

Western First Aid & Safety – Employee Handbook

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INTRODUCTION – 010

Mission Statement

Western First Aid & Safety® is a Kansas-owned van-based supplier of top-quality first aid and safety products, priding ourselves in unparalleled customer service. Since our formation in 1945, we have rapidly grown and expanded, reaching out to help customers of every size, working constantly to exceed expectations.

Western First Aid and Safety® was founded with a voluntary spirit and a towering objective: to create a first aid and safety company with revolutionary customer service and an attractive price point.

A collaboration between colleagues with years of business experience, Western First Aid and Safety® was conceived as a substitute to the overpriced suppliers that have dominated the market for the past 20 years. First aid and safety supplies should not cost an arm and a leg. The industry is controlled by a few large Wall Street companies that have kept prices artificially high, reaping huge profits from people like you who have no other options. By bypassing old and tired distribution and manufacturing channels along with engaging with customers directly through our staff, Western First Aid and Safety is able to provide higher-quality products and better service at a fraction of the price.

INTRODUCTION – 040

Introductory Statement

This handbook is designed to acquaint you with Western First Aid & COMPANY (referred to as "THE COMPANY" hereafter through the manual) and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. You should read, understand, and comply with all provisions of the handbook. It describes many of your responsibilities as an employee and outlines the programs developed by THE COMPANY to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

No employee handbook can anticipate every circumstance or question about policy. As THE COMPANY continues to grow, the need may arise, and THE COMPANY reserves the right to revise, supplement, or rescind any policies or portion of the handbook as it deems appropriate in its sole and absolute discretion. The only exception to any changes is our employment-at-will policy permitting you or THE COMPANY to end our relationship for any reason at any time.

Typically, our policy handbook is reviewed, revised, and printed annually, but some changes may be made as needed; for the most current version, employees should use the link on their desktop to access the online copy.

****Please Note:** This handbook covers ALL benefits, though all benefits are not available to every employee. The differences in benefit eligibility can be attributed to a number of reasons including: Employee Status, Location, Ownership, or other factors. Contact your immediate supervisor if you have questions or concerns about your benefit eligibility.

INTRODUCTION – 051**Employee Acknowledgement Form**

The employee handbook describes important information about THE COMPANY, and I understand that I should consult my immediate supervisor regarding any questions not answered in the handbook.

I have entered into my employment relationship with THE COMPANY voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or THE COMPANY can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur, except to THE COMPANY's policy of employment-at-will. All changes will be communicated and I understand that revised information may supersede, modify, or eliminate existing policies. Only a designated representative of THE COMPANY has the ability to adopt any revisions to the policies in this handbook.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

EMPLOYEE'S NAME (printed): _____

EMPLOYEE'S SIGNATURE: _____

DATE: _____

INTRODUCTION – 060

Customer Relations

Customers are among our organization's most valuable assets. Every employee represents THE COMPANY to our customers and the public. The way we perform at work presents an image of our entire organization. Customers judge all of us by how they are treated with each employee contact. Therefore, one of our first business priorities is to assist any customer or potential customer. Nothing is more important than being courteous, friendly, helpful, and prompt in the attention you give to customers.

THE COMPANY will provide customer relations and services training to all employees with extensive customer contact. Our personal contact with the public, our manners on the telephone, and the communications we send to customers are a reflection not only of ourselves, but also of the professionalism of THE COMPANY. Positive customer relations not only enhance the public's perception or image of THE COMPANY, but also pay off in greater customer loyalty and increased sales and profit.

All communication to prospects and customers must be made via company phone, company cell and company email.

101 Nature of Employment

Employment with THE COMPANY is voluntarily entered into, and the employee is free to resign at will at any time, with or without cause. Similarly, THE COMPANY may terminate the employment relationship at will at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law.

Policies set forth in this handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between THE COMPANY and any of its employees. The provisions of the handbook have been developed at the discretion of management and, except for its policy of employment-at-will, may be amended or cancelled at any time, at THE COMPANY's sole discretion.

These provisions supersede all existing policies and practices and may not be amended or added to without the express written approval of the president and chief executive officer of THE COMPANY.

Policy No. 101 Issued 5/21/2014 Revised

102 Employee Relations

THE COMPANY believes that the work conditions, wages, and benefits it offers to its employees are competitive with those offered by other employers in the area and in this industry. If employees have concerns about work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly to their supervisors.

Our experience has shown that when employees deal openly and directly with supervisors, the work environment can be excellent, communications can be clear, and attitudes can be positive. We believe that THE COMPANY amply demonstrates its commitment to employees by responding effectively to employee concerns.

In an effort to protect and maintain direct employer/employee communications, we will resist organization, within applicable legal limits, and protect the right of employees to speak for themselves.

Policy No. 102 Issued 5/21/2014 Revised

103 Equal Employment Opportunity

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at THE COMPANY will be based on merit, qualifications, and abilities. THE COMPANY does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, marital status or family responsibilities, age, disability, genetic information, or any other characteristic protected by law.

THE COMPANY will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor. 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 termination of employment.

Policy No. 103 Issued 5/21/2014 Revised

104 Business Ethics and Conduct

It is the responsibility of every employee to protect our business or its interest. The successful business operation and the reputation of THE COMPANY are built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

The continued success of THE COMPANY is dependent upon our customers' trust and we are dedicated to preserving that trust. Employees owe a duty to THE COMPANY, its customers, and shareholders to act in a way that will merit the continued trust and confidence of the public.

THE COMPANY will comply with all applicable laws and regulations and expects its directors, officers, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with your immediate supervisor for advice and consultation.

Compliance with this policy of business ethics and conduct is the responsibility of every employee. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action, up to and including possible termination of employment.

Policy No. 104 Issued 5/21/2014 Revised

107 Immigration Law Compliance

THE COMPANY is committed to employing only United States citizens and aliens 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. Former employees who are rehired must also complete the form if they have not completed an I-9 with THE COMPANY within the past three years, or if their previous I-9 is no longer retained or valid.

Employees with questions or seeking more information on immigration law issues are encouraged to contact your immediate supervisor. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

Policy No. 107 Issued 5/21/2014 Revised

108 Conflicts of Interest

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which THE COMPANY wishes the business to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact your department manager for more information or questions about conflicts of interest.

Transactions with outside firms must be conducted within a framework established and controlled by the executive level of THE COMPANY. Business dealings with outside firms should not result in unusual gains for those firms. Unusual gain refers to bribes, product bonuses, special fringe benefits, unusual price breaks, and other windfalls designed to ultimately benefit either the employer, the employee, or both. Promotional plans that could be interpreted to involve unusual gain require specific executive-level approval.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of THE COMPANY's business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which THE COMPANY does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving THE COMPANY.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to an officer of THE COMPANY as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Policy No. 108 Issued 5/21/2014 Revised

110 Outside Employment

Employees may hold outside jobs as long as they meet the performance standards of their job with THE COMPANY. All employees will be judged by the same performance standards and will be subject to THE COMPANY's scheduling demands, regardless of any existing outside work requirements.

If THE COMPANY determines that an employee's outside work interferes with performance or the ability to meet the requirements of THE COMPANY as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with our organization.

Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from individuals outside THE COMPANY for materials produced or services rendered while performing their jobs.

Policy No. 110 Issued 5/21/2014 Revised

112 Non-Disclosure

The protection of confidential business information and trade secrets is vital to the interests and the success of THE COMPANY. Such confidential information includes, but is not limited to, the following examples:

- * Compensation data
- * Computer processes
- * Computer programs and codes
- * Customer contact information
- * Customer financial information
- * Customer lists
- * Customer preferences
- * Employee passwords, codes, etc.
- * Financial information
- * Labor relations strategies
- * Marketing strategies
- * New materials research
- * Pending projects and proposals
- * Proprietary production processes
- * Research and development strategies
- * Technological data
- * Vendor lists

All employees will be required to sign a non-disclosure agreement as a condition of employment. Employees who improperly use or disclose trade secrets or confidential business information will be subject to disciplinary action, up to and including termination of employment and legal action, even if they do not actually benefit from the disclosed information.

Policy No. 112 Issued 5/21/2014 Revised

201 Employment Categories

It is the intent of THE COMPANY to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and THE COMPANY.

Each employee is designated as either NONEXEMPT or EXEMPT from federal and state wage and hour laws. NONEXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws. EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws. An employee's EXEMPT or NONEXEMPT classification may be changed only upon written notification by management.

In addition to the above categories, each employee will belong to one other employment category:

REGULAR FULL-TIME employees are those who are not in a temporary or introductory status and who are regularly scheduled to work THE COMPANY's full-time schedule. Generally, they are eligible for THE COMPANY's benefit package, subject to the terms, conditions, and limitations of each benefit program.

PART-TIME employees are those who are not assigned to a temporary or introductory status and who are regularly scheduled to work less than 32 hours per week. While they do receive all legally mandated benefits (such as Social Security and workers' compensation insurance), they are ineligible for most of THE COMPANY's other benefit programs. (See specific benefit summaries for eligibility.)

INTRODUCTORY employees are those whose performance is being evaluated to determine whether further employment in a specific position or with THE COMPANY is appropriate. Employees who satisfactorily complete the introductory period will be notified of their new employment classification. Prior to the end of the introductory period supervisors have the option to provide a 90-day formal review that is then placed in the employee's personnel file.

TEMPORARY employees are those who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change. While temporary employees receive all legally mandated benefits (such as workers' compensation insurance and Social Security), they are ineligible for all of THE COMPANY's other benefit programs.

Policy No. 201 Issued 5/21/2014 Revised

202 Access to Personnel Files

THE COMPANY maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals, salary increases, and other employment records.

Personnel files are the property of THE COMPANY, and access to the information they contain is restricted. Generally, only supervisors, management, payroll personnel of THE COMPANY who have a legitimate reason to review information in a file are allowed to do so.

Employees who wish to review their own file should contact your immediate supervisor though the COMPANY reserves the right not to show any documentation.

Policy No. 202 Issued 5/21/2014 Revised

204 Personnel Data Changes

It is the responsibility of each employee to promptly notify THE COMPANY of any changes in personnel data. Personal mailing addresses, telephone numbers, email addresses, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishment, and other such status reports should be accurate and current at all times. If any personnel data has changed, notify your immediate supervisor by sending an email with all necessary information.

Policy No. 204 Issued 5/21/2014 Revised

205 Introductory Period

The introductory period is intended to give new employees the 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 to evaluate employee capabilities, work habits, and overall performance. Either the employee or THE COMPANY may end the employment relationship at will at any time during or after the introductory period, with or without cause or advance notice.

All new and rehired employees work on an introductory basis for the first 90 calendar days after their date of hire. Employees who are promoted or transferred within THE COMPANY must complete a secondary introductory period of the same length with each reassignment to a new position.

Any significant absence will automatically extend an introductory period. If THE COMPANY determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended for a specified period.

In cases of promotions or transfers within THE COMPANY, an employee who, in the sole judgment of management, is not successful in the new position can be removed from that position at any time during the secondary introductory period. If this occurs, the employee may be allowed to return to his or her former job or to a comparable job for which the employee is qualified, depending on the availability of such positions and THE COMPANY's needs.

Upon satisfactory completion of the initial introductory period, employees enter the "Regular" employment classification.

During the initial introductory period, new employees are eligible for those benefits that are required by law, such as workers' compensation insurance and Social Security. After becoming regular employees, they may also be eligible for other COMPANY-provided benefits, subject to the terms and conditions of each benefits program. Employees should read the information for each specific benefits program for the details on eligibility requirements.

Benefits eligibility and employment status are not changed during the secondary introductory period that results from a promotion or transfer within THE COMPANY.

Policy No. 205 Issued 5/21/2014 Revised

208 Employment Applications

THE COMPANY relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

Policy No. 208 Issued 5/21/2014 Revised

210 Job Descriptions

THE COMPANY makes every effort to create and maintain accurate job descriptions for all positions within the organization. Each description includes a job information section, a job summary section (giving a general overview of the job's purpose), an essential duties and responsibilities section, a supervisory responsibilities section, a qualifications section (including education and/or experience, language skills, mathematical skills, reasoning ability, and any certification required), a physical demands section, and a work environment section.

THE COMPANY maintains job descriptions to aid in orienting new employees to their jobs, identifying the requirements of each position, establishing hiring criteria, setting standards for employee performance evaluations, and establishing a basis for making reasonable accommodations for individuals with disabilities.

Your immediate supervisor and the hiring manager prepare job descriptions when new positions are created. Existing job descriptions are also reviewed and revised in order to ensure that they are up to date. Job descriptions may also be rewritten periodically to reflect any changes in the position's duties and responsibilities. All employees will be expected to help ensure that their job descriptions are accurate and current, reflecting the work being done.

Employees should remember that job descriptions do not necessarily cover every task or duty that might be assigned, and that additional responsibilities may be assigned as necessary. Contact your immediate supervisor if you have any questions or concerns about your job description.

Policy No. 210 Issued 5/21/2014 Revised

301 Employee Benefits

Eligible employees at THE COMPANY are provided a wide range of benefits. A number of the programs (such as Social Security, workers' compensation, state disability, and unemployment insurance) cover all employees in the manner prescribed by law.

Benefits eligibility is dependent upon a variety of factors, including location, ownership, and employee classification. Your immediate supervisor can identify the programs for which you are eligible. Details of many of these programs can be found elsewhere in the employee handbook.

The following benefit programs are available to eligible employees:

- * Cafeteria Plan / Flexible Spending Account
- * Cancer Insurance
- * Dental Insurance
- * Health Insurance
- * Holidays
- * Jury Duty Leave
- * Life Insurance
- * Military Leave
- * Vacation Benefits
- * Vision Insurance
- * Voting Time Off

Some benefit programs require contributions from employees, but most are fully paid by THE COMPANY. The benefit package for regular full-time employees represents an additional cost to THE COMPANY of approximately 40 percent of wages.

*Please Note: Benefit availability may change at any point during the year.

Policy No. 301 Issued 5/21/2014 Revised

303 Vacation Benefits

Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Employees in the following employment classification(s) are eligible to earn and use vacation time as described in this policy:

* Regular full-time employees after one year of employment

Employees must take vacation the week of between Christmas and New Year's.

The amount of paid vacation time employees are awarded each year increases with the length of their employment as shown in the following schedule:

Anniversary Dates	Vacation
1 Year	10 Days*
2 Years	10 Days*
3 Years	10 Days*
4 Years	10 Days*
5 Years	10 Days*
6 Years	15 Days*
7 Years	15 Days*
8 Years	15 Days*
9 Years	15 Days*
10 Years	15 Days*
11 Years	20 Days*

**Please note that there is a "cap" on vacation time. You are only allowed to carry one extra week into the next year.*

Vacation time off is paid at the employee's base pay rate at the time of vacation. It does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials.

As stated above, employees are encouraged to use available paid vacation time for rest, relaxation, and personal pursuits. In the event that available vacation is not used by the end of the benefit year, employees will be able to carry one week of unused time forward to the next benefit year.

Policy No. 303 Issued 5/21/2014 Revised

305 Holidays

THE COMPANY will grant holiday time off to all employees on the holidays listed below:

- * New Year's Day (January 1)
- * Memorial Day (last Monday in May)
- * Independence Day (July 4)
- * Labor Day (first Monday in September)
- * Thanksgiving (fourth Thursday in November)
- * Christmas (December 25)

THE COMPANY will grant paid holiday time off to all eligible employees in the employment classifications that follow. Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the average number of hours the employee would otherwise have worked on that day.

Eligible employee classification(s):

- * Regular full-time employees
- * Regular part-time employees

A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday. However, due to the unique nature of our business, THE COMPANY may recognize the holiday on another day or grant floating holiday days instead of closing.

To be eligible for holiday pay, employees must work the last scheduled day immediately preceding and the first scheduled day immediately following the holiday or floating holiday. Exception: The employee had prescheduled time off (in writing) approved by supervisor/manager BEFORE the observed holiday.

THE COMPANY reserves the right to schedule an employee to work on a holiday. If an employee is scheduled to work on the holiday, the holiday must be worked as scheduled that day in order to receive holiday pay. If an employee is required to work on a designated holiday, he/she will be given a floating holiday to be taken on another day that week, approved in advance by the employee's supervisor, or the employee will receive double time for hours worked on a holiday at management's discretion.

For employees that would not have worked that day, holiday or not, a floating holiday will be given to that employee. Example: Jane does not work on Mondays. Two things may happen for any Monday holidays, 1) Jane and her supervisor will mutually decide on another day that week for Jane to use as a floating holiday 2) Jane's supervisor may decide to have her work her regular schedule that week Tuesday-Friday, but pay her for an additional day of wages.

If a recognized holiday falls during an eligible employee's paid absence (such as vacation or pre-approved sick/ personal leave), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

If THE COMPANY decides to close on a non-recognized holiday (see list above) the employee may use vacation or sick/personal time (this includes closing early for the day).

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

Please see your immediate supervisor to answer any questions related to this matter.

Policy No. 305 Issued 5/21/2014 Revised

306 Workers' Compensation Insurance

THE COMPANY provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

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 it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

Neither THE COMPANY nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by THE COMPANY.

Policy No. 306 Issued 5/21/2014 Revised

308 Time Off to Vote

THE COMPANY encourages employees to fulfill their civic responsibilities by participating in elections. Generally, employees are able to find time to vote either before or after their regular work schedule. If employees are unable to vote in an election during their nonworking hours, THE COMPANY will grant up to 2 hours of unpaid time off to vote.

Employees should request time off to vote from their supervisor at least two working days prior to the election day. Advance notice is required so that the necessary time off can be scheduled at the beginning or end of the work shift, whichever provides the least disruption to the normal work schedule.

Employees must submit a voter's receipt on the first working day following the election to qualify for time off.

Policy No. 308 Issued 5/21/2014 Revised

311 Jury Duty

THE COMPANY encourages employees to fulfill their civic responsibilities by serving jury duty when required. Employees may request unpaid jury duty leave for the length of absence. If desired, employees may use any available sick/personal or vacation leave benefits.

Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. Of course, employees are expected to report for work whenever the court schedule permits.

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

THE COMPANY will continue to provide health insurance benefits until the end of the first full month of unpaid jury duty leave. At that time, employees will become responsible for the full costs of these benefits if they wish coverage to continue. When the employee returns from jury duty, benefits will again be provided by our organization according to the applicable plans.

Vacation, sick/personal leave, and holiday benefits will continue to accrue during unpaid jury duty leave.

Policy No. 311 Issued 5/21/2014 Revised

312 Witness Duty

THE COMPANY encourages employees to appear in court for witness duty when subpoenaed to do so. If employees have been subpoenaed or otherwise requested to testify as witnesses by our COMPANY, they will receive paid time off for the entire period of witness duty.

Employees will be granted unpaid time off to appear in court as a witness when requested by a party other than THE COMPANY. Employees are free to use any available paid leave benefit (such as vacation leave) to receive compensation for the period of this absence.

The subpoena should be shown to the employee's supervisor immediately after it is received so that operating requirements can be adjusted, where necessary, to accommodate the employee's absence. The employee is expected to report for work whenever the court schedule permits.

Policy No. 312 Issued 5/21/2014 Revised

316 Health Insurance

THE COMPANY's health insurance plan provides employees access to medical insurance benefits. Employees in the following employment classifications are eligible to participate in the health insurance plan:

* Regular full-time employees

Eligible Date:

Employees - First of the month following 60 days of employment/eligibility

Eligible employees may participate in the health insurance plan subject to all terms and conditions of the agreement between THE COMPANY and the insurance carrier.

Details of the health insurance plan are described in the Summary Plan Description (SPD). An SPD and information on cost of coverage will be provided in advance of enrollment to eligible employees. Contact your immediate supervisor for more information about health insurance benefits.

Please note: Our organization abides by all HIPPA privacy acts.

Policy No. 316 Issued 4/15/2005 Revised

326 Flexible Spending Account (FSA)

THE COMPANY provides a Flexible Spending Account (FSA) program that allows employees to have pre-tax dollars deducted from their salaries to pay for eligible out-of-pocket expenses. The pre-tax contributions made to the FSA can be used to pay for predictable non-reimbursed health care expenses and dependent care expenses during the plan year. Through the FSA program, you can reduce your taxable income without reducing your real income, so that you can keep more of the money you earn.

Employees in the following employment classifications are eligible to participate in the Flexible Spending Account program:

* Regular full-time employees

Participation in the Health Care and/or Dependent Care FSA is optional and determined on an annual basis for the plan year. You must enroll for each plan year. You determine how much to contribute to the account, up to a specified maximum, based on anticipated expenses during the plan year. Contributions are directed to the account through salary reduction on a pre-tax basis. This tax-free money is then available to you for reimbursement of out-of-pocket expenses. Since the amounts that remain in the account at the end of the plan year are forfeited, you should take care not to over-fund your account.

Details of the Flexible Spending Account program are described in the Summary Plan Description (SPD). Contact your immediate supervisor for more information on the Flexible Spending Account program and to obtain enrollment and reimbursement forms and worksheets with examples of reimbursable and non-reimbursable expenses.

Policy No. 326 Issued 5/21/2014 Revised

381 Employee Condominium Program

It is the desire of THE COMPANY to not only meet the needs and desires of our members, but to assist our employees with their dream vacation as well through the unique benefit of the Employee Condominium Program. **This program is provided on a first come first served basis, with our members' needs taking priority.** Due to the seasonal nature of the travel business, please note that **Holidays and Special Events are excluded**, although arrangements maybe made outside of this program where a condominium could be available at cost for the employee.

*Note: All condo requests must be approved by your immediate supervisor/manager and then directed to the attention of the Executive Assistant at the Corporate Office.

As an employee of THE COMPANY you will be able to take advantage of the following condominium benefits:

FULL TIME EMPLOYEES with one year of service are eligible to request two weeks per year. Holidays and Special Events are excluded. Certain blackout periods may apply.

Vacation Request Under 60 Days or Under 30 Days for Peak Time:

Employee Vacation Request Forms must be submitted to the Corporate Office. Reservations are based on space availability which can be viewed at our website under Expressways (for a Membership Number and Password, contact the Member Services Manager). The vacation may be purchased for \$200.00 plus cleaning fees if applicable. (Cleaning fees range from \$50-\$100)

Vacation Request Greater than 60 Days:

Employee Vacation Request Forms must be submitted to the Corporate Office. Since the requests are over 60 days out, time must be allowed to search for fulfillment as member requests are high priority and inventory is not always available at the time the request is received. The vacation destination and the requested time all play a crucial role in how fast your request is fulfilled. The vacation may be purchased at COST plus processing fee of \$50.00, and cleaning fees if applicable. (Cleaning fees range from \$50-\$100)

SUPERVISORS with one year of service are eligible to request two weeks per year. Holidays and Special Events are excluded. Certain blackout periods may apply.

Vacation Request Under 60 Days or Under 30 Days for Peak Time:

Employee Vacation Request Forms must be submitted to the Corporate Office. Reservations are based on space availability which can be viewed at our website under Expressways. The vacation may be purchased for \$150.00 plus cleaning fees if applicable. (Cleaning fees range from \$50-\$100)

Vacation Request Greater than 60 Days:

Employee Vacation Request Forms must be submitted to the Corporate Office. Since the requests are over 60 days out, time must be allowed to search for fulfillment as member requests are high priority and inventory is not always available at the time the request is received. The vacation destination and the requested time all play a crucial role in how fast your request is fulfilled. The vacation may be purchased at COST plus processing fee of \$25.00, and cleaning fees if applicable. (Cleaning fees range from \$50-\$100)

MANAGERS with one year of service are eligible to request two weeks per year. Holidays and Special Events are excluded. Certain blackout periods may apply.

Vacation Request Under 60 Days or Under 30 Days for Peak Time:

Employee Vacation Request Forms must be submitted to the Corporate Office. Reservations are based on space availability which can be viewed at our website under Expressways. The vacation may be purchased for \$75.00 plus cleaning fees if applicable. (Cleaning fees range from \$50-\$100)

Vacation Request Greater than 60 Days:

Employee Vacation Request Forms must be submitted to the Corporate Office. Since the requests are over 60 days out, time must be allowed to search for fulfillment as member requests are high priority and inventory is not always available at the time the request is received. The vacation destination and the requested time all play a crucial role in how fast your request is fulfilled. The vacation may be purchased at a discounted rate, plus cleaning fees if applicable. (Cleaning fees range from \$50-\$100)

If any Specials are run by THE COMPANY, all eligible employees are able to participate. Look for discounted rates on tours, cruise packages, discounted expressways, etc.

In the event that you are no longer employed with THE COMPANY, your condominium request will be void.

Policy No. 381 Issued 5/21/2014 Revised

401 Timekeeping

Accurately recording time worked is the responsibility of every employee. Federal and state laws require THE COMPANY to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Qualified exempt and nonexempt employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. *Overtime work must always be approved before it is performed. Unapproved overtime will be paid, but the employee may receive a disciplinary action, up to and including termination.*

Altering, falsifying, tampering with time records, recording time on another employee's time record, or sharing passwords to the time clock system, may result in disciplinary action, up to and including termination of employment.

Nonexempt employees should report to work no more than 10 minutes prior to their scheduled starting time nor stay more than 10 minutes after their scheduled stop time without expressed, prior authorization from their supervisor.

At times an employee's schedule will vary from his/her regular schedule. All preplanned absences need to be requested using the online time clock system as early as possible; requests must include the dates, amount of time off (i.e. 1 hour or 1 day) and what form of paid time off to use, or if time is to be unpaid. Additional systems may be used in various departments; these methods of tracking time off are additional to THE COMPANY's time clock system, NOT a substitute.

Failure to follow the proper methods for requesting / noting time off increases the likelihood of an error on the employee's paycheck.

It is the employees' responsibility to sign/approve their time records to certify the accuracy of all time recorded. The supervisor will review and then initial/approve the time record before submitting it for payroll processing. In addition, if corrections or modifications are made to the time record, both the employee and the supervisor must verify the accuracy of the changes by initialing/reapproving the time record.

Policy No. 401 Issued 5/21/2014 Revised

403 Paydays

All employees are paid bi-weekly (every other Friday). Each paycheck will include earnings for all work performed through the end of the previous payroll period.

In the event that a regularly scheduled payday falls on a day off such as a weekend or holiday, employees will receive pay on the last day of work before the regularly scheduled payday.

If a regular payday falls during an employee's vacation, the employee's paycheck will be available upon his or her return from vacation.

For the convenience of the employees, the option to have pay directly deposited into one or more personal bank accounts is available, at no cost to the employees. Employees must provide advance written authorization to THE COMPANY to set up this benefit.

When signed up for the direct deposit benefit, an electronic itemized statement of his/her wages will be made available online each payday for the employee. To view his/her online paystub the employee must register using a unique user id, this id is obtained by contacting your immediate supervisor.

Direct deposit helps manage ones money and gives one peace of mind.

- Pay is accessible earlier – no waiting for a check to clear
- The payment is always there no matter where you are
- Lost and stolen checks are eliminated
- Direct Deposit is more confidential; at a financial institution three to nine people handle each check, while ACH transactions (Direct Deposit) are handled by only one or two people

Upon termination of employment with THE COMPANY, access to these online paystubs is also terminated. It is the responsibility of the employee to print any needed copies of these paystubs for her/his financial records.

Policy No. 403 Issued 5/21/2014 Revised

405 Employment Termination

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

- * Resignation - voluntary employment termination initiated by an employee.
- * Discharge - involuntary employment termination initiated by the organization.
- * Layoff - involuntary employment termination initiated by the organization for non-disciplinary reasons.
- * Retirement - voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization.

THE COMPANY will generally schedule exit interviews at the time of employment termination. The exit interview will afford an opportunity to discuss such issues as employee benefits, conversion privileges, repayment of outstanding debts to THE COMPANY, or return of THE COMPANY-owned property. Suggestions, complaints, and questions can also be voiced.

Since employment with THE COMPANY is based on mutual consent, both the employee and THE COMPANY have the right to terminate employment at will, with or without cause, at any time. Employees will receive their final pay in accordance with applicable state law.

When termination of employment with THE COMPANY is voluntarily initiated by the employee, it is requested that a minimum of two weeks written notice be given, to allow THE COMPANY time to fill the position being vacated. Once a written resignation is turned in, it is considered FINAL and the employee may not rescind the notice. The employee may reapply for the position, following standard hiring procedures. *Two weeks written notice* is required to be considered eligible for rehire. THE COMPANY is an EEOC employer and does not discriminate against any qualified applicant.

Employee benefits will be affected by employment termination in the following manner. All accrued, vested benefits that are due and payable at termination will be paid. Some benefits may be continued at the employee's expense if the employee so chooses. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

W-2s, for tax purposes, will be mailed to the address on file no later than January 31st of the year following the last day worked. It is the responsibility of the employee to notify your immediate supervisor of any address changes after their date of hire to ensure the delivery of materials during and after employment, such as his/her annual W-2.

Policy No. 405 Issued 5/21/2014 Revised

409 Administrative Pay Corrections

THE COMPANY takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the Human Resources or Payroll Departments so that corrections can be made as quickly as possible.

Policy No. 409 Issued 5/21/2014 Revised

410 Pay Deductions and Setoffs

The law requires that THE COMPANY make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. THE COMPANY also must deduct Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base." THE COMPANY matches the amount of Social Security taxes paid by each employee.

THE COMPANY offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in these programs.

Pay setoffs are involuntary pay deductions taken by THE COMPANY, usually to help pay off a debt or obligation to THE COMPANY or others, i.e. a wage garnishment from court, collections firm, or the IRS.

If you have questions concerning why deductions were made from your paycheck or how they were calculated, your supervisor can assist in having your questions answered.

Policy No. 410 Issued 5/21/2014 Revised

501 Safety

Your immediate supervisor has responsibility for implementing, administering, monitoring, and evaluating the safety program. Its success depends on the alertness and personal commitment of all.

THE COMPANY provides information to employees about workplace safety and health issues through regular internal communication channels such as supervisor-employee meetings, bulletin board postings, memos, or other written communications.

Some of the best safety improvement ideas come from employees. Those with ideas, concerns, or suggestions for improved safety in the workplace are encouraged to raise them with their supervisor, or with another supervisor or manager, or bring them to the attention of your immediate supervisor. Reports and concerns about workplace safety issues may be made without fear of reprisal.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify the appropriate supervisor. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

Policy No. 501 Issued 5/21/2014 Revised

502 Work Schedules

Work schedules for employees vary throughout our organization. Supervisors will advise employees of their individual work schedules. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

Policy No. 502 Issued 5/21/2014 Revised

504 Use of Phone and Mail Systems

Personal use of the telephone for long-distance and toll calls is not permitted. Employees should practice discretion when making local personal calls and may be required to reimburse THE COMPANY for any charges resulting from their personal use of the telephones.

The use of THE COMPANY-paid postage for personal correspondence is not permitted.

To ensure effective telephone communications, employee should always use the approved greeting and speak in a courteous and professional manner. Please confirm information received from the caller, and hang up only after the caller has done so.

Policy No. 504 Issued 5/ 21/2014 Revised

505 Smoking

Because we recognize the hazards caused by exposure to environmental tobacco smoke, it shall be the policy of THE COMPANY to provide a smoke-free environment for all employees in company vehicles, office and customers' offices. This policy covers the smoking of any tobacco product and the use of oral tobacco products and or "spit" tobacco.

Policy No. 505 Issued 5/21/2014 Revised

506 Rest and Meal Periods

Each workday, full-time nonexempt employees are provided with up to 30 minutes a day for rest periods. Supervisors will advise employees of the regular rest period length and schedule. To the extent possible, rest periods will be provided in the middle of work periods. Since this time is counted and paid as time worked, employees must not be absent from their workstations beyond the allotted rest period time.

Additionally, employees may not leave the COMPANY property during these breaks. Any time an employee leaves COMPANY property, the employee must clock out; failure to clock out may result in disciplinary action, up to and including possible termination of employment.

All full-time nonexempt employees are provided with one meal period of 30 to 60 minutes in length each workday. Supervisors will schedule meal periods to accommodate operating requirements. Employees will be relieved of all active responsibilities and restrictions during meal periods and will not be compensated for that time.

Policy No. 506 Issued 5/21/2014 Revised

507 Overtime

When operating requirements or other needs cannot be met during regular working hours, employees may be scheduled to work overtime hours. When possible, advance notification of these mandatory assignments will be provided. All overtime work must receive authorization from the appropriate supervisor/manager prior to being worked. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.

Overtime compensation is paid to all nonexempt employees in accordance with federal and state wage and hour restrictions. Overtime pay is based on actual hours worked. Time off on sick leave, vacation leave, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations.

Employees who work overtime without receiving prior authorization from the supervisor may be subject to disciplinary action, up to and including possible termination of employment.

Policy No. 507 Issued 5/21/2014 Revised

508 Use of Equipment and Vehicles

Due to the nature of our business safe driving is an **essential** job requirement for those employees operating a personal or COMPANY vehicle for COMPANY purposes. Employees driving on the COMPANY's behalf are required to provide THE COMPANY with information regarding all traffic violations both business and personal. We ask that you provide a copy of the traffic citation for our records within three days of the incident. This information will be used for insurance purposes, as well as to assure that all COMPANY driver are in compliance with safe driving practices. Failure to provide a copy of a citation as required will subject the employee to discipline up to and including separation of services.

In order for an employee to operate a personal or COMPANY vehicle on COMPANY business, an acknowledgment of the driver requirements must be on file with your immediate supervisor.

All employees operating a personal vehicle or company vehicle on COMPANY business are required to comply with the following rules:

- Maintain valid liability and property insurance on a privately owned vehicle with limits as specified by THE COMPANY as follows (\$100,000/\$300,000/\$100,000 or greater).
- Consent to motor vehicles (MVR) checks;
- Abide by all safety regulations;
- Abide by all traffic regulations, laws, and ordinances while driving for THE COMPANY;
- Drive courteously and to practice defensive driving techniques;
- Wear seat belts at all times when driving on COMPANY business;
- No employee will drive after having consumed alcohol and/or drugs, including legal prescription drugs, which may impair his/her ability to operate a motor vehicle on COMPANY business;
- Never to receive or send text messages while driving;
- No employee will carry in his/her vehicle a firearm or other weapon either when on the premises, while on duty or after duty if the employee is still on COMPANY property or COMPANY business.

THE COMPANY is not responsible for tickets or other traffic citations incurred by employees while on COMPANY business.

Employees who experience multiple traffic citations or accidents will lose their ability to drive on COMPANY business. Their loss of privilege may negatively affect the employee's salary or wages.

Policy No. 508 Issued 5/21/2014 Revised

510 Emergency Closings

At times, emergencies such as severe weather, fires, power failures, or earthquakes, can disrupt COMPANY operations. In extreme cases, these circumstances may require the closing of a work facility.

When operations are officially closed due to emergency conditions, the time off from scheduled work will be unpaid. However, with supervisory approval, employees may use available paid leave time, such as unused vacation benefits.

In cases where an emergency closing is not authorized, employees who fail to report for work will not be paid for the time off through any method of available paid leave time, and may be subject to disciplinary action, up to and including possible termination of employment.

Policy No. 510 Issued 5/21/2014 Revised

512 Business Travel Expenses

THE COMPANY will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. All business travel must be approved in advance by Executive Management.

Employees whose travel plans have been approved should make all travel arrangements (hotel, flight, car rental, etc.) through the Travel Department. Advanced consent from an executive manager is required before another agency may be used. All arrangements must be approved before they are finalized.

When approved, the actual costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives will be reimbursed by THE COMPANY. Employees are expected to limit expenses to reasonable amounts. To ensure reimbursement, the following guidelines should be followed:

Meals: Up to 3 meals a day will be reimbursed by THE COMPANY, with a budget of a \$7 lunch and \$10 dinner.

Parking: The most economical option should be used.

Taxis: The most economical option should be used.

Personal Expenses: Movies, laundry, etc. are NOT reimbursable.

Employees who are involved in an accident while traveling on business must promptly report the incident to their immediate supervisor. Vehicles owned, leased, or rented by THE COMPANY may not be used for personal use without prior approval.

When travel is completed, employees should submit completed travel expense reports **within 14 days**. Reports should be accompanied by receipts for all individual expenses.

Employees should contact their supervisor for guidance and assistance on procedures related to travel arrangements, expense reports, reimbursement for specific expenses, or any other business travel issues.

Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.

Policy No. 512 Issued 5/21/2014 Revised

514 Visitors in the Workplace

To provide for the safety and security of employees and the facilities at THE COMPANY, under no circumstances are visitors allowed in the workplace or company vehicles. Restricting visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

Policy No. 514 Issued 5/21/2014 Revised

516 Cell Phone and Email Usage

It is the policy of the COMPANY to provide a safe work environment for its employees and, to the extent reasonably possible, to prevent injury to third-parties while employees are performing their work activities. This policy is intended to control the manner and means under which any employee may utilize a cellular telephone during the time period when the employee is authorized and required to operate a licensed motor vehicle in order to perform work activities; and information on the maximum monthly billing allowance for employees with cell phones.

1. If the COMPANY has issued a cellular telephone to an employee, the employee is only authorized to use the cellular telephone for COMPANY business during normal working hours.
2. When an employee is authorized and required to operate a licensed motor vehicle for COMPANY business during normal working hours, no employee is authorized to use the cellular telephone for a conversation, whether such telephone is issued by the COMPANY or personally owned, while the employee is in the process of operating the motor vehicle while it is moving or temporarily stopped or otherwise in an active vehicular traffic lane on a public or privately owned road, highway or alley or on privately owned property.
3. If it is necessary to use a COMPANY issued or privately owned cellular telephone at any time for COMPANY business and during the employee's normal working hours, the employee must drive the vehicle off of the public or privately owned road or highway where the vehicle does not create a hazard to the employee or to a third party and bring the vehicle to a complete stop, prior to using the cellular telephone.
4. Employees with a COMPANY issued cellular telephone are allowed a maximum monthly billing allowance of 300 minutes. Any minutes above the maximum allowed minutes are the employees' responsibility. The employee will be responsible to pay .30 cent per minute when their minutes exceed the allowable 300 minutes per month. The payment will be reimbursed by the employee through a payroll deduction.
5. The COMPANY-issued cellular phone must have a voicemail password of the last 4 digits of the phone number. As the phones are COMPANY-owned, customizing your password is not allowed. If you need assistance resetting the password, please contact WFAS Technical Support.

Policy No. 504 Issued 5/ 21/2014 Revised

518 Workplace Monitoring

THE COMPANY has invested in hardware that is designed to protect our fleet of vehicles against theft, protect our employees against breakdowns in remote areas or other vehicular incidents, optimize our fleet insurance rates, and to assess and evaluate whether proper routing schedules are being set for each territory. This investment necessitates that the equipment remains running properly at all times; THE COMPANY policy regarding this hardware is as follows:

1. Any attempt to alter, deceive or tamper with the GPS hardware makes the investment pointless, and could compromise our agreement with our insurance carrier. Therefore, any such attempt is grounds for immediate termination.
2. In the event of a vehicular breakdown in a remote area, contact the main office or your direct supervisor. We can then initiate the location sequence to identify your precise geographic position to help direct emergency personnel. If an emergency occurs, call 911 before you contact the main office.
3. If your route is evaluated and a more time-optimal and fuel efficient way to run the routing is found, you are responsible for following that routing unless you can offer compelling reasons why the route should not be run that way. Such reasons must be submitted in writing to your immediate supervisor for approval.

Policy No. 518 Issued 5/21/2014 Revised

**602 Patient Protection & Affordable Care Act (2010)
Fair Labor Standards Act – Amendment Section 4207
(Breastfeeding/Lactation Accommodation)**

In accordance with Section 4207 of the Patient Protection and Affordable Care Act, signed by President Obama on March 23, 2010 and to assist the transition of women from maternity leave back to work following the birth of a child, lactation accommodation is provided for up to one year after a child's birth, which is consistent with the American Academy of Pediatrics' recommendations on breastfeeding.

Lactation accommodation allows a nursing mother to express milk periodically during the work day. It is in the best interests of the employee and the potential health of her child that THE COMPANY supports lactation accommodation as part of our efforts to help employees experience work-life balance.

All women who breastfeed their child, and who need to express milk during the working day, will work with their supervisor and your immediate supervisor to determine how best to accommodate the needs of the mother while still accomplishing the performance of her job.

Time for Lactation Accommodation: Supervisors may consider flexible working arrangements. Women may use their break and lunch time to express milk. Breaks to express milk should not last longer than 30 minutes. If an employee needs to take more than one break during the work day to express milk, the employee will need to use personal time (lunch, Sick / Personal, Vacation, or unpaid time); all lactation breaks must be pre-approved by the employee's supervisor.

Environment for Lactation Accommodation: At Headquarters, the second office on the left when entering Suite 105 should be available for nursing mothers; however, if the room is regularly in use, Human Resources will work with each nursing mother to schedule a private area in which they may express milk.

At all outside locations, speak to your supervisor about scheduling time in a private location.

Milk should be placed in cooler-type containers with the employee's name and may be stored in COMPANY refrigerators.

Policy No. 602 Issued 03/23/2010 Revised

605 Military Leave

A military leave of absence will be granted to employees who are absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable.

The leave will be unpaid. However, employees may use any available paid time off for the absence.

Continuation of health insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible. An employee who is out on an eligible military leave of absence will retain their health insurance coverage for the first 31 days of uniformed service. Employees out on military leaves of absence which extend beyond the 31 days will be eligible for continuation of group health benefits for up to 24 months.

Vacation, sick/personal leave, and holiday benefits will continue to be awarded during a military leave of absence.

Employees on military leave for up to 30 days are required to return to work for the first regularly scheduled shift after the end of service, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with USERRA and all applicable state laws.

Employees returning from military leave will be placed in the position they would have attained had they remained continuously employed or a comparable one depending on the length of military service in accordance with USERRA. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

Contact your immediate supervisor for more information or questions about military leave.

Policy No. 605 Issued 5/21/2014 Revised

607 Pregnancy-Related Absences

THE COMPANY will not discriminate against any employee who requests an excused absence for medical disabilities associated with pregnancy. Such leave requests will be evaluated according to the medical leave policy provisions outlined in this handbook and all applicable federal and state laws.

Requests for time off associated with pregnancy and/or childbirth, such as bonding and child care, not related to medical disabilities for those conditions will be considered in the same manner as other requests for unpaid family or personal leave.

Policy No. 607 Issued 5/21/2014 Revised

701 Employee Conduct and Work Rules

To ensure orderly operations and provide the best possible work environment, THE COMPANY expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- * Theft or inappropriate removal or possession of property
- * Falsification of timekeeping records
- * Working under the influence of alcohol or illegal drugs
- * Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- * Fighting or threatening violence in the workplace
- * Boisterous or disruptive activity in the workplace
- * Negligence or improper conduct leading to damage of property owned by THE COMPANY, a customer, or co-worker
- * Insubordination or other disrespectful conduct
- * Violation of safety or health rules
- * Smoking in prohibited areas
- * Sexual or other unlawful or unwelcome harassment
- * Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- * Excessive absenteeism or any absence without notice
- * Unauthorized absence from work station during the workday
- * Unauthorized use of telephones, mail system, or other employer-owned equipment
- * Unauthorized disclosure of business "secrets" or confidential information
- * Violation of personnel policies
- * Unsatisfactory performance or conduct
- * Failure to protect our business or its interests

Employment with THE COMPANY is at the mutual consent of THE COMPANY and the employee, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice.

Policy No. 701 Issued 5/21/2014 Revised

702 Drug and Alcohol Use

It is THE COMPANY's desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on our premises and while conducting business-related activities off THE COMPANY's premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace. Using or being under the influence of drugs or alcohol on the job may pose serious safety and health risks. To help ensure a safe and healthful working environment, employees may be asked to provide body substance samples (such as urine and/or blood) to determine the illicit or illegal use of drugs and alcohol. Refusal to submit to drug testing may result in disciplinary action, up to and including termination of employment.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

Employees with drug or alcohol problems that have not resulted in, and are not the immediate subject of, disciplinary action may request approval to take unpaid time off to participate in a rehabilitation or treatment program. Leave may be granted if the employee agrees to abstain from use of the problem substance; abides by all our policies, rules, and prohibitions relating to conduct in the workplace; and if granting the leave will not cause us any undue hardship.

Employees with questions on this policy or issues related to drug or alcohol use in the workplace should raise their concerns with their supervisor or the Human Resources Manager without fear of reprisal.

Policy No. 702 Issued 5/21/2014 Revised

703 Sexual and Other Unlawful Harassment

THE COMPANY is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes, or comments based on an individual's sex, race, color, national origin, age, religion, disability, sexual orientation, or any other legally protected characteristic will not be tolerated. Nor will any other unlawful actions that infringe on the physical and/or personal legal rights of a coworker/client or the coworker's/client's property be tolerated, whether or not it results in criminal or misdemeanor charges being filed.

Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of sexual harassment examples:

- * Unwanted sexual advances.
- * Offering employment benefits in exchange for sexual favors.
- * Making or threatening reprisals after a negative response to sexual advances.
- * Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters.
- * Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes.
- * Verbal sexual advances or propositions.
- * Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations.
- * Physical conduct that includes touching, assaulting, or impeding or blocking movements.

Unwelcome sexual advances (either verbal, visual, or physical), requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission or rejection of the conduct is used as a basis for making employment decisions; or, (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

If you experience or witness sexual or other unlawful harassment in the workplace, report it immediately. Every individual has his/her own idea of what is acceptable and what is not, and some comments /actions may be thought as harmless by one party and yet derogatory by the other party. It is recommended that you first tell the coworker that the actions and/or comments are not appreciated, and that he/she should not include you in similar conversations in the future. If such incidents continue to occur, or if you feel uncomfortable confronting the coworker to begin with, report it immediately to your supervisor. If the supervisor is unavailable or you believe it would be inappropriate to contact that person, you should immediately contact your immediate supervisor or any member of management. You can raise concerns and make reports without fear of reprisal or retaliation. Failure to report sexual or other unlawful harassment to the proper authorities listed above shall not be viewed as harassment and therefore shall not be investigated.

All allegations of sexual or other unlawful harassment reported through the proper channels will be quickly and discreetly investigated. To the extent possible, your confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, you will be informed of the outcome of the investigation.

Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment must immediately advise your immediate supervisor so the situation can be investigated in a timely and confidential manner. Anyone engaging in sexual or other unlawful harassment of a coworker or client will be subject to disciplinary action, up to and including termination of employment.

704 Attendance and Punctuality

To maintain a safe and productive work environment, THE COMPANY expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on our organization. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence. **This time should be at least one hour prior to the employee's scheduled shift.**

Poor attendance and excessive tardiness are disruptive; either may lead to disciplinary action, up to and including termination of employment.

If an employee does not show up or call in for the entirety of a scheduled shift (**1 day**), employment will be terminated, as the failure to work one's scheduled shift without communicating a need for a change will be considered **Voluntary Job Abandonment**. Termination in this instance can be reversed if the employee was hospitalized and medically unable to contact THE COMPANY in accordance to applicable FMLA guidelines.

Policy No. 704 Issued 5/21/2014 Revised

705 Personal Appearance

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image THE COMPANY presents to customers and visitors.

During business hours or when representing our COMPANY, you are expected to present a clean, neat, tasteful, and professional appearance. You should dress and groom yourself according to the requirements of your position, department, and accepted social standards. Please note that we are considered a "professional casual" dress organization to promote a positive work environment and limit distractions caused by outrageous, provocative, or inappropriate dress. The occasions will occur that visitors visit our environment and all employees will be notified in advance. On those specified occasions, employees will be expected to dress in a "business casual" sense of style (see below).

Your supervisor is responsible for establishing a reasonable dress code appropriate to the job you perform. If a supervisor feels your personal appearance is inappropriate, you may be asked to leave the workplace until you are properly dressed or groomed. Under such circumstance, you will not be compensated for the time away from work. Consult your supervisor if you have questions as to what constitutes appropriate appearance. Where necessary, a reasonable accommodation may be made for a person with a disability.

All sales employees will wear only the following attire:

- * Exec oxford button down or polo shirt with THE COMPANY logo.
- * Navy brushed twill pleated work pants.
- * Black or brown belt.
- * Navy Team jacket with THE COMPANY logo for winter season.
- * Baseball style hat with THE COMPANY logo
- *No other style of uniform is authorized; no windbreakers, etc.
- *All comments and recommendations must be submitted to management to be considered for possible policy changes.

The following must be followed as well:

- * Mustaches and beards must be clean, well-trimmed, and neat.
- * Hairstyles are expected to be in good taste.
- * Length of hair for men should go no further than collar
- * Unnaturally colored hair and extreme hairstyles are not allowed.
- * Offensive body odor and poor personal hygiene is not acceptable.
- * Facial jewelry, such as eyebrow rings, nose rings, lip rings, and tongue studs, is not professionally appropriate and must not be worn during business hours.
- * Visible tattoos and similar body art must be covered during business hours.
- *Earrings for men cannot be worn during business hours.

Policy No. 705 Issued 5/21/2014 Revised

706 Return of Property

Employees are responsible for all THE COMPANY property, materials, or written information issued to them or in their possession or control.

Employees must return all THE COMPANY property immediately upon request or upon termination of employment. Where permitted by applicable laws, THE COMPANY may withhold from the employee's check or final paycheck the cost of any items that are not returned when required. THE COMPANY may also take all action deemed appropriate to recover or protect its property.

Policy No. 706 Issued 5/21/2014 Revised

708 Resignation

Resignation is a voluntary act initiated by the employee to terminate employment with THE COMPANY. Although advance notice is not required, THE COMPANY requests at least 2 weeks' written resignation notice from all employees.

Prior to an employee's departure, an exit interview will be scheduled to discuss the reasons for resignation and the effect of the resignation on benefits.

If an employee does not provide advance notice as requested, the employee will be considered ineligible for rehire.

Once written resignation is submitted, it is considered final, the notice cannot be rescinded. If the employee is eligible, he/she may reapply for the position, in the event that the department decides to post the opening.

To be eligible to apply for a posted job, employees must have performed competently for at least 180 calendar days in their current position. Employees who have a written warning on file, or are on probation or suspension, in general are not eligible to apply for posted jobs, but may be considered for transfer depending on the nature of the warnings on file and the mutual agreement between the employee's current and future supervisors that the transfer would be a good fit. While all warnings may be considered, warnings older than 365 days will not be weighed as heavily as those that were created within the 365 day period prior to the request for the transfer. Eligible employees can only apply for those posted jobs for which they possess the required skills, competencies, and qualifications.

Policy No. 708 Issued 5/21/2014 Revised

710 Security Inspections

THE COMPANY wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, other weaponry or other improper materials. To this end, THE COMPANY prohibits the possession, carrying, transfer, sale, or use of such materials on its premises. THE COMPANY requires the cooperation of all employees in administering this policy.

Desks, lockers, and other storage devices may be provided for the convenience of employees but remain the sole property of THE COMPANY. Accordingly, they, as well as any articles found within them, can be inspected by any agent or representative of THE COMPANY at any time, either with or without prior notice.

THE COMPANY likewise wishes to discourage theft or unauthorized possession of the property of employees, THE COMPANY, visitors, and customers. To facilitate enforcement of this policy, THE COMPANY or its representative may inspect not only desks and lockers but also persons entering and/or leaving the premises and any packages or other belongings. Any employee who wishes to avoid inspection of any articles or materials should not bring such items onto THE COMPANY's premises.

Policy No. 710 Issued 5/21/2014 Revised

712 Solicitation

In an effort to ensure a productive and harmonious work environment, persons not employed by THE COMPANY may not solicit or distribute literature in the workplace at any time for any purpose.

THE COMPANY recognizes that employees may have interests in events and organizations outside the workplace. However, employees may not solicit or distribute literature or emails concerning these activities during working time. (Working time does not include lunch periods, work breaks, or any other periods in which employees are not on duty.)

In addition, the posting of written solicitations on COMPANY bulletin boards is restricted. These bulletin boards display important information, and employees should consult them frequently for:

- * Employee announcements
- * Internal memoranda
- * Job openings

If employees have a message of interest to the workplace, they may submit it to your immediate supervisor for approval. All approved messages will be posted by your immediate supervisor.

Policy No. 712 Issued 5/21/2014 Revised

718 Problem Resolution

THE COMPANY is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from THE COMPANY supervisors and management.

THE COMPANY strives to ensure fair and honest treatment of all employees. Supervisors, managers, and employees are expected to treat each other with mutual respect. Employees are encouraged to offer positive and constructive criticism.

If employees disagree with established rules of conduct, policies, or practices, they can express their concern through the problem resolution procedure. No employee will be penalized, formally or informally, for voicing a complaint with THE COMPANY in a reasonable, business-like manner, or for using the problem resolution procedure.

If a situation occurs when employees believe that a condition of employment or a decision affecting them is unjust or inequitable, they are encouraged to make use of the following steps. The employee may discontinue the procedure at any step.

1. Employee presents problem to immediate supervisor within 30 calendar days, after incident occurs. If supervisor is unavailable or employee believes it would be inappropriate to contact that person, employee may present problem to Human Resources Department or any other member of management.
2. Supervisor responds to problem during discussion within 30 calendar days, after consulting with appropriate management, when necessary. Supervisor documents discussion.
3. Employee presents problem to Human Resources Department within 30 calendar days, if problem is unresolved.
4. Human Resources Department counsels and advises employee, assists in putting problem in writing, visits with employee's manager(s), if necessary, and directs employee to a member of Executive Management for review of problem.
5. Employee presents problem to a member of Executive Management in writing.
6. Executive Management reviews and considers problem. A member of Executive Management informs employee of decision within 30 calendar days, and forwards copy of written response to Human Resources Department for employee's file. The member of Executive Management has full authority to make any adjustment deemed appropriate to resolve the problem. Not every problem can be resolved to everyone's total satisfaction, but only through understanding and discussion of mutual problems can employees and management develop confidence in each other. This confidence is important to the operation of an efficient and harmonious work environment, and helps to ensure everyone's job security.

Policy No. 718 Issued 5/21/2014 Revised

806 Suggestion Program

As employees of THE COMPANY, you have the opportunity to contribute to our future success and growth by submitting suggestions for practical work-improvement or cost-savings ideas.

All regular employees are eligible to participate in the suggestion program.

A suggestion is an idea that will benefit THE COMPANY by solving a problem, reducing costs, improving operations or procedures, enhancing customer service, eliminating waste or spoilage, or making THE COMPANY a better or safer place to work. Statements of problems without accompanying solutions, or recommendations concerning co-workers and management are not appropriate suggestions.

All suggestions must be submitted via email to your immediate supervisor and should contain a description of the problem or condition to be improved, a detailed explanation of the solution or improvement, and the reasons why it should be implemented. If you have questions or need advice about your idea, contact your supervisor for help. If you wish to remain anonymous, please indicate this at the beginning of your email suggestion.

Suggestions will be reviewed by management on a monthly basis. As soon as possible, you will be notified of the adoption or rejection of your suggestion.

Special recognition will be given to employees who submit a suggestion that is implemented.

Policy No. 806 Issued 5/21/2014 Revised

900 E-Policies: E-Mail

Every employee is responsible for using the electronic mail (E-mail) system properly and in accordance with this policy. Any questions about this policy should be addressed to your immediate supervisor.

The E-mail system is the property of THE COMPANY. It has been provided by THE COMPANY for use in conducting COMPANY business. All communications and information transmitted by, received from, or stored in this system are COMPANY records and property of THE COMPANY. Certain employees may be provided with access to the Internet to assist them in performing their jobs. The Internet can be a valuable source of information and research. In addition, e-mail can provide excellent means of communicating with other employees, our customers and clients, outside vendors, and other businesses. Use of the Internet, however, must be tempered with common sense and good judgment.

Employees must not deliberately perform acts that waste computer resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, sending mass mailings or chain letters, spending excessive amounts of time on the Internet, playing games, engaging in online chat groups, printing multiple copies of documents, or otherwise creating unnecessary network traffic. Because audio, video and picture files require significant storage space, files of this or any other sort may not be downloaded unless they are business-related.

No expectation of privacy. The computers and computer accounts given to employees are to assist them in performance of their jobs. Employees should not have an expectation of privacy in anything they create, store, send, or receive on the computer system. The computer system belongs to THE COMPANY and may only be used for business purposes.

THE COMPANY, in its discretion as owner of the E-mail system, reserves and may exercise the right to monitor, access, retrieve, and delete any matter stored in, created, received, or sent over the E-mail system, for any reason and without the permission of any employee.

Even if employees use a password to access the E-mail system, the confidentiality of any message stored in, created, received, or sent from the THE COMPANY's E-mail system still cannot be assured. Use of passwords or other security measures does not in any way diminish THE COMPANY's rights to access materials on its system, or create any privacy rights of employees in the messages and files on the system. Any password used by employees must be revealed to THE COMPANY as E-mail files may need to be accessed by the COMPANY in an employee's absence.

Employees should be aware that deletion of any E-mail messages or files will not truly eliminate the messages from the system. All E-mail messages are stored on a central back-up system in the normal course of data management.

Even though THE COMPANY has the right to retrieve and read any E-mail messages, those messages should still be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any E-mail messages that are not sent to them. Any exception to this policy must receive the prior approval of THE COMPANY management.

THE COMPANY's policies against sexual or other harassment apply fully to the E-mail system, and any violation of those policies is grounds for discipline up to and including discharge. Therefore, no E-mail messages should be created, sent, or received if they contain intimidating, hostile, or offensive material concerning race, color, religion, sex, age, national origin, disability or any other classification protected by law.

The E-mail system may not be used to solicit for religious or political causes, commercial enterprises, outside organizations, or other non-job related solicitations.

The E-mail system shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization from THE COMPANY management. Employees, if uncertain about whether certain information is copyrighted, proprietary, or otherwise inappropriate for transfer, should resolve all doubts in favor of not transferring the information and consult your immediate supervisor.

Other Important Guidelines to Follow:

Illegal copying. Employees may not illegally copy material protected under copyright law or make that material available to others for copying. You are responsible for complying with copyright law and applicable licenses that may apply to software, files, graphics, documents, messages, and other material you wish to download or copy. You may not agree to a license or download any material for which a registration fee is charged without first obtaining the express written permission of your immediate supervisor.

Accessing the Internet. To ensure security and to avoid the spread of viruses, employees accessing the Internet through a computer attached to THE COMPANY's network must do so through an approved Internet firewall. Accessing the Internet directly by modem is strictly prohibited unless the computer you are using is not connected to the organization's network.

Virus detection. Files obtained from sources outside the COMPANY, including disks brought from home; files downloaded from the Internet, new groups, bulletin boards, or other online services; files attached to e-mail; and files provided by customers or vendors may contain dangerous computer viruses that may damage THE COMPANY's computer network. Employees should never download files from the Internet, accept e-mail attachments from outsiders, or use disks from non-COMPANY sources, without first scanning the material with COMPANY-approved virus checking software. If you suspect that a virus has been introduced into the COMPANY's network, notify the IT Department immediately.

Sending unsolicited e-mail (spamming). Without the express permission of their supervisors, employees may not send unsolicited e-mail to persons with whom they do not have a prior relationship.

If you abuse your right to use the Internet, it will be taken away from you. In addition, you may be subject to disciplinary action, including possible termination, and civil and criminal liability.

Policy No. 900 Issued 7/1/2011 Revised

901 E-Policies: Social Networking

When you are participating in social networking, you are representing both yourselves personally and THE COMPANY. It is not our intention to restrict your ability to have an online presence and to mandate what you can and cannot say. We believe social networking is a very valuable tool and continue to advocate the responsible involvement of all employees in this space. While we encourage this online collaboration, we would like to provide you with a COMPANY policy and set of guidelines for appropriate online conduct and to avoid the misuse of this communication medium.

Social Networking Guidelines:

- Do not post any financial, confidential, sensitive or proprietary information about THE COMPANY or any of our clients and candidates.
- Speak respectfully about our current, former and potential customers, partners, employees and competitors. Do not engage in name-calling or behavior that will reflect negatively on your or THE COMPANY's reputations. The same guidelines hold true for THE COMPANY's vendors and business partners.
- You are not allowed to post pictures of yourself in a work uniform or anything with THE COMPANY's name unless it was approved by your immediate supervisor.
- All pictures taken with a personal camera at a corporate function must not be posted without approval from your immediate supervisor.

There will be no expectation of privacy when using THE COMPANY's electronic devices or reporting on THE COMPANY's social media site(s). Our organization maintains the right to hold employees accountable for use on their personal devices and/or while on non-work time where the COMPANY's business interests are implicated.

Beware of comments that could reflect poorly on you and the COMPANY. Social media sites are not the forum for venting personal complaints about supervisors, co-workers, or the COMPANY.

As an employee, be aware that you are responsible for the content you post and that information remains in cyberspace forever. Use privacy settings when appropriate. Remember, the internet is immediate and nothing posted is ever truly private nor does it expire.

If you see unfavorable opinions, negative comments or criticism about yourself or THE COMPANY, do not try to have the post removed or send a written reply that will escalate the situation. Forward this information to our internal Human Resources Department.

If you are posting to personal networking sites and are speaking about job related content or about THE COMPANY, identify yourself as an employee and use a disclaimer and make it clear that these views are not reflective of the views of THE COMPANY. *"The opinions expressed on this site are my own and do not necessarily represent the views of Western First Aid & Safety or any of its entities."*

Policy No. 901 Issued 7/1/2011 Revised

902 E-Policies: Internet

The use of computers at THE COMPANY is a vital part of this industry. We expect employees to treat the usage of such equipment with respect and be informed of the policies. All employees should use common sense and good judgment when using the internet and any social media in a way that affects the COMPANY, its customers, or its employees.

Examples of improper use of computer facilities include:

- Use of computer resources for cheating, plagiarism, gambling, pornography, furnishing false information or other acts of academic dishonesty is a violation of the obligations THE COMPANY expects of its computer users.
- Fraudulent, harassing or obscene messages and/or materials as defined by contemporary court decisions are not to be received, sent or stored.
- Network use which creates unnecessary network traffic.
- Broadcast of unsolicited electronic mail and messages to an unnecessarily large audience.
- Using the network to gain unauthorized access to any computer systems.
- Knowingly performing an act which will interfere with the normal operation of computers, terminals, peripherals, or networks.
- Knowingly running or installing on any computer system or network, or giving to another user, a program intended to damage or to place excessive load on a computer system or network. This includes but is not limited to programs known as computer viruses, Trojan horses, and worms.
- Attempting to circumvent data protection schemes or uncover security loopholes.
- Violating terms of applicable software licensing agreements or copyright laws.
- Knowingly performing an act which will interfere with the normal operation of computers, terminals, peripherals, or networks.

Policy No. 902 Issued 7/1/2011 Revised

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