and telephonic systems are being used in compliance with this Policy; monitoring performance, productivity, customer service and compliance with Company policies; and investigating conduct or behavior, which may be unlawful, inconsistent with an approved business purpose, may adversely affect the Company, or may jeopardize the welfare of employees, customers or third parties.

Employees have no expectation of privacy in any company. Electronic device or any personal electronic device used for business purposes, the Company retains the right to monitor, access, retrieve, and disclose the content of personal communications sent or received on all Company and/or Personal Electronic Devices used for business purposes or during work hours, even if it is from a personal account, password protected, and/or designated confidential, private and/or privileged. By using Company and/or Personal Electronic Devices for business purposes or during work hours, the user acknowledges that the systems, communications and/or data contained on such systems, are Company property and are to be used for authorized business purposes only (except for appropriate personal use during non-work time). The employee consents to monitoring, access, retrieval, and disclosure by the Company, and acknowledges the Company's right to monitor and access Company and/or Personal Electronic Devices.

Employees may not use Company or Personal Electronic Devices while driving except as expressly set forth in the Policy on Use of Wireless Communication While Driving section of this Handbook.

2. Additional Guidelines for Company Electronic Devices.

The following additional guidelines should be observed regarding use of all Company Electronic Devices outside of the office (i.e., cell phones, laptops, iPads, smart phones, tablets, etc.):

- The device is to be used only by the employee and only for business purposes.
- Personal communications should be the exception and the duration need to be limited on those communications.
- All non-exempt employees must keep track of all work time spent using a Company Electronic Device by filling out a time sheet. Non-exempt employees are prohibited from using Company Electronic Devices outside of the normal work day, unless they receive advanced permission from their direct supervisor.

3. Social Media.

The Company prohibits employee use of social media during working hours, except for employees who are authorized to engage in social media use on behalf of or for the Company. When engaging in social networking, blogging or otherwise posting any information on the internet, during or outside of working hours, employees must abide by the Code of Conduct for Electronic Communications as well as all other workplace rules in this Handbook for all conduct that may be directly or indirectly attributed to, or otherwise adversely affect, the Company. This policy is not intended to prohibit protected activity under the state or federal law.

4. Use of Company Email Systems.

The Company's email system is intended to be used principally for authorized business purposes. Occasional employee use of the email system for personal and non-business purposes is permitted, provided that such use is limited to non-working time, does not interfere with other employees' work, does not create a risk of harm to the Company's computer systems (i.e., risks of viruses, malware and the like), and otherwise complies with the Company's Code of Conduct for electronic communications. The Company reserves the right to monitor all employee email communications on the Company's email system for purposes of compliance with these requirements, and employees should be aware they have no right to or expectation of privacy in those communications.

5. Code of Conduct for Electronic Communications.

The Company strictly prohibits the use of Company and/or Personal Electronic Devices to access, create, distribute, store or solicit communications or store data that:

- are hostile, abusive, foul, offensive, defamatory, pornographic, intimidating, threatening or otherwise inappropriate;
- threaten, harass or disparage others based upon any characteristic or activity protected under federal, state or local law;
- constitute or relate to unwelcome sexual advances, requests for sexual favors, sexual flirtation or other conduct of a sexual nature;
- disclose confidential, trade secret or proprietary information, including protected health information, concerning the Company or its customers, or business partners to any third party, except as required for performance of the employee's official duties in the course of his/her employment;
- solicit, advocate or respond to solicitation or advocacy which is not directly associated with Company business during working time;
- may restrict system bandwidth or lines available or reduce business availability;
- are beyond the scope of his/her authorization or that misappropriate or misuse Company information;
- state a position on the Company's behalf or otherwise communicate on behalf of the Company without prior written Company authorization;
- link any blog, Webpage or Website to the Website of the Company without prior written approval from your supervisor; or
- install, transfer or download outside electronic data, programs or components onto Company's media systems or from Company's media systems onto the employee's personal media systems without the express written approval of the Company's Executive Director.

6. Policy on Use of Wireless Communication Device While Driving

Employees are prohibited from operating a Company or employee wireless communication device including, but not limited to, a cell phone, while driving a Company vehicle or a personal vehicle for Company business. All wireless communication devices must be turned off or switched to silent mode while employees are driving. If communication is necessary before arrival at a destination, employees are required to pull over to a safe location and park before using his or her wireless communication device. Alternatively, legal hands-free technology that has been preapproved by the Company may be utilized while operating a Company vehicle or personal vehicle for Company business. Employees charged with traffic violations involving the use of a wireless communication device will be solely responsible for any liability that results from such actions.

III. OUR EMPLOYMENT RELATIONSHIP

A. New Employees

New employees are generally provided an informal evaluation if they complete ninety (90) days of employment. The period is designed to give new employees an opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. The Company uses this period for an initial evaluation of employee capabilities, work habits, performance and adherence to Company policies, practices and rules. Completion of the introductory period does not alter an employee's at-will status.

The Company also generally reviews employee performance after a transfer or promotion to a new position. These reviews generally occur three months after the transfer or promotion.

IV. OUR WORKDAY

A. Workday

Employees' actual work schedules will be assigned or approved by their supervisor.

B. Break Periods

The Company recognizes the need for periodic "rest break" periods which should not exceed 15 minutes each morning and afternoon. Breaks of 15 minutes are paid, but lunch breaks are not. Lunch break is 30 minutes and non working and is not paid.

V. HOW WE PAY

A. Payday

Employees will be paid bi-monthly on the 15th and the last day of each month.

The Company abides by all state and federal laws governing the payment of wages. Any employee who believes that he/she has not been paid correctly must immediately make a report to their supervisor. The Company will investigate any such claims and adjust pay as is necessary.

B. Payroll

Normal payroll deductions for federal and state income tax, FICA, and Medicare will be automatically made based upon information provided to the payroll department by the

individual employee. Other payroll deductions required or permitted by law (for example, for garnishments, child support, or monies owed to or property withheld from the Company) will also be made where appropriate. Employees are required to authorize such payroll deductions as a condition of employment.

All employees will be paid by check payable to the employee only. The Company will not issue employee paychecks to third parties. Employee paychecks will be given only to the employee unless direct deposit is authorized. Direct deposit is the Company's preferred payment method. The Company will not pay any employee in cash, nor will the Company cash any employee payroll or personal check.

C. Overtime

Salaried employees who earn less than the state minimum salary standard will need to track their hours in order to account for overtime. Overtime hours will be compensated with one and a half (1 ½) hours comp time or pay per each hour over 40 hours in a seven-day period starting Saturday through Friday. All employees will be required to select which option they would desire for over time by May 1st each year. Option A would be comp time or Option B would be pay. The option would be effective July 1st thru June 30th (the Company's fiscal year). All overtime hours will need to be approved by your supervisor.

D. Travel and Reimbursable Expenses

The Company reimburses employees for reasonable expenses incurred while on pre-approved business travel for the Company, such as meetings and PR events. For National meetings and PR events (six hours and longer), employees will be paid a \$25.00 per Diem for tips, snacks, newspapers, parking, etc. All other reimbursable expenses in excess of \$25.00 must be supported by receipts and should be initially charged to the employee's credit card. Employees who are required to use their personal vehicles for work will be reimbursed by the Company in accordance with then-applicable IRS regulations.

VI. THE COMPANY'S CODE OF CONDUCT

The Company's Code of Conduct is designed to provide notice of the Company's expectations for Company employees. The Company expects its employees to obey these rules of conduct, which are intended to protect the interests and safety of all employees and of the organization. As an employee, you are responsible for knowing, understanding and adhering to the Code of Conduct.

Because it is not possible to provide a Code of Conduct that covers every situation or lists every type of unacceptable behavior, the following are examples of conduct that may result in discipline:

1. Failure to work efficiently or produce satisfactory results.

2. Failure to notify your supervisor in advance of an absence, and daily during any absence of more than one day.
3. Unacceptable absenteeism or tardiness.
4. Leaving work prior to the completion of your schedule or shift without the prior authorization of your supervisor.
5. Failure or refusal to follow instructions or directives from supervisors or management.
6. Inappropriate or unauthorized use, removal, misappropriation, possession, destruction, neglect or abuse of employee, Company, or others' tools and products, supplies, money, property or equipment.
7. Possession, consumption, or transfer of alcohol or drugs on the job or reporting for work or working under the influence of either drugs or alcohol.
8. Threats, threatening language, insubordinate and disrespectful behavior, verbal or physical intimidation, fighting or insubordination.
9. Intentionally making false or defamatory statements regarding the Company, its personnel, or policies to current or prospective customers, or employees.
10. Personal use of Company tools, materials, property or vehicles without the express, prior permission of a supervisor.
11. Working on personal matters during working time.
12. Engaging in any other business or employment that conflicts with or interferes with your responsibilities to the Company.
13. Disclosure of confidential, proprietary or otherwise restricted information, regarding the Company, its employees, or its customers.
14. Violation of any of the Company policies, including the policies on discrimination, harassment and Resolution of Complaints, or failing to meet reasonable Company expectations.
15. Providing false, inaccurate, or misleading information to the Company, such as employment application information, including, but not limited to, information about your prior employment and qualifications, criminal record, your absences, your time worked, expenses, leave requests, or in response to requests for information.

16. Making frivolous, false or malicious statements, claims or charges to the Company or to a third party about the Company, its personnel, policies or practices.
17. Inaccurately reporting or recording one's own time and (without prior supervisory approval) reporting the time of another employee (whether accurately or not) or allowing one's own time to be reported by another person (whether accurately or not), or working overtime hours without reporting them.
18. Disorderly, dangerous, wasteful or careless conduct.
19. Failure or refusal to perform assigned duties, mandatory overtime, scheduled hours, or to travel to or from, or to report to any assigned project or job site.
20. Gambling on the Company premises (including the Company's parking lots and job sites).
21. Possession of unauthorized firearms, explosives, weapons or other dangerous or unlawful materials or contraband on Company property including Company parking lots and project or job sites, unless otherwise permitted under state or federal law.
22. Making false, frivolous, malicious or derogatory statements concerning clients, or customers of the Company.
23. Unauthorized use of telephones, facsimile, mail, e-mail, copiers, computers, "smart phones" or other equipment of the Company.
24. Smoking in an unauthorized area.
25. Failure to observe traffic and parking rules on customer or Company property or at job sites.
26. Failure or refusal to work cooperatively with other employees.
27. Uncooperative, rude or offensive treatment of customers in person, in writing or by phone.
28. Failure to provide prior notice that you are taking medications which may negatively affect your work performance or create a safety risk.
29. Committing a gross misdemeanor, felony or serious regulatory offense, or any similar act or omission, whether on or off duty, which adversely affects the Company by bringing the Company into disrepute, exposing the

Company to the risk of liability or expense, undermining the employee's ability to effectively perform his or her duties or reducing customer or co-employee confidence in the employee.

30. Inadequate performance, violation of any Company policy, rule, practice or standard, failure to meet standards or reasonable expectations of the Company or any other conduct which the Company determines to be adverse to its business interests.

An employee who commits an act that is contrary to the Company Code of Conduct or who violates a rule of common sense or decency may face discipline or corrective action. The basic purpose of discipline is to encourage the employee to modify his or her behavior in accordance with Company policies or standards by imposing penalties upon the employee. Corrective action is intended to assist the employee to improve his or her performance or conduct through additional training, modification of job expectations, etc.

Discipline may include, but is not limited to, verbal or written warnings, paid or unpaid suspensions, demotions, transfers, ineligibility for promotions, benefits or raises, counseling or other required conditions for retaining employment or termination. A progressive form of discipline may not be followed in all cases. Depending upon the nature of the violation and the surrounding circumstances including, but not limited to, the nature of the conduct or the employee's past work record and past conduct, one or more steps of the discipline process may be repeated or skipped. In some circumstances and in the Company's sole discretion, immediate discharge may result from a single incident.

Your supervisor can answer questions employees may have about acceptable personal conduct.

VII. HOW WE COMMUNICATE

A. Open Door Policy

The Company is firmly committed to maintaining open lines of communication with all of its employees. The Company encourages its employees to bring suggestions, ideas, questions, or concerns to the appropriate supervisor.

Job related questions should initially be discussed with the employee's immediate supervisor. Employees who do not feel their problem or question was satisfactorily addressed by their supervisor or who are uncomfortable discussing a particular issue with their supervisor are encouraged to contact the Executive Director.

B. Problem Resolution: Work Together

We are concerned about every Company employee, and about every employee's concerns, questions, or complaints. The Company has the following procedure for responding to employee concerns or complaints.

If you ever have a complaint, concern, or question about any aspect of your employment at the Company, you are urged, and required, to use the following procedure:

- a. In most cases, you must first talk with your supervisor if you have any concerns, complaints, or questions regarding your employment at the Company. Often, an informal discussion of such issues will lead to their quick, effective resolution. Be polite, but direct about your concern. If you have a concern, complaint, or question that isn't resolved after you have had such an informal discussion, you should proceed to Paragraph b. If you don't feel comfortable approaching your supervisor about your concern, go to Paragraph e(i) and follow the instructions there.
- b. Please give your written complaint to your supervisor within 14 calendar days of the date the problem arose (unless you are following Paragraph e(i)). Your supervisor will forward a copy of your complaint to the Company's management.
- c. Your written complaint should indicate:
 - (i) Your name, position if applicable;
 - (ii) What you are unhappy about. State clearly what happened, who was involved, when it happened, why you believe it happened, and why it is a problem for you;
 - (iii) Provide any other information you think is relevant to your complaint; and
 - (iv) Describe what you think should be done to correct the problem.
- d. We will generally investigate and respond to your complaint within 10 to 14 days. This period may be extended, depending on the facts and circumstances of each case (such as the number of people who need to be interviewed or facts to be investigated).
- e. Please keep the following additional guidelines in mind:
 - (i) If you have a complaint or concern and you don't feel comfortable for any reason discussing it with your supervisor or submitting a written complaint to him or her, you must bring

your complaint (verbally or in writing) to the Equal Employment Officer.

- (ii) Don't be afraid to speak for yourself. This is an informal procedure and you should present your concerns in your own words. Formal representation of employees by other employees or non-employees is unnecessary.
- (iii) Retaliation against employees who raise concerns or complaints is prohibited and may result in discipline up to and including termination.

C. E-Mail Notification

The Company maintains an e-mail notification system to keep employees informed of notices pertaining to matters directly concerning the Company business and announcements of a business nature which are equally applicable and of interest to employees. Mandatory federal and state listings are sent as well. Employees should check their e-mail regularly for important notices including information on safety and changes in policies, practices and benefits. Only official Company notices will be sent.

D. Personnel Information

The Company maintains a personnel file on each employee containing appropriate employment records. Under Minnesota law, employees have the right to review the personnel files and are entitled to remedies if those rights are denied. Additionally, the Company will not: (a) require nondisclosure of wages as a condition of your employment; (b) take adverse employment action or retaliate against you for discussing your wages or another employee's wages (if voluntarily disclosed to you); or (c) require you to sign a waiver purporting to deny you the right to disclose your wages. If the Company fails to do any of the foregoing (a) - (c), you may have remedies under Minnesota law. Maintaining personnel files with up-to-date information is very important as it provides the Company with contact information in case of emergency, addresses for mailings, data for payroll purposes, and information required for insurance programs as well as other benefits. Please notify us of any relevant changes to your personal information. Personnel files are the property of the Company and access to the information they contain is monitored.

E. Right to Review Your Personnel Record

In accordance with Minn. Stat. § 181.960 to 181.965, upon written request by an employee, the Company will provide the employee with an opportunity to review his/her personnel record, provided the employee has not reviewed his/her personnel record during the previous six months. Upon separation from employment, an employee may review his/her personnel record once each year after separation for as long as the personnel record is maintained.

The Company will comply with an employee's written request to review his/her personnel record within seven working days after receipt of the request if the personnel record is located in Minnesota, or within 14 working days after receipt of the request if the personnel record is located outside of Minnesota. Such requests should be directed to the Executive Director or Chief Executive Financial Officer.

With respect to current employees, the personnel record or an accurate copy will be made available for review by the employee during the employer's normal hours of operation at the employee's place of employment or other reasonably nearby location. The personnel record need not be made available during the employee's working hours. The Company may require that the review be in the presence of a company representative. If requested in writing after review, the Company will provide a copy of the personnel record to the employee free of charge. At the Company's discretion, the Company may provide the employee a copy of the employee's personnel record free of charge in lieu of on-site review.

With respect to employees who are separated from employment, upon the former employee's written request, the Company will provide a copy of the personnel record to the former employee free of charge.

If an employee disputes specific information contained in his/her personnel record, the Company and the employee may agree to remove or revise the disputed information or, if an agreement is not reached, the employee may submit a written statement specifically identifying the disputed information and explaining the employee's position. The employee's position statement may not exceed five written pages. The Company will include the employee's position statement along with the disputed information for as long as that information is maintained in the employee's personnel record. The Company will provide a copy of the position statement to any other person who receives a copy of the disputed information from the employer after the position statement is submitted.

The Company will not retaliate against an employee for asserting rights or remedies provided in Minn. Stat. §§ 181.960 to 181.965. If the Company violates Minn. Stat. §§ 181.960 to 181.964, the employee may bring a civil action to compel compliance and seek relief as provided for in Minn. Stat. § 181.965.

VIII. WHEN YOU NEED TO BE AWAY FROM WORK

A. Attendance

Unsatisfactory attendance will adversely affect an employee's opportunity to be retained, promoted, receive pay increases or become eligible for certain benefits.

It is your responsibility to ensure you provide proper notification to your supervisor. If you are absent for more than one day, you must provide your supervisor with a daily status report on your absence each day until you return to work.

The Company reserves the right to require satisfactory documentation or substantiation of reasons for employee absences or lateness for work.

If an employee is absent for three consecutive days without notifying his/her supervisor, or after notice but without approval of a legally mandated leave or sufficient reason for the absence, it will be treated as a resignation or job abandonment and employment will be automatically terminated.

B. Parenting Leave

Employees may take up to eight (8) weeks leave following the birth, adoption or foster placement of a child. This leave can be a combination of unpaid time off and/or paid time off which can include vacation.

C. Military Leave

It is the Company's policy to offer reemployment to employees returning from military service in appropriate circumstances. The Company requests as much notice as possible for those desiring a military leave. Such reemployment opportunities will be granted for employees as follows:

1. Employees entering active military service for a single enlistment period will be granted a general unpaid military leave of absence in accordance with applicable federal and Minnesota law. The Company will reinstate employees returning from military leave to their former jobs, or to an equivalent position the person would have achieved absent the military leave, except in cases where changed circumstances make it impossible to do so or create an undue hardship for the Company but only if allowed by applicable law.
2. Employees who are members of a National Guard or Military Reserve unit may elect to treat summer training periods as vacation with pay to the extent the employee has available vacation grants for the period.

3. Employees who elect not to treat military training periods with a National Guard or Military Reserve unit as vacation will receive unpaid military leave for the period of the training.

D. Funeral Leave

Employees will be allowed up to five days of paid leave, in case of death in the immediate family. Employees should notify their supervisor immediately in the event of such an occurrence.

The Company will generally approve employee requests for funeral leave, in the absence of unusual operating requirements. The Company reserves the right, however, to refuse to grant such leave at its sole and absolute discretion.

E. Jury Duty Leave

The Company encourages its employees to fulfill their civic responsibilities by serving jury duty when required, but such jury service is unpaid by the Company. An employee requesting jury leave must show the jury duty summons to his or her supervisor as soon as possible after he or she receives it, so that the supervisor may make arrangements to accommodate the employee's absence. The employee is expected to report for work whenever his or her court schedule permits. Either the Company or the employee may request an excuse from jury duty if the employee's absence would create serious operational difficulties for the Company.

F. Inclement Weather

Occasionally, the Company's business hours may be altered or operations may be reduced or temporarily closed down due to inclement weather or emergency conditions. If threatening weather is forecast or occurs, contact your supervisor for more information prior to your start time. If such an event occurs after the business day commences, employees may be sent home by decision of the Company. Employees who elect to stay home, or to leave when operations are continuing, will be considered absent without excuse.

IX. TIME OFF TO REST

A. Vacations

The Company grants a time off benefit of vacations with pay to qualifying employees. These vacations are designed to be periods for rest and recreation. Full-time salaried employees in good standing with the Company may receive vacation grants under this policy. Employees not in good standing with the Company, temporary employees, seasonal employees and independent contractors do not qualify for vacation benefits.

Vacation time is granted in full year increments based on the Company's fiscal year (July 1 – June 30) in accordance with the following schedule:

- One week of vacation after 6 months starting the first year of employment;
- Two weeks of vacation after the completion of three years of employment;
- Three weeks of vacation after the completion of five years of employment; and
- Five weeks of vacation after the completion of 10 years of employment.

Vacation scheduling requests must be approved by the employee's supervisor prior to the vacation. Vacation time will not be granted until after one year of full-time work and is not available to the employee until that time unless a signed written and approved agreement has been between the employee and the Executive Director or between the employee and the Board of Directors. Vacation is a time-off benefit and will not be converted to a cash payment in lieu of taking time off, or at termination.

B. Personal Time

Employees are allowed three personal days each year. Requests for planned personal time must be given to your supervisor for approval. All personal time granted in the fiscal year must be used by the end of the fiscal year (i.e., June 30). No additional time will be granted to the employee if a prior year's personal time is not used. Personal time is a time-off benefit and will not be converted to a cash payment in lieu of taking time off, or at termination.

NOTE: Vacation and Personal time will be combined on your paystub as Vacation hours.

C. Sick Time

Employees are allowed three sick days each year. Requests for planned personal time must be given to your supervisor for approval. All sick time granted in the fiscal year must be used by the end of the fiscal year (i.e., June 30). No additional time will be granted to the employee if a prior year's sick time is not used. Sick time is a time-off benefit and will not be converted to a cash payment in lieu of taking time off, or at termination.

D. Holidays

The Company will be closed to regular business on all Company observed holidays.

The Company observes the following designated holidays:

- New Year's Day
- Martin Luther King Day
- Good Friday
- Easter Monday
- Memorial Day
- Independence Day
- Labor Day

Thanksgiving Day
Friday following Thanksgiving Day
Christmas Eve Day
Christmas Day, and
New Years Eve Day

A designated holiday falling on a Saturday will generally be observed on the preceding Friday, and a designated holiday falling on a Sunday will generally be observed on the following Monday.

Holiday pay will not be paid in addition to vacation pay or any other authorized leave of absence pay for the same day. For example, if a holiday should fall within an approved vacation week, the employee will be recorded as having used four vacation days, instead of five.

If an employee desires time off to observe a holiday not listed above, such time off may be granted without pay or as a vacation day or personal day subject to business requirements. Employees should submit such requests to their supervisor at least two weeks in advance of the requested day off. The Company retains the right to grant or deny such requests at its sole and absolute discretion, although the Company will attempt to accommodate them.

X. HOW WE CARE FOR YOUR HEALTH AND SAFETY

A. Substance Use and Abuse

The Company is strongly committed to providing a safe workplace for its employees and promoting programs with a high standard of health. Consistent with this commitment, the Company will strive to maintain a work environment that is free from the effects of alcohol, illegal drugs or any controlled substance. Reporting to work under the influence of illegal drugs or alcohol, or the possession, storage, transfer, dispensation, distribution, manufacture, or use of any illegal drug, alcohol, or controlled substance while on the Company premises, at the Company's work site or in Company vehicles is strictly prohibited. These activities may create unsafe working conditions, result in serious violation of the Company's work rules, and can jeopardize your co-workers and the Company.

1. Alcohol

Consumption of alcohol on the Company premises (including the Company parking lots), within Company vehicles, or on any project or job site is prohibited, except for refreshments served by designated personnel during Company sponsored events conducted for our customers and during occasional officially sanctioned Company

sponsored employee functions. On those occasions, all employees are expected to act responsibly and to exercise prudence in the amount of alcohol they consume.

2. Drugs

Drugs are defined as any behavior-modifying product or substance, including marijuana. Employees are prohibited from possessing, storing, transferring or using drugs, or reporting for work under their influence. The only limited exception to the prohibition against drugs is prescription drugs. An employee who is taking any prescription drug or medication that may affect his or her ability to work safely is responsible for informing his or her supervisor before beginning work. However, the Company must receive prior notice and satisfactory confirmation from a health care provider that the drug has been prescribed to the employee for a current condition. Even in such cases, however, the employee must be able to perform the essential functions of his or her position with or without reasonable accommodation, and without posing a threat to the health and safety of the employee, co-workers or customers, or the public while using the drug. The Company may restrict or prohibit the employee from working while using prescription drugs.

B. Smoking

Smoking is only allowed where expressly permitted. Smoking is prohibited in the Company office, and in the Company vehicles. Follow the customer's policies and work site regulations on smoking. Failure to comply with applicable smoking policies may result in disciplinary action.

C. Workplace Violence

All Company employees are responsible for notifying their supervisor of any acts or threats of violence they have witnessed, received or been told that another person has witnessed or received. Even without an act or threat of violence, employees should also report any behavior they have witnessed which they regard as threatening or violent when that behavior is job related or might be carried out on a Company controlled site, or is connected to Company employment.

In support of this policy, the Company also establishes a no weapons policy. No employee, visitor, guest, or anyone else dealing with the Company in the course of business may possess, transport or use a weapon of any kind while on Company property or at any Company sponsored event. The only exception to this rule is in the case of a firearm in an employee's personal vehicle for which the individual has a state issued carry permit. Company vehicles may not be used to transport weapons. Weapons include all firearms, knives, explosives or any device which is likely to produce bodily harm and which the Company, at its discretion, deems dangerous. Small pocket knives or knives designed and used in the production process or in the preparation of food are generally not prohibited by this policy.

XI. PROTECTING OUR BUSINESS

A. Confidentiality

The nature of our business is highly competitive. Confidential, trade secret, or proprietary information (“Confidential Information”) includes, but is not limited to, discussions, documents and research, notes, memoranda and data (including audio and video tapes and electronic or computer data stored on hard drives, disks or otherwise) regarding proposals, estimates, pricing, bidding, projects, marketing, customers and prospective customers and projects, which employees prepare, compile, have access to, or receive at any time during the course of their employment, which is not available to the persons or firms outside of the Company. “Trade secrets” do not include common trade skills or inventions the employee devises outside his or her employment with the Company. If you are ever in doubt as to whether information is restricted or confidential, treat it as such until you are advised in writing by your supervisor or a Company officer to the contrary.

Employees shall not disclose or provide any such Confidential Information to outsiders without the prior written authorization of a Company officer, except as provided in the final paragraph of this Section. An employee’s unauthorized disclosure or removal of Confidential Information may result in possible civil and/or criminal prosecution, as well as discipline.

When your employment with the Company ends, you must return all Confidential Information and all other Company property, documents, materials, tools or equipment issued to you by the Company during the term of your employment, including all copies and information storage versions and including any Company information and Company customer information stored on your Personal Electronic Devices as that term is defined earlier in this Handbook. Your obligation to maintain the confidentiality of such information and not to disclose or remove it continues, both during and after your employment with the Company, without time limitation.

Nothing in this Section is intended to discourage an employee from discussing his/her own terms and conditions of employment, or the terms and conditions of other employees who freely share such information with other employees, or with third parties who are not competitors of Employer, or from engaging in concerted activity with such employees or third parties.

B. Return of Property

As noted above, all documents and materials relating to the business of, or the services provided by, the Company are the sole property of the Company (including, but not limited to, all files, passwords, etc.). Upon separation from employment, regardless of the reason and whether voluntary or involuntary, employees must promptly return to the Company all of its property, including but not limited to, any Company computer that the employee has been using without tampering, erasing, or destruction of any files or content on the computer, all of which should have been properly uploaded to the appropriate folders.

Employees also must promptly return any Company phone, printer, office files, data CD's, and all client records and other documents and materials, whether on computer disc, hard drive or other form, and all copies thereof, within the employee's possession or control, which in any manner relate to the business of, or the duties and services the employee performed on behalf of the Company. In addition, if an employee has used any personal computer, server, or email system (including, but not limited to, computers, Blackberries, PDA's, cell phones, iPhones, iPads, Smartphones, tablets, etc.) to receive, store, review, prepare or transmit any Company information, including but not limited to Confidential Information, the employee must provide the Company a computer-useable copy of all such confidential and/or proprietary information and then permanently delete such information from those systems unless otherwise notified by the Company. In addition, the employee must agree to provide the Company access to his/her personal system(s) as reasonably requested by the Company to verify that the necessary copying and deletion are completed.

C. Notice/Policy on Privacy in Connection with Employment

The Company reserves the right to investigate and to interview employees in the course of implementing and enforcing our policies, to require truthful answers to inquiries in connection with such investigations and interviews, to administer tests, to conduct searches of employees' persons, vehicles, work stations and locations, furniture, clothing, purses, briefcases, luggage, lockers, toolboxes, personal items and other possessions, mail addressed to employees at work, documents, computer, e-mail, voicemail, Internet and telephone communications and databases and any and all other articles or information within their possession or control while employees are on duty, on Company or customer property or while operating or being transported in a commercial motor vehicle or any other vehicle used, at that or any other time, in the service of the Company. The Company may, in its sole discretion, take into custody any items or information which it deems to represent possible evidence of a violation of its policies or local, state or federal law. An employee's interference, non-cooperation or refusal to submit to such investigations, interviews, searches and seizures, or to required tests, may lead to disciplinary action, up to and including discharge.

D. Moonlighting

Employees may engage in outside employment (including self-employment) or any non-employment activities while working for the Company so long as such activity does not conflict with your commitments to the Company or with the Company's interests. Please notify your supervisor if you are considering outside employment. The Company may object to outside employment activities if it feels the outside employment violates this policy. The Company's work requirements, including any Company overtime, must take precedence over any outside employment.

E. False Information and Claims

The Company will not pay medical, income replacement or other benefits for injuries or sicknesses resulting from other employment or self-employment, or from outside activities. Providing false information to the Company, any attorney, investigator, health care or treatment provider, insurer or government agency or tribunal in connection with a claim for benefits, or in pursuit of any other legal remedies, or acting in bad faith in connection thereto, will result in civil and/or criminal prosecution, forfeiture of benefits and/or civil damages in addition to discipline. Filing a charge, proceeding with other legal remedies or cooperating with a governmental investigation, in good faith and without falsification of facts, will not constitute a violation of this policy and will not be grounds for discipline.

F. HIPAA

The Company is committed to protecting and safeguarding against the improper disclosure of employee medical information. The Company's EEO Officer is designated as the Company's Medical Information Officer. In this capacity, the Medical Information Officer is responsible to ensure that the Company maintains safeguards against the improper disclosures of an employee's medical information. For all nonroutine disclosures of an individual employee's medical information, the Company will provide notice to the affected employee and obtain his/her consent before disclosure is made. The Company will document all disclosures of an employee's medical information. Employees are instructed to direct any questions or complaints regarding medical information or the Company's policies or procedures concerning medical information to the Medical Information Officer. Further, any employee may bring a complaint, ask a question or raise a concern regarding medical information without concern over adverse employment action.

XII. PARTING WAYS

A. Resignation/Termination

Termination of employment is an inevitable part of business. Examples of some of the most common circumstances under which employment is terminated include:

RESIGNATION - voluntary employment termination initiated by the employee when further gainful employment with another employer or self-employment is expected.

DISCHARGE - involuntary employment termination initiated by the Company for reasons other than those described below under Layoff, Reduction-in-Force.

RETIREMENT - voluntary employment termination initiated by the employee when no further gainful employment or self-employment is expected.

Employees will receive their final termination pay by mail or direct deposit (if previously authorized) at the next scheduled payday after termination or sooner if required by applicable law, unless another form of payment is requested in writing at the time of termination.

In the event you resign, you are requested, but not required, to provide two weeks advance notice of your decision for hourly personnel and thirty days advanced notice for salaried personnel. Upon receipt of an employee's notification of resignation, an exit interview will be scheduled to resolve outstanding issues such as final pay, payment of employee debts, return of any Company property within the employee's possession and any concerns of the employee. The effective date of resignation may be advanced by the Company to an earlier date.

All pay and benefits terminate upon termination or resignation unless the employee is eligible for and timely elects COBRA continuation, in which case only COBRA-eligible benefits may be continued if the Company receives employee's premium payments on time.

XIII. BENEFITS TO SUPPORT AND ASSIST YOU

In general, employees must enroll in a Company-sponsored benefit to receive that benefit; participation is not automatic. The Company may, on occasion, and at its sole discretion, add to, discontinue or modify any Company benefit program, as well as the relative Company and employee allocation of the costs of such programs. The Company will attempt to provide as much advance notice as practicable prior to the implementation of any such changes or modifications by Company email. The following is intended to be a brief overview of certain benefits. Nothing in this Handbook is intended to, nor should be construed as, altering, amending or modifying any requirement, term, condition or limitation in any plan document or summary plan description. Please refer to these documents for the exact requirements, terms, conditions and limitations.

A. Insurance and Pre-Funded Benefits

1. Medical Insurance

The Company currently offers group medical insurance to all full-time, regular employees, upon the employee's application and acceptance after a qualifying period or waiting period. A full-time, regular employee must work a minimum of 24 hours per week. The Company currently pays 100% of the cost of the employee's premium portion and part of the cost of the employee's dependent coverage, if elected by the employee. Since the cost and characteristics of insurance benefits change periodically, this coverage and the portion of premium coverage paid by the Company and employee are subject to change.

2. Dental Insurance

The Company also currently offers dental insurance to all full-time, regular employees, upon the employee's application and acceptance after a qualifying period. A full-time, regular employee must work a minimum of 24 hours per week. This benefit is offered, on the current basis of 100% Company payment of the employee's portion of the insurance premium and partial payment for dependent coverage, if desired by the employee. Since the cost and characteristics of insurance benefits change periodically, this coverage and the portion of coverage paid by the Company are subject to change.

3. 401(k) Retirement Plan

The Company also offers a 401(k) Plan, which generally enables eligible full-time, regular employees to make contributions through payroll deduction of a portion of their compensation, before federal and state taxes, subject to IRS rules.

The Company also contributes a partial "match" of the employee contributions of those who participate in the Plan. Currently, the Company's match is up to 6% of the employee's contribution. After 12 months of employment, each eligible employee will be 100% vested in Company contributions.

Vested 401(k) funds are available upon retirement, death, disability, hardship or termination of employment (for rollover). A non-qualified withdrawal is generally subject to 20% tax withholding and, in most instances, a 10% penalty, unless the amount is rolled over into an IRA or another Company plan.

B. Social Security, Unemployment Compensation and Workers Compensation Insurance Benefits

The Company covers the full cost of unemployment compensation insurance benefits and workers' compensation insurance benefits for employees and covers a portion of the cost of social security retirement and disability benefits.

Employees who sustain work-related injuries or illnesses should inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that the injury be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible and is required for the Company's records and reporting requirements. Delay or failure to report an injury may jeopardize an employee's eligibility for workers' compensation benefits, as well as result in disciplinary action.

Neither the Company nor its insurance carrier will be liable for the payment of workers' compensation benefits for non-work-related injuries or illnesses. Filing a claim for workers' compensation benefits for a non-occupational injury or illness or providing false information to the Company or other involved parties in connection with a workers' compensation, unemployment compensation, disability or any other claim, will result in denial of benefits and civil and/or criminal prosecution, as well as discipline.

C. Extension of Health Insurance Coverage (COBRA)

Employees and their dependents covered under the Company's group insurance benefit plans may be eligible to elect to continue their coverage upon certain "qualifying events," such as a reduction in hours resulting in ineligibility for benefits, termination of employment (except for serious misconduct) or dissolution of marriage. Employees who are covered under group insurance programs must notify the Human Resources Representatives, within certain timeframes, of changes in status which could result in a change in eligibility for benefits. The Human Resources Representative, after such notice, will provide information on the employee's or the dependent's right to continuation of coverage and the cost of such coverage. Eligible employees must apply and timely pay premiums to obtain and continue COBRA coverage. If you have any questions about continuation of coverage, please contact the Human Resources Representatives.

RECEIPT/ACKNOWLEDGMENT FORM

This will acknowledge that I have received a copy of the Company’s Employee Handbook on _____, 2021. Further, I acknowledge that I have read and understand the Employee Handbook and I understand and agree to follow the policies and rules as specified therein, and that they replace and supersede all previous Company policies and handbooks. I understand that the Employee Handbook does not alter the at-will nature of my employment nor create a contract or a guarantee that my employment will continue for a specified period of time or end only under certain conditions. Except for the policy of at-will employment, the Company reserves the right to change, delete or depart from the policies and rules.

Date: _____

Employee Signature

Employee’s Name (Typed or printed)

RECEIPT/ACKNOWLEDGMENT FORM

This will acknowledge that I have received a copy of the Company’s Employee Handbook on _____, 2021. Further, I acknowledge that I have read and understand the Employee Handbook and I understand and agree to follow the policies and rules as specified therein, and that they replace and supersede all previous Company policies and handbooks. I understand that the Employee Handbook does not alter the at-will nature of my employment nor create a contract or a guarantee that my employment will continue for a specified period of time or end only under certain conditions. Except for the policy of at-will employment, the Company reserves the right to change, delete or depart from the policies and rules.

Date: _____

Employee Signature

Employee’s Name (Typed or printed)