

Welcome to Feeding the Gulf Coast!

Starting a new job is exciting, but at times can be overwhelming. This Employee Handbook has been developed to help you become acquainted with our organization and answer many of your initial questions.

As an employee of Feeding the Gulf Coast, you are very important. Your contribution cannot be overstated. Our goal is to provide the finest quality products and services to our partners and to do so more efficiently and economically than our competitors. By satisfying our partners' needs, we ensure they will continue to do business with us and will recommend us to others.

You are an important part of this process because your work directly influences our organization's reputation.

We are glad you have joined us, and we hope you will find your work to be both challenging and rewarding.

Organization History and Mission

Feeding the Gulf Coast, Inc. was founded and incorporated in 1981. In 1988, the food bank became a member of Feeding America, the nation's hunger relief organization.

Feeding the Gulf Coast, working through member organizations and special programs, provides nutritious food to meet the challenge of feeding people who are hungry as a result of systemic poverty, personal crisis or disaster. Feeding the Gulf Coast also educates the public regarding domestic hunger, proper nutrition and related issues. The food bank operates multiple hunger-relief and nutrition programs, including Summer Meals, Afterschool Meal, Backpack, Disaster Relief, Mobile Pantry and Produce Drop Distributions, Nutrition Education, and Benefits Outreach. Feeding the Gulf Coast's goal is to not only distribute nutritious food but to give people the tools needed to make informed decisions that lead to an individual's improved health, creating stronger communities overall.

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Section 1: **The Way We Work**

A Word About This Handbook

This Employee Handbook contains information about the employment policies and practices of the organization. We expect each employee to read this Employee Handbook carefully, as it is a valuable reference for understanding your job and the organization. The policies outlined in this Employee Handbook should be regarded as management guidelines only, which in a developing business will require changes from time to time. The organization retains the right to make decisions involving employment as needed in order to conduct its work in a manner that is beneficial to the employees and the organization. This Employee Handbook supersedes and replaces any and all prior Employee Handbooks and any inconsistent verbal or written policy statements.

The organization complies with federal and state law and this handbook generally reflects those laws. The organization also complies with any applicable local laws, even though there may not be an express written policy contained in the handbook.

Except for the policy of at-will employment, the organization reserves the right to revise, delete and add to the provisions of this Employee Handbook at any time without further notice. All such revisions, deletions or additions to the Employee Handbook must be in writing and must be signed by the President & CEO of the organization. No oral statements or representations can change the provisions of this Employee Handbook.

The provisions of this Employee Handbook are not intended to create contractual obligations with respect to any matters it covers. Nor is this Employee Handbook intended to create a contract guaranteeing that you will be employed for any specific time period. Any agreement to employment for a specified period of time will be put into writing and signed by the President & CEO of the organization.

Nothing in this Employee Handbook is intended to unlawfully restrict an employee's right to engage in any of the rights guaranteed them by Section 7 of the National Labor Relations Act, including but not limited to, the right to engage in concerted protected activity for the purposes of their mutual aid and/or protection. Nothing in this Employee Handbook will be interpreted, applied or enforced to interfere with, restrain or coerce employees in the exercise of Section 7 rights.

OUR ORGANIZATION IS AN AT-WILL EMPLOYER. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS EMPLOYEE HANDBOOK, EITHER YOU OR THE ORGANIZATION MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE. NOTHING IN THIS EMPLOYEE HANDBOOK OR IN ANY DOCUMENT OR STATEMENT, WRITTEN OR ORAL, SHALL LIMIT THE RIGHT TO TERMINATE EMPLOYMENT AT-WILL. NO OFFICER, EMPLOYEE OR REPRESENTATIVE OF THE ORGANIZATION IS AUTHORIZED TO ENTER INTO AN AGREEMENT—EXPRESS OR IMPLIED—WITH ANY EMPLOYEE FOR EMPLOYMENT FOR A SPECIFIED PERIOD OF TIME UNLESS SUCH AN AGREEMENT IS IN A WRITTEN CONTRACT SIGNED BY THE PRESIDENT & CEO OF THE ORGANIZATION.

This Employee Handbook refers to current benefit plans maintained by the organization. Refer to the actual plan documents and summary plan descriptions if you have specific questions regarding the benefit plan. Those documents are controlling.

Likewise, if a written contract is inconsistent with the Employee Handbook, the written contract is controlling.

Building for the Future

As with any business, revenues are an absolute necessity for maintaining jobs and building for the future. Rather than look at generating sales and revenue as an "undesirable task", we look at it as a "must" situation. How do we continue to generate revenues to ensure a secure future and continued opportunities for all employees? With teamwork. Together we must meet the challenges we face on a daily basis.

In general, we have mentioned benefits, responsibilities and operations. We have saved the most crucial component of this business for last—You.

At all times, you represent the organization, and it is up to each one of you to take this responsibility seriously. Our organization exists with your joint efforts. Don't underestimate your contribution to it. A great many people outside the organization who invest their time, money and faith in us are part of that equation. They are our partners. They will determine how fast we grow, how many people we will employ, how many services we provide. In order to retain these partners, we want to ensure that our good service continues by always giving our partners the best possible value and quality. Working together and working well provides us with a bright future and with the most important commodity, a good reputation.

Equal Employment Opportunity

Our organization is committed to equal employment opportunity. We will not discriminate against employees or applicants for employment on any legally-recognized basis ["protected class"] including, but not limited to: race; color; religion; genetic information; national origin; sex; pregnancy, childbirth, or related medical conditions; age; disability; citizenship status; uniform service member status; or any other protected class under federal, state, or local law.

In Florida, the following also are a protected class: race; color; religion; sex; pregnancy; national origin; age; handicap; genetic test results; Florida National Guard membership; AIDS and/or related diseases (unless the absence of the AIDS virus is a bona fide occupational qualification); sickle-cell trait [as to refusal to hire or discharge]; and marital status.

In Mississippi, the following also are a protected class: use of tobacco products during non-working hours.

You may discuss equal employment opportunity related questions with the President & CEO or any other designated member of management.

Pregnancy Accommodation

The organization will provide reasonable accommodations to female employees related to pregnancy, childbirth, or related medical conditions, to the extent the accommodation can be made without imposing an undue hardship on the business.

When an employee requests a reasonable accommodation, the organization will explore with the employee the possible means of providing the reasonable accommodation, which may include, but are not limited to:

- allowing more frequent breaks or periodic rest;
- assisting with manual labor;
- modifying job duties;
- modifying work hours/schedules;
- temporary transfer to a less strenuous or less hazardous position; or
- providing a leave of absence.

The organization may require the employee to provide a certification in connection with a request for reasonable accommodation that includes the following:

- the date the reasonable accommodation became medically advisable;
- the probable duration of the reasonable accommodation; and
- an explanatory statement as to the medical advisability of the reasonable accommodation.

If leave is provided as a reasonable accommodation, such leave may run concurrently with the federal Family and Medical Leave Act and/or any other leave where permitted by state and federal law.

For more information, or if you require an accommodation, please contact the Human Resources Manager.

Americans with Disabilities Act

Our organization is committed to providing equal employment opportunities to qualified individuals with disabilities. This may include providing reasonable accommodation where appropriate in order for an otherwise qualified individual to perform the essential functions of the job. It is your responsibility to notify the Human Resources Manager of the need for accommodation. Upon doing so, the Human Resources Manager may ask you for your input or the type of accommodation you believe may be necessary or the functional limitations caused by your disability. Also, when appropriate, we may need your permission to obtain additional information from your physician or other medical or rehabilitation professionals. The organization will not seek genetic information in connection with requests for accommodation. All medical information received by the organization in connection with a request for accommodation will be treated as confidential.

A Word About our Employee Relations Philosophy

We are committed to providing the best possible climate for maximum development and goal achievement for all employees. Our practice is to treat each employee as an individual. We seek to develop a spirit of teamwork; individuals working together to attain a common goal.

In order to maintain an atmosphere where these goals can be accomplished, we provide a comfortable and progressive workplace. Most importantly, we have a workplace where communication is open and problems can be discussed and resolved in a mutually respectful atmosphere. We take into account individual circumstances and the individual employee.

We firmly believe that with direct communication, we can continue to resolve any difficulties that may arise and develop a mutually beneficial relationship.

No Harassment

We prohibit harassment of one employee by another employee, supervisor or third party for any reason based upon an individual's race; color; religion; genetic information; national origin; sex (including same sex); pregnancy, childbirth, or related medical conditions; age; disability; or any other category protected under federal, state, or local law ("protected class").

In Florida, the following also are a protected class: race; color; religion; sex; pregnancy; national origin; age; handicap; genetic test results; Florida National Guard membership; AIDS and/or related diseases (unless the absence of the AIDS virus is a bona fide occupational qualification); sickle-cell trait [as to refusal to hire or discharge]; and marital status.

In Mississippi, the following also are a protected class: use of tobacco products during non-working hours.

Violation of this policy will result in disciplinary action, up to and including immediate discharge.

If you have any questions about what constitutes harassing behavior or what conduct is prohibited by this policy, please discuss the questions with a member of management or one of the contacts listed in this policy. At a minimum, the term "harassment" as used in this policy includes any of the following activities pertaining to an individual's protected class:

- Offensive and unwelcome remarks, comments, jokes, slurs, threats, or verbal conduct.
- Offensive and unwelcome pictures, drawings, photographs, figurines, writings, or other graphic images, conduct, or communications, including text messages, instant messages, websites, voicemails, social media postings, e-mails, faxes, and copies.
- Offensive and unwelcome sexual remarks, sexual advances, or requests for sexual favors regardless of the gender of the individuals involved; and
- Offensive and unwelcome physical conduct, including touching and gestures, regardless of the gender of the individuals involved.

We also absolutely prohibit retaliation, which includes: threatening an individual or taking any adverse action against an individual for (1) reporting a possible violation of this policy, or (2) participating in an investigation conducted under this policy.

All members of management are covered by this policy and are prohibited from engaging in any form of harassing, discriminatory, or retaliatory conduct. No member of management has the authority to suggest to any applicant or employee that employment or advancement will be affected by the individual entering into (or refusing to enter into) a personal relationship with any member of management, or for tolerating (or refusing to tolerate) conduct or communication that might violate this policy. Such conduct is a direct violation of this policy.

Even non-employees are covered by this policy. We prohibit harassment, discrimination, or retaliation of our employees in connection with their work by non-employees. Immediately report any harassing or discriminating behavior by non-employees, including vendors, partners, employees of contractors or subcontractors. Any employee who experiences or observes harassment, discrimination, or retaliation should report it using the steps listed below.

If you have any concern that our No Harassment policy may have been violated by anyone, you must immediately report the matter. Due to the very serious nature of harassment, discrimination and retaliation, you must report your concerns to (one of) the individual(s) listed below:

1. Human Resources Manager at (251) 653-1617, ext 146.
2. President & CEO at (251) 653-1617, ext. 106 or 5248 Mobile South St., Theodore, AL 36582.

If an employee makes a report to any person listed above and that person either does not respond or does not respond in a manner the employee deems satisfactory or consistent with this policy, the employee is required to report the situation to one of the other persons on the list above to receive complaints.

You should report any actions that you believe may violate our policy no matter how slight the actions may seem.

We will investigate the report and then take prompt, appropriate remedial action. The organization will protect the confidentiality of employees reporting suspected violations to the extent possible consistent with our investigation.

You will not be penalized or retaliated against for reporting improper conduct, harassment, discrimination, retaliation, or other actions that you believe may violate this policy.

We are serious about enforcing our policy against harassment. Persons who violate this or any other organization policy are subject to discipline, up to and including discharge. We cannot resolve a potential policy violation unless we know about it. You are responsible for reporting possible policy violations to us so that we can take appropriate actions to address your concerns.

Non-Fraternization

The Company desires to avoid misunderstandings, actual or potential conflicts of interest, complaints of favoritism, possible claims of sexual harassment, and the employee morale and dissension problems that can potentially result from relationships involving Managerial and Supervisory employees in the Company with other employees in the Company.

Accordingly, Managers and Supervisors are prohibited from fraternizing or becoming romantically involved with one another or with any other employee of the Company. Additionally, all employees, both Managerial and Non-Managerial, are discouraged from fraternizing or becoming romantically involved with other employees, when, in the sole opinion of the Company, their personal relationships may create a conflict of interest, cause disruption, create a negative or unprofessional work environment, or present concerns regarding supervision, safety, security, or morale. Spousal relationships existing as of the date of this policy are not prohibited under the policy.

Any Manager, Supervisor, or employee in a leadership position who becomes involved with another employee must immediately and fully disclose in writing the relevant circumstances to the Human Resources Manager. Feeding the Gulf Coast may take whatever action it deems appropriate according to the circumstances, up to and including transfer or discharge. Failure to disclose material facts may lead to disciplinary action, up to and including termination.

Furthermore, non-supervisory or leadership employees who begin fraternizing or become romantically involved with another employee must report the relationship to the Human Resources Manager where the relationship may pose an actual or perceived conflict of interest between the employees or with other employees.

It is not our intention to dictate choices made in your personal life with this Policy. However, this policy is necessary to avoid conflicts of interest or other workplace misunderstandings so that employees may enjoy a pleasant working environment.

All employees should also remember that we maintain a strict policy against unlawful harassment of any kind, including sexual harassment. We will vigorously enforce this policy consistent with all applicable federal, state, and local laws.

Categories of Employment

INTRODUCTORY PERIOD: Full-time and part-time employees are on an introductory period during their first 90 days of employment.

During this time, you will be able to determine if your new job is suitable for you and your supervisor will have an opportunity to evaluate your work performance. However, the completion of the introductory period does not guarantee employment for any period of time since you are an at-will employee both during and after your introductory period.

For purposes of this handbook, FULL-TIME EMPLOYEES regularly work at least a 30-hour workweek. For other purposes, such as eligibility for health care benefits, the definition of FULL-TIME EMPLOYEES may be different.

PART-TIME EMPLOYEES work less than 30 hours each week.

SEASONAL EMPLOYEES perform a job for a specified time, normally less than one year.

PER DIEM EMPLOYEES do not work regularly scheduled hours, but are called in to work on an as-needed basis.

In addition to the preceding categories, employees are also categorized as "exempt" or "non-exempt."

NON-EXEMPT EMPLOYEES are entitled to overtime pay as required by applicable federal and state law.

EXEMPT EMPLOYEES are not entitled to overtime pay and may also be exempt from minimum wage requirements pursuant to applicable federal and state laws.

Upon hire, your supervisor will notify you of your employment classification.

Driver's License/Driving Record

Employees in positions where the operation of a motor vehicle is an essential duty of the position must present and maintain a valid driver's license and acceptable driving record to our insurer. Changes in your driving record must be reported to the Human Resources Manager immediately. Violations of this policy may result in immediate termination of your employment.

Bonding Requirement

Certain positions in the organization require employees to be bonded. It is the responsibility of the employee to ensure (s)he is bondable and to maintain bondable status. The organization will pay the full cost of bonding. Violations of this policy may result in immediate termination of your employment.

Certification, Licensing and Other Requirements

You will be informed by your supervisor if there are any licensing, certification or testing requirements for your job. Failure to qualify or to maintain a certification or license may be sufficient cause for discharge.

Immigration Reform and Control Act

In compliance with the federal Immigration Reform and Control Act of 1986 (IRCA), as amended, and any state law requirements, if applicable, our organization is committed to employing only individuals who are authorized to work in the United States.

Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form 1-9 and present documentation establishing identity and employment eligibility.

If an employee is authorized to work in this country for a limited time period, the individual will be required to submit proof of renewed employment eligibility prior to expiration of that period to remain employed by the organization.

New Employee Orientation

Upon joining our organization, you were given this copy of our Employee Handbook. After reading this Employee Handbook please sign the receipt page and return it to the Human Resources Manager. You will be asked to complete personnel, payroll and if applicable, benefit forms.

If you lose your copy of the Employee Handbook, or if it becomes damaged in any way, please notify the Human Resources Manager as soon as possible to obtain a replacement copy.

The operations of your department are the responsibility of your supervisor. (S)he is a good source of information about the organization and your job.

Suggestions and Ideas

We are always interested in your constructive ideas and suggestions for improving our operations. Your suggestions should be submitted in writing or emailed to the Human Resources Manager or the President & CEO.

After we investigate your suggestion, you will be notified whether it is feasible to be put into practice.

Talk to Us

We encourage you to bring your questions, suggestions and complaints to our attention. We will carefully consider each of these in our continuing effort to improve operations.

If you feel you have a problem, present the situation to your supervisor so that the problem can be settled by examination and discussion of the facts. We hope that your supervisor will be able to satisfactorily resolve most matters.

If you still have questions after meeting with your supervisor or if you would like further clarification on the matter, request a meeting with the Human Resources Manager. (S)he will review the issues and meet with you to discuss possible solutions.

Finally, if you still believe that your problem has not been fairly or fully addressed, request a meeting with the President and CEO.

Your suggestions and comments on any subject are important, and we encourage you to take every opportunity to discuss them with us. Your job will not be adversely affected in any way because you choose to use this procedure.

Section 2: **Your Pay and Progress**

Recording Your Time

Non-exempt employees must record their hours on the computer.

Accurately recording all of your time is required in order to be sure that you are paid for all hours worked. You are expected to follow the established procedures in keeping an accurate record of your hours worked. Time must be recorded as follows:

- Immediately before starting your shift.
- Immediately after finishing work, before your meal period.
- Immediately before resuming work, after your meal period.
- Immediately after finishing work.
- Immediately before and after any other time away from work.

Exempt employees may be required to accurately record their time worked in accordance with federal and state wage and hour law.

All employees subject to this policy are required to accurately record all time worked. No non-exempt employee is authorized to perform "off the clock" work, and no manager or supervisor is authorized to require a non-exempt employee to perform "off the clock" work.

The workweek starts on Sunday and ends on Saturday.

Payday

You will be paid biweekly on Thursday for the period that ends on the previous Saturday.

When our payday is a holiday, you normally will be paid on the last working day before the holiday.

Please review your paycheck for errors. If you find a mistake, report it to the Accounting Manager immediately. The Accounting Manager will assist you in taking the steps necessary to correct the error.

Paycheck Deductions

The organization is required by law to make certain deductions from your paycheck each pay period. Such deductions typically include federal and state taxes and Social Security (FICA) taxes. Depending on the state in which you are employed and the benefits you choose, there may be additional deductions. All deductions and the amount of the deductions are listed on your pay stub. These deductions are totaled each year for you on your Form W-2, Wage and Tax Statement.

It is the policy of the organization that exempt employees' pay will not be "docked," or subject to deductions, in violation of salary pay rules issued by the United States Department of Labor and any corresponding rules issued by the state government, as applicable. However, the organization may make deductions from employees' salaries in a way that is permitted under

federal and state wage and hour rules. Employees will be reimbursed in full for any isolated, inadvertent, or improper deductions, as defined by law.

Thus, exempt employees may be subject to the following salary deductions, except where prohibited by state law, but only for the following reasons:

- Absences of one or more full days for personal reasons, other than sickness or disability; or PTO
- Absences of one or more full days due to sickness or disability, if there is a plan, policy, or practice providing replacement compensation for such absences; or
- Absences of one or more full days before eligibility under such a plan, policy, or practice or after replacement compensation for such absences has been exhausted; or
- Suspensions of one or more full days for violations of safety rules of major significance; or
- Suspensions of one or more full days for violations of written workplace conduct rules, such as rules against sexual harassment and workplace violence; or
- Payment of actual time worked in the first and last weeks of employment, resulting in a proportional rate of an employee's full salary; or
- Any unpaid leave taken under the Family and Medical Leave Act.

Garnishment/Child Support

When an employee's wages are garnished by a court order, our organization is legally bound to withhold the amount indicated in the garnishment order from the employee's paycheck. Our organization will, however, honor applicable federal and state guidelines that protect a certain amount of an employee's income from being subject to garnishment.

Direct Deposit

You have the option of receiving your pay in a payroll check or having your pay deposited into your bank account through our direct deposit program.

Performance Reviews

Your performance is important to our organization. Twice each year, generally in March and in September, your supervisor will review your job progress within our organization and help you set new job performance plans.

New employees will generally be reviewed at the end of their introductory period.

Our performance review program provides the basis for better understanding between you and your supervisor, with respect to your job performance, potential and development within the organization.

Job Descriptions

The organization maintains a job description for each position in the organization. The job description outlines the essential duties and responsibilities of the position. When the duties

and/or responsibilities of a position change, the job description is revised to reflect those changes. If you have any questions or wish to obtain a copy of your position's job description, please see HR Online.

Promotions and Transfers

We believe that career advancement is rewarding for both the employee and the organization. We will promote qualified employees to new or vacated positions whenever possible. In addition, you can discuss transfer opportunities with your supervisor.

Job openings may be posted via e-mail and company website. If you are interested in applying for one of these positions, notify your supervisor and speak to the person indicated on the notice.

Pay Raises

Depending upon your performance and our organization's budget, adjustments in your pay may be made when there has been an improvement in or sustainment of an already good performance during the review period.

Exempt Employees Work Schedule

In accordance with applicable federal and state regulations and laws, the organization designates some employees who have significant responsibility to work independently and/or supervise others, or who may otherwise qualify as Exempt Employees. Exempt employees can expect their work to vary as a result of the responsibilities, and their compensation is based on the understanding that, at times, they will be expected to work as long as required to meet a deadline or complete a task. Managers are allowed to grant exempt staff under their supervision time off following or in anticipation of extended work periods involved with deadlines or events. The associated time off is not to be a direct hour-by-hour comparison of hours of work performed versus time off but is rather an opportunity for the employee to refresh from extended work or have time to complete personal tasks they were unable to complete while working the extended period. Provision of time off is subject to the manager's discretion and is limited only to the pay period following the event or the situation.

Overtime

There will be times when you will need to work overtime so that we may meet the needs of our partners. Although you will be given advance notice when feasible, this is not always possible. If you are a non-exempt employee, you must have all overtime approved in advance by your supervisor.

Non-exempt employees will be paid at a rate of time and one-half their regular rate of pay for hours worked in excess of 40 hours in a workweek, unless state law provides a greater benefit in which case, we will comply with the state law.

Only actual hours worked count toward computing weekly overtime.

If you have any questions concerning overtime pay, check with the Accounting manager.

Section 3: **Time Away From Work and Other Benefits**

Employee Benefits

Our organization has developed a comprehensive set of employee benefit programs to supplement our employees' regular wages. Our benefits represent a hidden value of additional income to our employees.

This Employee Handbook describes the current benefit plans maintained by the organization. Refer to the actual plan documents and summary plan descriptions if you have specific questions regarding the benefit plan. Those documents are controlling.

The organization reserves the right to modify and/or terminate its benefits at any time. We will keep you informed of any changes.

Holidays

Our organization normally observes the following holidays during the year:

- New Year's Day
- Martin Luther King, Jr. Day
- Mardi Gras Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving Day
- Christmas Holiday (2 days)

If one of the above holidays falls on Saturday, it normally is observed on the preceding Friday. If a holiday falls on Sunday, it normally is observed on the following Monday.

Full-time and part-time regular employees are eligible for paid holidays immediately upon hire.

Exempt employees will receive holiday pay in compliance with state and federal wage and hour laws.

Part-time employees are eligible for holiday pay in proportion to the number of hours they normally are scheduled to work.

Cultural Awareness Day

Our company's commitment to diversity, equity, and inclusion isn't just a statement. We're striving to build a culture that brings together diverse talent, provides every individual with what they need to succeed – and encourages conscious acts of inclusion so that everyone can be at their best. This is a tangible example of that in action.

Full-time and regular part-time FTGC staff members will receive an additional paid holiday to be used as a Cultural Awareness Day. Team members are encouraged to use a day of their choice for service, learning, reflection, or celebration.

In an effort to inclusively acknowledge the many cultural celebrations our diverse workforce recognizes; this will be considered a floating holiday. Eight hours will be added to your Personal Time Off (to be separately designated within Paylocity) each year. Staff should coordinate the time off with their manager.

Paid Time Off (PTO)

Full-time and part-time employees are eligible for Paid Time Off (PTO).

PTO is calculated according to the calendar year as follows:

Immediately upon hire, you will begin to earn .046 hours of PTO per paid hour (for up to a maximum of 40 paid hours per workweek), up to a maximum of 96 hours of PTO.

After one year of employment, you earn .054 hours of PTO per paid hour (for up to a maximum of 40 paid hours per workweek), up to a maximum of 112 hours of PTO.

After two years of employment, you earn .0613 hours of PTO per paid hour (for up to a maximum of 40 paid hours per workweek), up to a maximum of 128 hours of PTO.

After four years of employment, you earn .077 hours of PTO per paid hour (for up to a maximum of 40 paid hours per workweek), up to a maximum of 160 hours of PTO.

After six years of employment, you earn .084 hours of PTO per paid hour (for up to a maximum of 40 paid hours per workweek), up to a maximum of 175 hours of PTO.

After nine years of employment, and each year thereafter, you earn .096 hours of PTO per paid hour (for up to a maximum of 40 paid hours per workweek), up to a maximum of 200 hours of PTO.

Part-time employees receive paid PTO time in proportion to the number of hours they normally are scheduled to work.

Exempt employees will receive sick pay in compliance with state and federal wage and hour laws.

Submit PTO requests through the time-keeping system. If unscheduled PTO is needed the same day the request is made, prior to the beginning of the work day, the employee must call or email the Human Resources Manager and their immediate supervisor to inform them of the absence. When possible, PTO requests are granted, taking into account operating requirements. Length of employment may determine priority in scheduling PTO times.

PTO can be used as vacation time, sick time or to take care of personal matters.

You may use accrued PTO to care for a child who is sick.

Pay is not granted in lieu of taking the actual time off. However, PTO time can be carried over to the following year, up to a maximum of 120 hours with special management approval.

Eligible employees who provide at least two weeks' advance notice of their resignation will be paid for accrued but unused PTO, unless state law dictates otherwise. All other employees will not be paid for accrued but unused PTO at the end of employment, unless state law dictates otherwise.

PTO Buyback Policy

Employees must leave a balance of 100 hours of PTO for future use in the event they are participating in this program. *(Example: If you have 110 hours of PTO, you can only buy back 10 hours.)* Claims must be made by November 15 of each year, and effective balances used to calculate payout will be made on December 1 of each year. The payment will be made on the payroll check cycle following December 1 of each year. The maximum dollar amount or hours employees can buyback is \$2,500 or 40 hours.

Jury Duty (Alabama and Mississippi Employees)

All employees are required to show a juror summons on the next workday following their receipt of the summons. The juror summons should be shown to your supervisor. Full-time employees who are summoned for jury duty are paid their usual compensation.

All other employees summoned for jury duty are granted an unpaid leave in order to serve.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

We reserve the right to request proof of jury service issued by the Court upon return.

We expect you to return to your job if you are excused from jury duty during your regular working hours.

Jury Duty (Florida Employees)

Employees summoned for jury duty are granted an unpaid leave in order to serve, unless county statute dictates otherwise.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

Make arrangements with your supervisor as soon as you receive your summons.

We reserve the right to request proof of jury service issued by the Court upon return.

We expect you to return to your job if you are excused from jury duty during your regular working hours.

**Voting Leave
(Alabama Employees)**

Our organization believes that every employee should have the opportunity to vote in any state, federal or municipal election, general primary or special primary. Any employee whose work schedule does not provide him/her with at least two hours after the opening of the polls or at least one hour prior to the closing of the polls in which to vote may have up to one hour of unpaid leave. We reserve the right to select the hours you are excused to vote.

Notify your supervisor of the need for voting leave as soon as possible. When you return from voting leave, you must present a voter's receipt to your supervisor as soon as possible.

Neither this organization nor any official or manager of the organization will attempt to influence the vote of any employee or otherwise intimidate any employee about the employee's vote and will not ask to see an employee's ballot.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

**Voting Leave
(All Other Employees)**

Our organization believes that every employee should have the opportunity to vote in any state or federal election, general primary or special primary. Any employee, whose work schedule does not provide him/her with one hour to vote while polls are open, will be granted up to one paid hour off in order to vote. We reserve the right to select the hours you are excused to vote.

Notify your supervisor of the need for voting leave as soon as possible. When you return from voting leave, you must present a voter's receipt to your supervisor as soon as possible.

**Election Official Leave
(Alabama Employees)**

Any precinct election official will be granted unpaid leave on the day of an election. Proper documentation of the appointment and the dates of the required service must be furnished to the organization at least seven days before the election.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

Military Leave

Employees who are required to fulfill military obligations in any branch of the Armed Forces of the United States or in state military service will be given the necessary time off and reinstated in accordance with federal and state law.

The time off will be unpaid, except where state law dictates otherwise. Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

Accrued paid time off (PTO) (if any) may be used for this leave if the employee chooses, but the organization will not require the employee to use paid time off (PTO). Military orders should be presented to your supervisor and arrangements for leave made as early as possible before departure. Employees are required to give advance notice of their service obligations to the organization unless military necessity makes this impossible. You must notify your supervisor of your intent to return to employment based on requirements of the law. Your benefits may continue to accrue during the period of leave in accordance with state and federal law.

Additional information regarding military leaves may be obtained from your supervisor.

Civil Air Patrol Leave (Alabama Employees)

An employee who is an active member of the Alabama National Guard, Naval Militia, the Alabama State Guard, the Civil Air Patrol, the National Disaster Medical System, or any other reserve component of the Armed Forces or Uniformed Services of the United States will receive a paid leave of absence for days they are engaged in the field, coast defense or other training or service ordered as provided under state or federal law.

An employee shall receive no more than 168 hours of paid leave per calendar year. An employee may be paid, in addition, for no more than 168 hours at any one time while called by the Governor to duty in the active services to the state.

The organization may require certification from the proper authority to verify the employee's eligibility for leave. The organization reserves the right to deny the leave request if the employee fails to provide the required certification.

Upon expiration of the leave, the organization will restore the employee to his or her position or to a position with equivalent seniority, benefits, pay and other terms and conditions of employment, unless the employee is not restored because of conditions unrelated to use of leave under this policy.

Volunteer Emergency Worker Leave (Alabama Employees)

Employees who serve as an unpaid "volunteer emergency worker" are entitled to an unpaid leave when absent from work in order to respond to an emergency call received prior to the time the employee is scheduled to report to work. For purposes of this leave, "volunteer emergency worker" means a volunteer firefighter, emergency medical technician, rescue squad member, volunteer deputy, or a ham radio operator conducting storm spotter operations for an emergency management association.

The organization may request an employee to provide a written verification from the fire department or emergency medical services that the employee served as a volunteer emergency worker and the time thereof.

For more information regarding this leave, please see the Human Resources Manager.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

Witness Leave

Employees are given the necessary time off without pay to attend or participate in a court proceeding in accordance with state law. We ask that you notify your supervisor of the need to take witness leave as far in advance as is possible.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

Bereavement Leave

Full-time and part-time regular employees are eligible immediately upon hire for three paid days for the death of an immediate family member. Members of the immediate family include spouses, domestic partners, parents, stepparents, brothers, sisters, step siblings, children, children of domestic partners, grandchildren, grandparents, parents-in-law and parents of domestic partners.

Part-time regular employees are eligible for bereavement pay in proportion to the number of hours they normally are scheduled to work.

Exempt employees may be provided paid time off with pay when necessary to comply with state and federal wage and hour laws.

Requests for bereavement leave should be made to your supervisor as soon as possible. Our organization reserves the right to request written verification of an employee's familial relationship to the deceased and his or her attendance at the funeral service as a condition of the bereavement pay.

Domestic and Sexual Violence Leave (Florida Employees)

An employee who has been employed by the organization for three or more months and who is the victim of domestic or sexual violence, or whose family member or a member of their household is a victim of domestic or sexual violence, shall be permitted to take up to three working days of unpaid leave in any 12-month period. Such leave must be used to: 1) obtain or attempt to obtain judicial relief such as a restraining order; 2) seek medical attention and/or mental health counseling; 3) obtain services from a domestic or sexual violence shelter, domestic or sexual violence program, or rape crisis center; 4) seek new housing to escape the perpetrator or make the employee's home secure from the perpetrator; or 5) seek legal assistance arising

from the act of domestic or sexual violence or to attend or prepare for court-related proceeding arising from the act of domestic or sexual violence.

Affected employees must give the organization reasonable advance notice of the intention to take leave along with sufficient documentation of the act of domestic or sexual violence, unless providing that notice is not practicable due to imminent danger to the employee, a family member of the employee or member of the employee's household.

The organization will hold the employee's information provided to the organization in order to request leave in confidence, except to the extent that disclosure is: (1) requested or consented to in writing by the employee; or (2) otherwise required by applicable federal or state law.

Affected employees may elect to use other accrued paid or unpaid leave (including family, medical, sick, annual, personal or similar leave) for the time off allowed under this policy. This leave will run concurrently with any other applicable leave.

Victims of Crime Leave (Alabama and Mississippi Employees)

The organization will grant reasonable and necessary leave from work, without pay, to employees who are victims of a crime to attend or participate in legal proceedings pertaining to the crime. Affected employees must give the organization reasonable notice that leave under this policy is required.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

Cafeteria Plan

Employees choosing not to enroll in the medical insurance may apply the organization's medical contribution toward other organization benefits. Employees enrolling in a coverage level of medical insurance that does not exhaust the organization's medical contribution may apply the remainder of the organization's medical contribution toward other organization benefits. See the Human Resources Manager for more information on which benefits may be eligible and how much the organization will contribute.

Medical Insurance

Eligible full-time employees may enroll in a single, a single plus one dependent, or a family contract on the first of the month following their date of hire. Eligibility may be defined by state law and/or by the insurance contract.

Information and enrollment forms may be obtained from the Human Resources Manager.

To assist you with the cost of this insurance, our organization pays a portion of a single contract. You are responsible for paying the balance of a single contract and any dependent coverage through payroll deduction.

Participating employees are also covered under our medical insurance plan's prescription drug program.

A booklet containing the details of the plan and eligibility requirements may be obtained from the Human Resources Manager.

Refer to the actual plan document and summary plan description if you have specific questions regarding your eligibility for coverage or other aspects of this benefit plan. Those documents are controlling.

At the end of employment you may be entitled to continuation or conversion of the group medical insurance plan in accordance with the terms of the policy and/or applicable state and federal law. For more information, contact the Human Resources Manager.

Dental Insurance

Eligible full-time employees may enroll in a single, a single plus one dependent or a family contract on the first of the month following their date of hire.

Information and enrollment forms may be obtained from the Human Resources Manager.

You will be responsible for the full cost of this insurance through payroll deduction.

A booklet containing the details of the plan and the eligibility requirements may be obtained from the Human Resources Manager.

Refer to the actual plan document and summary plan description if you have specific questions regarding this benefit plan. Those documents are controlling.

At the end of employment you may be entitled to continuation or conversion of the group dental insurance plan in accordance with the terms of the policy and/or applicable state and federal law. For more information, contact the Human Resources Manager.

Vision Care Plan

Eligible full-time employees may enroll in this plan on the first of the month following their date of hire.

You will be responsible for the full cost of this plan through payroll deduction.

Complete details of this plan, as well as information and enrollment forms, may be obtained from the Human Resources Manager.

Refer to the actual plan document and summary plan description if you have specific questions regarding this benefit plan. Those documents are controlling.

At the end of employment you may be entitled to continuation or conversion of the group vision care insurance plan in accordance with the terms of the policy and/or applicable state and federal law. For more information, contact the Human Resources Manager.

COBRA

You and/or your covered dependents will have the opportunity to continue medical and/or dental and vision benefits for a period of up to 36 months under the provisions of the Consolidated Omnibus Budget Reconciliation Act (COBRA) when group medical and/or dental and vision coverage for you and/or your covered dependents would otherwise end due to your death or because:

- your employment terminates, for a reason other than gross misconduct; or
- your employment status changes due to a reduction in hours; or
- your child ceases to be a "dependent child" under the terms of the medical and/or dental and vision plan; or
- you become divorced or legally separated; or
- you become entitled to Medicare.

In the event of divorce, legal separation, or a child's loss of dependent status, you or a family member must notify the plan administrator within 60 days of the occurrence of the event.

The plan administrator will notify the individuals eligible for continuation coverage of their right to elect COBRA continuation coverage.

For more information regarding COBRA, you may contact the Human Resources Manager.

Life Insurance

Eligible full-time employees may enroll in this plan after completing one (1) year of service.

To enroll you must complete an insurance form and designate your beneficiary. The cost of this insurance is fully paid by the organization.

Participating employees may also be covered under the plan's Accidental Death and Dismemberment rider.

You also have the option of purchasing additional insurance through our group plan.

Complete details of this plan may be obtained from the Human Resources Manager.

Section 125 Plans

Our organization offers a pretax benefits contribution option for employees. This employee benefit is known as a Section 125 plan.

A Section 125 plan is a benefit plan that allows you to make contributions toward premiums for medical insurance, dental insurance and vision care insurance on a "before tax", rather than an

"after tax" basis. Your premium contributions are deducted from your gross pay before income tax and Social Security is calculated.

To participate in this plan, complete an election form and return it to the Human Resources Manager.

You cannot make any changes to your medical insurance, dental insurance and vision care insurance coverage until the next open enrollment period, unless your family status changes or you become eligible for a special enrollment period due to a loss of coverage. Family status changes include marriage, divorce, death of a spouse or child, birth or adoption of a child or discharge of employment of your spouse. A change in election due to a change in family status is effective the next pay period.

Federal Family and Medical Leave Act

The Family and Medical Leave Act ("FMLA") provides eligible employees the opportunity to take unpaid job-protected leave for certain specific reasons. The maximum amount of leave an employee may use is either 12 or 26 weeks within a 12-month period depending on the reasons for the leave.

Employee Eligibility

To be eligible for FMLA leave, you must:

1. have worked at least 12 months for the organization in the preceding seven years (limited exception apply to the seven-year requirement);
2. have worked at least 1,250 hours for the organization over the preceding 12 months; and
3. currently work at a location where there are at least 50 employees within 75 miles.

All periods of absence from work due to or necessitated by service in the uniformed services are counted in determining FMLA eligibility.

Conditions Triggering Leave

FMLA leave may be taken for the following reasons:

1. birth of a child, or to care for a newly-born child (up to 12 weeks);
2. placement of a child with the employee for adoption or foster care (up to 12 weeks);
3. to care for an immediate family member (employee's spouse, child, or parent) with a serious health condition (up to 12 weeks);

4. because of the employee's serious health condition that makes the employee unable to perform the employee's job (up to 12 weeks);
5. to care for a Covered Service member with a serious injury or illness related to certain types of military service (up to 26 weeks) (see Military-Related FMLA Leave for more details); or
6. to handle certain qualifying exigencies arising out of the fact that the employee's spouse, son, daughter, or parent is on covered active duty or call to covered active duty status in the Uniformed Services (up to 12 weeks) (see Military-Related FMLA Leave for more details).

The maximum amount of leave that may be taken in a 12-month period for all reasons combined is 12 weeks, with one exception. For leave to care for a Covered Service member, the maximum combined leave entitlement is 26 weeks, with leaves for all other reasons constituting no more than 12 of those 26 weeks.

Definitions

A "Serious Health Condition" is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement includes an incapacity of more than three full calendar days and two visits to a health care provider or one visit to a health care provider and a continuing regimen of care; an incapacity caused by pregnancy or prenatal visits, a chronic condition, or permanent or long-term conditions; or absences due to multiple treatments. Other situations may meet the definition of continuing treatment.

Identifying the 12 Month Period

The 12-month period in which 12 weeks of leave may be taken is the 12-month period measured forward from the date FMLA begins. For leave to care for a covered servicemember, the organization calculates the 12-month period beginning on the first day the eligible employee takes FMLA leave to care for a covered servicemember and ends 12 months after that date. FMLA leave for the birth or placement of a child for adoption or foster care must be concluded within 12 months of the birth or placement.

Using Leave

Eligible employees may take FMLA leave in a single block of time, intermittently (in separate blocks of time), or by reducing the normal work schedule when medically necessary for the serious health condition of the employee or immediate family member, or in the case of a covered servicemember, his or her injury or illness. Eligible employees may also take intermittent or reduced-scheduled leave for military qualifying exigencies. Intermittent leave is permitted for birth of a child, to care for a newly-born child, or for placement of a child for adoption or foster care if mutually agreed to by the organization. Employees who require intermittent or

reduced-schedule leave must try to schedule their leave so that it will not unduly disrupt the organization's operations.

Use of Accrued Paid Leave

Depending on the purpose of your leave request, you may choose (or the organization may require you) to use accrued paid leave (such as sick leave, vacation, or PTO), concurrently with some or all of your FMLA leave. In order to substitute paid leave for FMLA leave, an eligible employee must comply with the organization's normal procedures for the applicable paid-leave policy (e.g., call-in procedures, advance notice, etc.).

Maintenance of Health Benefits

If you and/or your family participate in our group health plan, the organization will maintain coverage during your FMLA leave on the same terms as if you had continued to work. If applicable, you must make arrangements to pay your share of health plan premiums while on leave. In some instances, the organization may recover premiums it paid to maintain health coverage or other benefits for you and your family. Use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of your leave.

Notice and Medical Certification

When seeking FMLA leave, you are required to provide:

1. sufficient information for us to determine if the requested leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that you are unable to perform job functions, a family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. You must also inform the organization if the requested leave is for a reason for which FMLA leave was previously taken or certified.

If the need for leave is foreseeable, this information must be provided 30 days in advance of the anticipated beginning date of the leave. If the need for leave is not foreseeable, this information must be provided as soon as is practicable and in compliance with the organization's normal call-in procedures, absent unusual circumstances.

2. medical certification supporting the need for leave due to a serious health condition affecting you or an immediate family member within 15 calendar days of the organization request to provide the certification (additional time may be permitted in some circumstances). If you fail to do so, we may delay the commencement of your leave, withdraw any designation of FMLA leave or deny the leave, in which case your leave of absence would be treated in accordance with our standard leave of absence and attendance policies, subjecting you to discipline up to and including

termination. Second or third medical opinions and periodic re-certifications may also be required;

3. periodic reports as deemed appropriate during the leave regarding your status and intent to return to work; and
4. medical certification of fitness for duty before returning to work, if the leave was due to your serious health condition. The organization will require this certification to address whether you can perform the essential functions of your position.

Failure to comply with the foregoing requirements may result in delay or denial of leave, or disciplinary action, up to and including termination.

Employer Responsibilities

To the extent required by law, the organization will inform employees whether they are eligible under the FMLA. Should an employee be eligible for FMLA leave, the organization will provide him or her with a notice that specifies any additional information required as well as the employee's rights and responsibilities. If employees are not eligible, the organization will provide a reason for the ineligibility. The organization will also inform employees if leave will be designated as FMLA-protected and, to the extent possible, note the amount of leave counted against the employee's leave entitlement. If the organization determines that the leave is not FMLA-protected, the organization will notify the employee.

Job Restoration

Upon returning from FMLA leave, eligible employees will typically be restored to their original job or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions.

Failure to Return After FMLA Leave

Any employee who fails to return to work as scheduled after FMLA leave or exceeds the 12-week FMLA entitlement (or in the case of military caregiver leave, the 26-week FMLA entitlement), will be subject to the organization's standard leave of absence and attendance policies. This may result in termination if you have no other organization-provided leave available to you that applies to your continued absence. Likewise, following the conclusion of your FMLA leave, the organization's obligation to maintain your group health plan benefits ends (subject to any applicable COBRA rights).

Fraud

Providing false or misleading information or omitting material information in connection with an FMLA leave will result in disciplinary action, up to and including immediate termination.

Employer's Compliance with FMLA and Employee's Enforcement Rights

The FMLA makes it unlawful for any employer to interfere with, restrain, or deny the exercise of any right provided under FMLA, or discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

While the organization encourages employees to bring any concerns or complaints about compliance with FMLA to the attention of the President & CEO, FMLA regulations require employers to advise employees that they may file a complaint with the U.S. Department of Labor or bring a private lawsuit against an employer.

Further, FMLA does not affect any Federal or state law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

Military-Related Federal FMLA Leave

FMLA leave may also be available to eligible employees in connection with certain service-related medical and non-medical needs of family members. There are two forms of such leave. The first is Military Caregiver Leave, and the second is Qualifying Exigency Leave. Each of these leaves is detailed below.

Definitions

A "covered servicemember" is either: (1) a current servicemember of the Armed Forces, including a member of the National Guard or Reserves, with a serious injury or illness incurred in the line of duty for which the servicemember is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list; or (2) a "covered veteran" who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.

A "covered veteran" is an individual who was discharged under conditions other than dishonorable during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran. The period between October 28, 2009 and March 8, 2013 is excluded in determining this five-year period.

The FMLA definitions of "serious injury or illness" for current servicemembers and veterans are distinct from the FMLA definition of "serious health condition." For current servicemembers, the term "serious injury or illness" means an injury or illness that was incurred by the member in the line of duty while on active duty in the Armed Forces or that existed before the beginning of active duty and was aggravated by such service, that may render them medically unfit to perform the duties of their office, grade, rank or rating.

For covered veterans, this term means a serious injury or illness that was incurred in the line of duty while on active duty in the Armed Forces or that existed before the beginning of active duty and was aggravated by such service and manifested itself before or after the individual assumed veteran status, and is: (1) a continuation of a serious injury or illness that was incurred or aggravated when they were a member of the Armed Forces and rendered them unable to perform the duties of their office, grade, rank or rating; (2) a physical or mental condition for which the covered veteran has received a VA Service Related Disability Rating (VASRD) of 50 percent or greater and such VASRD rating is based, in whole or in part, on the condition precipitating the

need for caregiver leave; (3) a physical or mental condition that substantially impairs the veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service or would be so absent treatment; or (4) an injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

"Qualifying exigencies" include activities such as short-notice deployment, military events, arranging alternative childcare, making financial and legal arrangements related to the deployment, rest and recuperation, counseling, parental care, and post-deployment debriefings.

Unpaid Military Caregiver Leave is designed to allow eligible employees to care for certain family members who have sustained serious injuries or illnesses in the line of duty while on active duty. Military Caregiver Leave is a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period.

To be "eligible" for Military Caregiver Leave, the employee must be a spouse, son, daughter, parent, or next of kin of the covered servicemember. "Next of kin" means the nearest blood relative of the servicemember, other than the servicemember's spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the servicemember by court decree or statutory provisions; brothers and sisters; grandparents; aunts and uncles; and first cousins; unless the servicemember has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of Military Caregiver Leave. The employee must also meet all other eligibility standards as set forth within the FMLA Leave policy.

An eligible employee may take up to 26 workweeks of Military Caregiver Leave to care for a covered servicemember in a "single 12-month period." The "single 12-month period" begins on the first day leave is taken to care for a covered servicemember and ends 12 months thereafter, regardless of the method used to determine leave availability for other FMLA-qualifying reasons. If an employee does not exhaust his or her 26 workweeks of Military Caregiver Leave during this "single 12-month period," the remainder is forfeited.

Military Caregiver Leave applies on a per-injury basis for each servicemember. Consequently, an eligible employee may take separate periods of caregiver leave for each and every covered servicemember, and/or for each and every serious injury or illness of the same covered servicemember. A total of no more than 26 workweeks of Military Caregiver Leave, however, may be taken within any "single 12-month period."

Within the "single 12-month period" described above, an eligible employee may take a combined total of 26 weeks of FMLA leave including up to 12 weeks of leave for any other FMLA-qualifying reason (i.e., birth or adoption of a child, serious health condition of the employee or close family member, or a qualifying exigency). For example, during the "single 12-month period," an eligible employee may take up to 16 weeks of FMLA leave to care for a covered servicemember when combined with up to 10 weeks of FMLA leave to care for a newborn child.

An employee seeking Military Caregiver Leave may be required to provide appropriate certification from the employee and/or covered servicemember and completed by an authorized health care provider within 15 days. Military Caregiver Leave is subject to the other provisions in

our FMLA Leave Policy (requirements regarding employee eligibility, appropriate notice of the need for leave, use of accrued paid leave, etc.). Military Caregiver Leave will be governed by, and handled in accordance with, the FMLA and applicable regulations, and nothing within this policy should be construed to be inconsistent with those regulations.

Qualifying Exigency Leave

Eligible employees may take unpaid "Qualifying Exigency Leave" to tend to certain "exigencies" arising out of the duty under a call or order to active duty of a "military member" (i.e. the employee's spouse, son, daughter, or parent). Up to 12 weeks of Qualifying Exigency Leave is available in any 12-month period, as measured by the same method that governs measurement of other forms of FMLA leave within the FMLA policy (with the exception of Military Caregiver Leave, which is subject to a maximum of 26 weeks of leave in a "single 12-month period"). Although Qualifying Exigency Leave may be combined with leave for other FMLA-qualifying reasons, under no circumstances may the combined total exceed 12 weeks in any 12-month period (with the exception of Military Caregiver Leave as set forth above). The employee must meet all other eligibility standards as set forth within the FMLA policy.

Persons who can be ordered to active duty include active and retired members of the Regular Armed Forces, certain members of the retired Reserve, and various other Reserve members including the Ready Reserve, the Selected Reserve, the Individual Ready Reserve, the National Guard, state military, Army Reserve, Navy Reserve, Marine Corps Reserve, Air National Guard, Air Force Reserve, and Coast Guard Reserve.

A call to active duty refers to a federal call to active duty, and state calls to active duty are not covered unless under order of the President of the United States pursuant to certain laws.

Qualifying Exigency Leave is available under the following circumstances:

1. **Short-notice deployment.** To address any issue that arises out of short notice (within seven days or less) of an impending call or order to active duty.
2. **Military events and related activities.** To attend any official military ceremony, program, or event related to active duty or call to covered active duty status or to attend certain family support or assistance programs and informational briefings.
3. **Childcare and school activities.** To arrange for alternative childcare; to provide childcare on an urgent, immediate need basis; to enroll in or transfer to a new school or daycare facility; or to attend meetings with staff at a school or daycare facility.
4. **Financial and legal arrangements.** To make or update various financial or legal arrangements; or to act as the covered military member's representative before a federal, state, or local agency in connection with service benefits.

5. **Counseling.** To attend counseling (by someone other than a health care provider) for the employee, for the military member, or for a child or dependent when necessary as a result of duty under a call or order to covered active duty.
6. **Temporary rest and recuperation.** To spend time with a military member who is on short-term, temporary rest and recuperation leave during the period of deployment. Eligible employees may take up to 15 days of leave for each instance of rest and recuperation.
7. **Post-deployment activities.** To attend arrival ceremonies, reintegration briefings and events, and any other official ceremony or program sponsored by the military for a period of up to 90 days following termination of the military member's active duty status. This also encompasses leave to address issues that arise from the death of a military member while on active duty status.
8. **Parental care.** To care for the military member's parent who is incapable of self-care. The parent must be the military member's biological, adoptive, step, or foster father or mother, or any other individual who stood in loco parentis to the military member when the member was under 18 years of age.
9. **Mutually agreed leave.** Other events that arise from the military member's duty under a call or order to active duty, provided that the organization and the employee agree that such leave shall qualify as an exigency and agree to both the timing and duration of such leave.

An employee seeking Qualifying Exigency Leave may be required to submit appropriate supporting documentation in the form of a copy of the military member's active duty orders or rest and recuperation orders or other military documentation indicating the appropriate military status and the dates of active duty status, along with a statement setting forth the nature and details of the specific exigency, the amount of leave needed and the employee's relationship to the military member, within 15 days. Qualifying Exigency Leave will be governed by, and handled in accordance with, the FMLA and applicable regulations, and nothing within this policy should be construed to be inconsistent with those regulations.

Limited Nature of This Policy

This Policy should not be construed to confer any express or implied contractual relationship or rights to any employee not expressly provided for by FMLA. The organization reserves the right to modify this or any other policy as necessary, in its sole discretion to the extent permitted by law. State or local leave laws may also apply.

Short-Term Disability Insurance

You may be eligible for short-term disability insurance benefits if you are ill or injured and unable to work.

All full-time employees are eligible for the short-term disability insurance program after completing their introductory period. This insurance program is designed to provide income for you when you are absent from work for more than 14 calendar days due to non-occupational illness, injury or pregnancy-related disability.

The benefits are calculated as a percentage of your salary up to a weekly maximum of \$1,000, for up to six months.

The cost of this insurance is fully paid by the organization.

Please check with the Human Resources Manager for additional information concerning this benefit.

Additional Short-Term Disability Insurance

Full-time employees are eligible to purchase additional short-term disability insurance after completing their introductory period. The cost of this additional insurance is fully paid by the employees. Please check with the Human Resources Manager for additional information concerning this benefit.

Long-Term Disability Insurance

Eligible employees may participate in our long-term disability insurance program.

Eligible full-time employees may enroll in this insurance program upon completion of their introductory period.

Long-term disability insurance provides eligible employees with a continuing source of income after six consecutive months of total disability. The benefits are calculated as a percentage of your salary.

The cost of this insurance is fully paid by the organization.

This is intended as a summary of benefits only. Additional information may be obtained from the Human Resources Manager.

Social Security

During your employment, you and the organization both contribute funds to the federal government to support the Social Security program. This program is intended to provide you with retirement benefit payments and medical coverage once you reach retirement age.

Unemployment Insurance

Upon separation from employment, you may be entitled to state and federal unemployment insurance benefits. Information about unemployment insurance can be obtained from the Human Resources Manager.

Workers' Compensation

On-the-job injuries are covered by our Workers' Compensation insurance policy. This insurance is provided at no cost to you. If you are injured on the job, no matter how slightly, report the incident immediately to your supervisor. Consistent with applicable state law, failure to report an injury within a reasonable period of time could jeopardize your claim. We ask for your assistance in alerting management to any condition that could lead to or contribute to an employee accident.

401(k) Qualified Retirement Plan

Our organization provides eligible employees with a 401(k) Qualified Retirement plan which is an excellent means of long-term savings for your retirement. The organization's contribution, if any, is determined by the employer on an annual basis.

You can obtain a copy of the Summary Plan Description which contains the details of the plan including eligibility and benefit provisions from the Human Resources Manager. In the event of any conflict in the description of any plan, the official plan documents, which are available for your review, shall govern. If you have any questions regarding this plan, see the plan administrator.

Employee Bonuses

Employees may receive bonuses from time to time. These are based on individual merit, the organization's budget and any other factor(s) deemed significant by the organization. Whether or not bonuses are granted and the amounts granted are within the sole discretion of the President & CEO.

Professional Development

Our organization believes in supporting the individual growth of its employees. To encourage employee development, our organization offers a professional development reimbursement program to eligible employees who attend job-related seminars.

To participate in this program, you must be a full-time or part-time regular employee who has completed twelve months of employment.

Approval from the President & CEO must be received prior to registration for the seminar. Our organization will pay a portion of approved job-related seminars.

In an effort to keep our organization informed of new developments, we ask that you share any new information presented at the seminar with the rest of the staff.

Employee Assistance Program

Eligible full-time, part-time regular, part-time, seasonal and per diem employees may participate in our employee assistance program immediately upon hire.

Our Employee Assistance Program (EAP) helps eligible employees and their immediate families with a wide range of problems. Situations addressed by the EAP include marriage and family

problems, emotional problems, alcoholism and alcohol abuse, drug abuse and dependency, financial problems, compulsive gambling and eating disorders. Your conversations and all records are strictly confidential.

The administrative cost of this program is fully paid by the organization.

Complete details of this program may be obtained from the Human Resources Manager.

Uniforms

The organization provides uniforms upon hire to certain employees at no charge. Proper care of these uniforms is required.

Section 4: On the Job

Conduct at Partner's Location and/or While Working with Partners

The nature of our organization may require that employees perform work connected with a partner's assignment at the partner's location and/or work with a partner onsite. The importance of professional conduct when working in a partner's location or working with a partner on site cannot be emphasized enough. Professional conduct is a broad term that is open to many interpretations. The following guidelines describe appropriate conduct when working at a partner's location:

- Limit discussions with partner employees to matters that concern their department and level of responsibility. Long, personal discussions with partner personnel are discouraged during working hours on the partner's location. Such disruptions of work will only offend partner executives and partner employees.
- Do not discuss internal affairs with partner personnel during working hours on the partner's location or while working onsite with a partner.
- Avoid comments or criticisms involving other companies and their particular work or fees.
- Refrain from discussing shortcomings or idiosyncrasies of partner employees.
- Avoid conversations involving partner matters in all places that would violate partner confidentiality.
- Avoid discussing procedural problems with management while partner employees are present.
- Purchase items from a partner at regular sale prices.
- Do not borrow money from a partner unless the partner's business involves lending money.
- Do not accept monetary gifts from partners. If a partner insists upon providing you with a monetary gift, it must be reported to the Human Resources Manager and treated as a donation.
- Entertain partners only after first receiving approval from the President & CEO.

Confidentiality of Partner Matters

Our professional ethics require that each employee maintain the highest degree of confidentiality when handling partner matters.

To maintain this professional confidence, no employee shall disclose partner information to other partners, friends, or members of one's own family.

Questions concerning partner confidentiality may be addressed with the President & CEO.

Discussions with Partners

When working with a partner, you may be asked to offer specific suggestions or comments regarding his or her practices.

Prior to discussing any suggestions with a partner, your recommendations must first be approved by the President & CEO.

Care of Partner Records

The impression that partners have of our organization is based, in part, on the way we care for their records. If we are careless with their files and records, partners may conclude that we have the same attitude toward our technical work. As professionals, we must respect the confidence in which we are entrusted and ensure that partner files are handled with care.

When possible, obtain all material from partner files and then return the material back to the files. Material should be returned in the same condition or better than when it was received.

Under no circumstances will outside requests for partner material be fulfilled unless prior written permission is received from the President & CEO.

Deviations in Partner Records

Occasionally you may find what appears to be an obvious clerical or mathematical error on the part of the partner. Mistakes of this nature should tactfully be brought to the attention of the appropriate person. When discussing such an error, be certain of the mistake, be careful with whom it is discussed and most importantly, be diplomatic in handling the misunderstanding.

During your career, you may discover or suspect evidence of theft, embezzlement, defalcation or some other irregular practice on the part of the partner or partner personnel. If such an event occurs, inform the President & CEO immediately. Under no circumstances should you discuss the matter with the partner or partner personnel.

Use of Partner Telephones

When working at a partner's location, keep telephone usage to a minimum. Do not disclose the location and telephone number of your partner assignment to outsiders. Direct all telephone calls

to our organization to ensure the identities of our partners are protected. Messages will then be relayed to staff members working at the partner's place of business.

Personal calls must be made from outside the partner's location. Incoming personal calls or calls from other partners are not permitted.

Attendance and Punctuality

Attendance and punctuality are important factors for your success within our organization. We work as a team and this requires that each person be in the right place at the right time.

It is important that we maintain an accurate record of your time worked. To ensure such accuracy, you should clock in no more than 5 minutes prior to your shift's start time. If you miss a punch on the time clock, either due to your error or the time clock's error, you must notify your supervisor promptly so that the time can be accurately recorded.

If you are going to be absent from work, you may have available PTO to cover your time away. However, regular and prompt attendance is important to ongoing operations, and excessive absenteeism that is not covered by PTO or otherwise approved may result in disciplinary action.

If you are going to be late for work or absent, notify your supervisor and the Human Resources Manager as far in advance as is feasible under the circumstances, but before the start of your workday. If you fail to report to work and fail to notify your supervisor and the Human Resources Manager, you are considered to be no-call, no-show. If you are no-call, no-show for three (3) consecutive scheduled work days, then you will be considered to have abandoned your job and resigned your employment.

Personal issues requiring time away from your work, such as doctor's appointments or other matters, should be scheduled during your nonworking hours if possible.

If you are absent for three days without notifying the organization, it is assumed that you have voluntarily abandoned your position with the organization, and you will be removed from the payroll.

Business Hours

Because of the nature of our business, your work schedule may vary depending on your job. Our normal business hours are 8:00 a.m. to 4:30 p.m., Monday through Friday. Check with your supervisor if you have questions about your hours of work.

Meal Time

A 30-minute, unpaid meal break should be taken each day. Approving the scheduling of this time is the responsibility of your supervisor.

Lactation Breaks (Mississippi Employees)

The organization will provide a reasonable amount of break time to accommodate a female employee's need to express breast milk for the employee's infant child. The break time should, if possible, be taken concurrently with other break periods already provided. Non-exempt employees should clock out for any time taken that does not run concurrently with normally scheduled rest periods, and such time generally will be unpaid, in accordance with state law. The organization will also make a reasonable effort to provide the employee with the use of a room or other location in close proximity to the employee's work area, for the employee to express milk in private.

Notify your supervisor to request time to express breast milk under this policy. The organization reserves the right to deny an employee's request for a lactation break if the additional break time will seriously disrupt operations and in accordance with applicable law.

No provision of this policy applies or is enforced if it conflicts with or is superseded by any requirement or prohibition contained in a federal, state, or local law or regulation. If you have knowledge of such a conflict or a potential conflict you should contact the Human Resources Manager.

Lactation Breaks (All Other Employees)

The organization will provide a reasonable amount of break time to accommodate a female employee's need to express breast milk for the employee's infant child up to one year of age; unless additional time is required by state law. The break time should, if possible, be taken concurrently with other break periods already provided. Non-exempt employees should clock out for any time taken that does not run concurrently with normally scheduled rest periods, and such time generally will be unpaid in accordance with state law. The organization will also make a reasonable effort to provide the employee with the use of a room or other location in close proximity to the employee's work area, for the employee to express milk in private.

Notify your supervisor to request time to express breast milk under this policy.

No provision of this policy applies or is enforced if it conflicts with or is superseded by any requirement or prohibition contained in a state or local law, or regulation. If you have knowledge of such a conflict or a potential conflict you should contact the Human Resources Manager.

Work Assignments

Work assignments will be distributed by your supervisor. When possible, you will be advised of future assignments in advance, so you will have ample time to prepare for the assignment.

Once you have begun an assignment you will report directly to your supervisor for all matters relating to its completion.

Contact with the Organization

The organization should know your location at all times during business hours. Your supervisor will keep a record of your assignments, and (s)he should be notified of your whereabouts outside the organization during working hours.

On The Job Training

The initiation of all on-the-job training for employees within your department is the responsibility of your supervisor. This may include safety training, participation in off-site training and continuing education when necessary for job safety and work performance. Training will be conducted during regular working hours whenever possible.

The organization will pay for any required training programs. Employees may be tested from time to time to evaluate the effectiveness of the training program. If you have any questions regarding training, please see your supervisor.

Clean Up

Before lunch & at the end of the workday, time is designated for cleaning the work area and washing up. This time is paid.

Standards of Conduct

Each employee has an obligation to observe and follow the organization's policies and to maintain proper standards of conduct at all times. Failure to adhere to the organization's policies will result in corrective disciplinary measures.

Disciplinary action may include a verbal warning, written warning, suspension with or without pay, and/or discharge. The appropriate disciplinary action imposed will be determined by the organization. The organization does not guarantee that one form of action will necessarily precede another.

Among other things, the following may result in disciplinary action, up to and including discharge: violation of the organization's policies or safety rules; failing to work in a cooperative manner with management, co-workers, partners and others who do business with the organization; sleeping on the job; unauthorized or illegal possession, use or sale of alcohol or controlled substances on work premises or during working hours, while engaged in organization activities or in organization vehicles; unauthorized possession, use or sale of weapons, firearms or explosives on work premises; theft or dishonesty; inappropriate or violent physical contact; harassment; discrimination or retaliation in violation of the organization's EEO and No Harassment policies; performing outside work or use of organization property, equipment or facilities in connection with outside work while on organization time; poor attendance or poor performance. These examples are not all inclusive. We emphasize that discharge decisions will be based on an assessment of all relevant factors.

Nothing in this policy is designed to limit an employee's rights under Section 7 of the National Labor Relations Act. Nothing in this policy is designed to modify our employment-at-will policy.

Access to Personnel Files

Upon request, you may inspect your own personnel file up to two times each year. Inspections will be held on organization premises in the presence of an organization official. Contact the Human Resources Manager to arrange a time to view these records. You will be permitted to review records related to your qualification for employment, compensation and disciplinary action. You are not permitted access to any letter of reference maintained by the organization. If you disagree with the accuracy of any statement in the records and no correction can be agreed upon, you may submit an explanatory statement, which will be attached to the records.

For more information, contact the Human Resources Manager.

Computer Software Licensing

The organization purchases or licenses the use of various computer software programs. Neither the organization nor any of the organization's employees have the right to duplicate this computer software or its related documentation. Unauthorized duplication of computer software is a federal offense, punishable by up to a \$250,000 fine and up to five years in jail.

The organization does not condone the illegal duplication of software. You must use the software in accordance with the license agreement. This policy applies not only to individual desktop computers and laptops but to local area networks as well.

Employees learning of any misuse of software or related documentation within the organization shall notify a member of management. Employees who reproduce, acquire or use unauthorized copies of computer software will be subject to discipline, up to and including discharge.

Partner and Public Relations

Our organization's reputation is built on excellent service and quality work. To maintain this reputation requires the active participation of every employee.

The opinions and attitudes that partners have toward our organization may be determined for a long period of time by the actions of one employee. It is sometimes easy to take a partner for granted, but if we do we run the risk of losing not only that partner, but his or her associates, friends or family who may also be partners or prospective partners.

Each employee must be sensitive to the importance of providing courteous treatment in all working relationships.

Non-Solicitation

The organization believes employees should have a work environment free from interruptions of a non-work related nature, as work time is for work. When you are to be working you should focus on your duties and not engage in activities that would interfere with your own work or the work of others. For the purpose of this policy, solicitation includes, but is not limited to, for collection of any debt or obligation, for raffles of any kind or chance taking, or for the sale of merchandise or business services, the attempt to sell any product or service (e.g. selling or collecting for Tupperware®, Avon® products, churches, schools, Girl Scout cookies, etc.). Such

interruptions can be both detrimental to the quality of work and efficiency, and may not be respectful of others job responsibilities and right not to be interrupted.

Employees may not engage in solicitation for any purpose during his/her work time, which includes the working time of the employee who seeks to solicit and the employee who is being solicited. Although solicitation is not encouraged, it is permitted as long as it is limited to the employee's break and lunch time and kept out of active working areas. Nothing in this policy is intended to restrict an employee's statutory rights, including discussing terms and conditions of employment.

Distribution

Distribution by employees of any type (materials, goods, paper) is prohibited in work areas at any time, whether or not the employees are on working time. Electronic distribution is subject to the organization's Electronic Mail and Monitoring Policy, and may not occur during the employee's working time. Non-employees are prohibited from distributing materials to employees on organization premises at any time. Literature that violates the organization's EEO and No Harassment policies, includes threats of violence, or is knowingly and recklessly false is never permitted. Nothing in this policy is intended to restrict an employee's statutory rights, including discussing terms and conditions of employment.

Changes in Personal Data

To aid you and/or your family in matters of personal emergency, we need to maintain up-to-date information.

Changes in name, address, telephone number, marital status, number of dependents or changes in next of kin and/or beneficiaries should be given to the Human Resources Manager promptly.

HR Online (Self-Service Portal)

A self-service portal is available at <https://access.paylocity.com/>. You have the ability to view personal and organization information on this portal. You may also receive important management notices and reminders, such as benefit enrollment deadlines and time-off approvals at this portal.

Please contact the Human Resources Manager if you need assistance with obtaining login information.

Care of Equipment

You are expected to demonstrate proper care when using the organization's property and equipment. No property may be removed from the premises without the proper authorization of management. If you lose, break or damage any property, report it to your supervisor at once.

Organization Vehicles

Operators of organization vehicles are responsible for the safe operation and cleanliness of the vehicle.

Accidents involving an organization vehicle must be reported to the Human Resources Manager and Transportation Coordinator immediately.

Employees are responsible for any moving and parking violations and fines that may result when operating an organization vehicle.

Organization vehicles should be operated by the employee only. Organization vehicles may only be used for job-related travel.

Smoking, including use of e-cigarettes, is prohibited in organization vehicles.

The use of seat belts is mandatory for operators and passengers of organization vehicles.

Employees are encouraged to take appropriate safety precautions when using their cellular telephone. The use of handheld cellular telephones, including texting, while driving is prohibited. Employees are expected to comply with applicable state laws, including the use of cellular telephones.

Employment of Relatives

A supervisor may not hire or supervise an individual as a part-time or full-time employee if that individual and the supervisor have an on-going romantic relationship, including but not limited to, marriage, or if that individual is a member of the supervisor's immediate family, without approval from the Board of Directors. The term "immediate family" refers to parents, grandparents, children, sisters, brothers, stepbrothers, stepsisters, nieces, nephews or other family members residing in the same household.

In the case of marriage of persons within the same department, an effort will be made to assign comparable job duties so as to minimize problems of supervision, safety, security and morale. Blood relatives will not be allowed to work in the same department.

Travel/Expense Accounts

The organization will reimburse employees for reasonable expenses incurred through pre-approved business travel or entertainment. All cash advances must be accounted for and expense receipts are required.

The following business expenses will be reimbursed:

- Travel Expense
- Automobile/Mileage
- Lodging
- Tips

Business Meals

Please refer to the second sheet of the Organizational Expense Report for details on travel and reimbursement. See the President & CEO or the Accounting Manager regarding additional reimbursable business expenses.

Personal Property

The organization is not responsible for loss or damage to personal property. Valuable personal items, such as purses and all other valuables should not be left in areas where theft might occur.

Severe Weather

Severe weather is to be expected during certain months of the year. Although driving may at times be difficult, when caution is exercised the roads are normally passable. Except in cases of severe storms, we are all expected to work our regular hours. Time taken off due to poor weather conditions while the business remains open must be made up, used as PTO, or is unpaid.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

If extreme weather conditions require closing of the building, you will be notified by your supervisor.

Natural Disasters

Natural disasters, including earthquakes, hurricanes, mudslides, floods and fires are to be expected from time to time. Although driving may be difficult in some areas due to damaged freeways and streets, when caution is exercised the roads are normally passable or alternate routes are available. Except in severe cases, we are all expected to work our regular hours. Time taken off due to natural disasters while the business remains open must be made up, used as PTO, or is unpaid.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

If extreme weather conditions require closing of the building, you will be notified by your supervisor.

Personal Telephone Calls

It is important to keep our telephone lines free for partner calls. Although the occasional use of the organization's telephones for a personal emergency may be necessary, routine personal calls should be limited.

Acceptable Use of Electronic Communications

This policy contains guidelines for Electronic Communications created, sent, received, used, transmitted, or stored using the organization's communication systems or equipment and

employee provided systems or equipment used either in the workplace, during working time or to accomplish work tasks. "Electronic Communications" include, among other things, messages, images, text data or any other information used in e-mail, instant messages, text messages, voice mail, fax machines, computers, personal digital assistants (including Blackberry, iPhone, iPad or similar devices), pagers, telephones, cellular and mobile phones including those with cameras, Intranet, Internet, back-up storage, information on a memory or flash key or card, jump or zip drive or any other type of internal or external removable storage drives. In the remainder of this policy, all of these communication devices are collectively referred to as "Systems."

Acceptable Uses of Our Systems: Employees may use our Systems to communicate internally with co-workers or externally with partners and other business acquaintances for business purposes.

Organization Control of Systems and Electronic Communications: All Electronic Communications contained in Organization Systems are Organization records and/or property. Although an employee may have an individual password to access our Systems, the Systems and Electronic Communications belong to the organization. The Systems and Electronic Communications are accessible to the organization at all times including periodic unannounced inspections. Our Systems and Electronic Communications are subject to use, access, monitoring, review, recording and disclosure without further notice. Employee communications on our system are not confidential or private.

The organization's right to use, access, monitor, record and disclose Electronic Communications without further notice applies equally to employee-provided systems or equipment used in the workplace, during working time, or to accomplish work tasks.

Personal Use of Our Systems: Personal communications in our Systems are treated the same as all other Electronic Communications and will be used, accessed, recorded, monitored, and disclosed by the organization at any time without further notice. Since all Electronic Communications and Systems can be accessed without advance notice, employees should not use our Systems for communication or information that employees would not want revealed to third parties. Personal use of our System should be limited to non-working time. Personal use of our System must be conducted in such a manner that it does not affect smooth System operation or use a disproportional amount of the System's functional capacity.

Proprietary Business Information: Proprietary business information means confidential and proprietary information related to the organization's trade secrets, business models, business services, sales agreements, pricing information, drawings, designs, blue prints, manufacturing processes, partner lists, inventions, recipes, formulas, vendor agreements, patient records, strategic business or marketing plans, expansion plans, contracts, non-public financial performance information and other information that derives economic value by being protected from public consumption or competitors may only be used on Organization Systems. Proprietary business information may not be downloaded, saved, or sent to a personal laptop, personal storage device, or personal email account under any circumstances without advance written approval from a member of management. Proprietary business information does not restrict employee rights to discuss their wages, hours or other terms of employment.

Prohibited Uses of Our Systems: Employees may not use Organization Systems in a manner that is unlawful, wasteful of Organization resources, or unreasonably compromises employee productivity or the overall integrity or stability of the organization's systems. These tools are provided to assist employees with the execution of their job duties and should not be abused. Examples of prohibited uses include, among other things, sexually explicit messages, images, cartoons, or jokes; propositions or love letters; ethnic or racial slurs; or any other message or image that may be in violation of Organization policies.

In addition, employees may not use our Organization Systems:

- To download, save, send or access any discriminatory, obscene, or malicious or knowingly false material;
- To download, save, send or access any music, audio or video file unless business related;
- To download anything from the internet (including shareware or free software) without the advance written permission of the systems supervisor;
- To download, save, send or access any site or content that the organization might deem "adult entertainment;"
- To attempt or to gain unauthorized or unlawful access to computers, equipment, networks, or Systems of the organization or any other person or entity;
- In connection with any infringement of intellectual property rights, including but not limited to copyrights;
- In connection with the violation or attempted violation of any law; and
- To transmit proprietary business information or client material such as pricing information or trade secrets.

Electronic Forgery: An employee may not misrepresent, disguise, or conceal his or her identity or another's identity in any way while using Electronic Communications; make changes to Electronic Communications without clearly indicating such changes; or use another person's account, mail box, password, etc. without prior written approval of the account owner and without identifying the actual author.

Intellectual Property Rights: Employees must always respect intellectual property rights such as copyrights and trademarks.

System Integrity, Security, and Encryption: All Systems passwords and encryption keys must be available and known to the organization. You may not install password or encryption programs without the written permission of the Human Resources Manager. Employees may not use the passwords and encryption keys belonging to others.

Applicable Laws: Numerous state and federal laws apply to Electronic Communications. The organization complies with applicable laws. Employees also must comply with applicable laws and should recognize that an employee could be personally liable and/or subject to fine and imprisonment for violation of applicable laws.

Consequences of Policy Violations: Violations of this Policy may result in disciplinary action up to and including immediate termination of an employee's employment as well as possible civil liabilities or criminal prosecution. Where appropriate, the organization may advise legal officials

or appropriate third parties of policy violations and cooperate with official investigations. We will not, of course, retaliate against anyone who reports possible policy violations or assists with investigations.

If you have questions about the acceptable use of our Systems or the content of Electronic Communications, ask the Human Resources Manager for advance clarification.

Social Media

"Social media" includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal website, social networking or affinity website, web bulletin board or a chat room, whether or not associated or affiliated with the organization.

You are more likely to resolve work related complaints by speaking directly with your co-workers or by utilizing our problem solving policy than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as maliciously false, obscene, threatening or intimidating, that defames partners, competitors, vendors or employees or that might constitute harassment or bullying. Examples of such conduct might include posts meant to put someone in fear for their physical safety or psychological well-being; posts designed to cast someone in a false light to the public; posts that invade a person's reasonable expectation of privacy; or posts that could contribute to a hostile work environment on the basis of race, age, gender, national origin, color, disability, religion or other status protected by federal, state or local law.

Make sure you are always truthful and accurate when posting information or news. If you make a mistake, correct it quickly. Be open about any previous posts you have altered. Use privacy settings when appropriate. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. The Internet is immediate; nothing that is posted ever truly "expires." Never post any information or rumors that you know to be false about the organization, fellow employees, partners, and people working on behalf of the organization or competitors.

Do not create a link from your blog, website or other social networking site to the organization's website without identifying yourself as an organization employee. Express only your personal opinions. Never represent yourself as a spokesperson for the organization or make knowingly false representations about your credentials or your work. If the organization is a subject of the content you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of the organization. It is best to include a statement such as "The postings on this site are my own and do not necessarily reflect the views of the organization." You must refrain from using social media while on working time.

Employees are encouraged to report violations of this policy. The Organization prohibits retaliation against any employee for reporting a possible deviation from this policy or for cooperating in an investigation.

Where applicable, the organization complies with state laws concerning access to an employee's personal social networking account, including restrictions concerning employer requests for an employee's username and/or password.

Nothing in this policy is designed to limit an employee's right under Section 7 of the National Labor Relations Act, including discussing wages or other terms of employment.

If you have questions or need further guidance, please contact the Human Resources Manager.

Security of Electronic Devices

Each employee provided with a laptop computer, iPad, iPhone, smart phone, tablet or similar device is responsible for the physical security of that device. All devices acquired for or on behalf of the organization are organization property. The device must be locked up and stored in a secure location when it is not in the immediate possession of the authorized user. In addition, the user must return the device immediately upon request of the organization. You must notify the Human Resources Manager immediately if the device is lost, stolen, misplaced, or damaged. All work created or performed on the device is organization property. The device is subject to inspection by the organization at any time without further advance notice. The device must be used in a manner that complies with all organization policies including the Acceptable Use of Electronic Communications, Equal Employment Opportunity, No Harassment, Confidentiality of Partner Matters, Care of Partner Records, and Protecting Organization Information.

Violations of this policy may be grounds for disciplinary action up to and including discharge.

Dress Policy

Employees are expected to maintain the highest standards of personal cleanliness and present a neat, professional appearance at all times.

Our partners' satisfaction represents the most important and challenging aspect of our business. Whether or not your job responsibilities place you in direct partner contact, you represent the organization with your appearance as well as your actions. The properly-attired individual helps to create a favorable image for the organization, to the public and fellow employees.

The organization maintains a business casual environment. All employees should use discretion in wearing attire that is appropriate for their job.

Dress Code

Warehouse/driving staff are issued food bank shirts which should be worn with jeans, khakis, or shorts.

During certain times of the year and when completing certain tasks, other staff may be informed by their supervisors that they are permitted to wear shorts.

If shorts are worn, they are to be conservative in nature, at least a mid-thigh length, and in solid colors.

Personal Hygiene

Maintaining a professional, business-like appearance is very important to the success of our organization. Part of the impression you make on others depends on your choice of dress, personal hygiene and courteous behavior. A daily regimen of good grooming and hygiene is expected of everyone. Please ensure that you maintain good personal hygiene habits. While at work, you are required to be clean, dressed appropriately and well groomed.

Recycling and Waste Prevention

The organization is committed to the environment and its future. Therefore, recycling containers are located throughout the building for the collection of recyclable materials. Waste of time, materials and utilities is costly to the organization. If you have any waste prevention ideas, please advise your supervisor in writing.

Reference Checks

Our organization will not honor any oral requests for references. All requests must be in writing and on company letterhead. Generally, we will only confirm our employees' dates of employment, salary history, and job title.

Under no circumstances should an employee provide another individual with information regarding current or former employees of our organization. If you receive a request for reference information, please forward it to the Human Resources Manager.

Protecting Organization Information

Protecting our organization's information is the responsibility of every employee. Do not discuss the organization's confidential business or proprietary business matters, or share confidential, personal employee information (such as social security numbers, personal banking or medical information) with anyone who does not work for us such as friends, family members, members of the media, or other business entities.

Confidential information does not include information pertaining to the terms and conditions of an employee's employment, including wages. Nothing in this policy is designed to limit an employee's rights under Section 7 of the National Labor Relations Act.

All telephone calls regarding a current or former employee's position/compensation with our organization must be forwarded to the Human Resources Manager.

The organization's address shall not be used for the receipt of personal mail.

Document Retention

The organization maintains a formal document retention policy and procedure. Your supervisor will explain how that policy applies to you and the work that you perform. You must retain all work products in the manner required and for the time period required by our policy. Never destroy or delete any work product until the retention periods specified by the organization's policy have

been satisfied. Failure to comply with the organization document retention policy and procedure may result in discipline up to and including discharge.

Conflict of Interest/Code of Ethics

An organization's reputation for integrity is its most valuable asset and is directly related to the conduct of its officers and other employees. Therefore, employees must never use their positions with the organization, or any of its partners, for private financial gain, to advance personal financial interests, to obtain favors or benefits for themselves, members of their families or any other individuals, corporations or business entities, or engage in activities, investments or associations that compete with the organization, interferes with an employee's business judgment concerning the organization's best interests, or exploits an employee's position with the organization for personal gain.

The organization adheres to the highest legal and ethical standards applicable in our business. The organization's business is conducted in strict observance of both the letter and spirit of all applicable laws and the integrity of each employee is of utmost importance.

Employees of the organization shall conduct their personal affairs such that their duties and responsibilities to the organization are not jeopardized and/or legal questions do not arise with respect to their association or work with the organization.

This policy will not be enforced to prevent employees from discussing their wages or other terms of employment.

Outside Employment

We hope that you will not find it necessary to seek additional outside employment. However, if you are planning to accept an outside position, you must notify your supervisor in writing.

Outside employment must not conflict in any way with your responsibilities within our organization. You may not work for competitors nor may you take an ownership position with a competitor.

Employees may not conduct outside work or use organization property, equipment or facilities in connection with outside work while on organization time.

Parking

Parking is on a "first come, first served" basis. You are required to park within the designated areas.

The organization is not responsible for loss, damage or theft of your vehicle. Therefore, we suggest that you lock your vehicle doors.

Bulletin Board

The organization maintains a bulletin board(s) in our facility as an important source of information. These bulletin boards are to be used solely for organization announcements and government postings.

Break Room

A break room is available for your use. You are expected to clean up after eating. This room should be kept clean for the next person's use.

Cellular Telephones

Employees in certain positions are issued organization cellular telephones so they may maintain contact with partners and co-workers.

The organization is committed to ending the epidemic of distracted driving. While driving on company time, employees may not use a hand-held cell phone or tablet — whether the vehicle is in motion or stopped at a traffic light. This includes, but is not limited to, answering or making phone calls, engaging in phone conversations, and reading or responding to emails, instant messages, and text messages.

Employees who operate Commercial Motor Vehicles (CMV) in connection with their job duties must do so in compliance with the Federal Motor Carrier Safety Administration's guidelines. This includes an absolute prohibition of texting while driving.

Organization cellular telephones are for business purposes. Although the occasional use of your organization cellular telephone for personal calls may be necessary, incoming and outgoing personal calls should be kept to a minimum.

The use of cellular telephones is not a work requirement for most employees. Employees who are not issued an organization cellular telephone will not be reimbursed for the use of their personal cellular telephones.

Employees are expected to demonstrate proper care of their cellular telephones. If you lose, break or damage your organization cellular telephone, report it to the Human Resources Manager at once. All cellular telephones issued by the organization must be returned upon leaving our organization or upon transferring to a position that does not require an organization cellular telephone.

A violation of this policy may result in disciplinary action.

Contact with the Media

All media inquiries regarding the organization and its operations must be referred to the Marketing & Communications Manager. The authorization to make or approve public statements on behalf of the organization rests solely with the Marketing & Communications Manager. No

employees, unless specifically designated by the Marketing & Communications Manager, are authorized to make statements on behalf of or as a representative of the organization.

Office Supplies

Our organization maintains a stock of basic office supplies such as pens, paper clips, staples, note pads, etc. used on a day-to-day basis by employees. All office supplies can be located in supply cabinets.

If you need additional items not regularly stocked, please speak to your supervisor to place a special order.

All office supplies are for business use only and should not be removed from the office for non-business use. Violations of this policy may result in disciplinary action up to and including discharge.

If You Must Leave Us

Should you decide to leave your employment with us, we ask that you provide your supervisor with at least two weeks' advance notice. Your thoughtfulness is appreciated and will be noted favorably should you ever wish to reapply for employment with the organization.

Employees, who are rehired following a break in service in excess of six months, other than an approved leave of absence, must serve a new initial introductory period whether or not such a period was previously completed. Such employees are considered new employees from the effective date of their reemployment for all purposes, including the purposes of measuring benefits.

Generally, we will confirm upon request our employees' dates of employment, salary history, and job title.

All organization property, including this Employee Handbook, must be returned at the end of employment. Otherwise, the organization may take action to recoup any replacement costs and/or seek the return of organization property through appropriate legal recourse.

You should notify the organization if your address changes during the calendar year in which discharge occurs so that your tax information will be sent to the proper address.

Section 5: Safety in the Workplace

Each Employee's Responsibility

Safety can only be achieved through teamwork at our organization. Each employee, supervisor and manager must practice safety awareness by thinking defensively, anticipating unsafe situations and reporting unsafe conditions immediately.

Please observe the following precautions:

1. Notify your supervisor of any emergency situation. If you are injured or become sick at work, no matter how slightly, you must inform your supervisor immediately.
2. The unauthorized use of alcoholic beverages or illegal substances during working hours will not be tolerated. The use of prescription or over the counter controlled medication without a prescription, in larger doses than prescribed or directed, more frequently than prescribed or directed, or in a manner against which has been prescribed is prohibited. The possession of alcoholic beverages or illegal substances on the organization's property is forbidden.
3. Use, adjust and repair machines and equipment only if you are trained and qualified.
4. Know the proper lifting procedures. Get help when lifting or pushing heavy objects.
5. Understand your job fully and follow instructions. If you are not sure of the safe procedure, don't guess; just ask your supervisor.
6. Know the locations, contents and use of first aid and fire-fighting equipment.
7. Comply with OSHA standards and/or applicable state job safety and health standards as written in our safety procedures manual.

A violation of a safety precaution is in itself an unsafe act. A violation may lead to disciplinary action, up to and including discharge.

Bloodborne Pathogens Exposure Control

To protect employees who may reasonably anticipate being occupationally exposed to blood and other potentially infectious materials during work tasks, our organization has instituted a Bloodborne Pathogens Exposure Control Program.

Briefly, our program includes an employee exposure determination, information and training about bloodborne pathogens, the availability of hepatitis B vaccinations, Universal Precautions, engineering controls, safe work practices, personal protective equipment and housekeeping measures to help reduce the risks of occupational exposure. Procedures to be used following an exposure incident and necessary record keeping are also included. These matters are discussed in our written Infection Control Plan, which is available to you in accordance with the plan.

Further information about our Bloodborne Pathogens Exposure Control Program will be provided to affected employees and may be obtained from the Warehouse Manager.

Fire Drills

Fire drills are scheduled periodically throughout the year. These drills are an important aspect in employee safety. We expect your complete cooperation during these drills. If you have any questions concerning evacuation procedures, see the Safety Manager.

Workplace Violence

Violence by an employee or anyone else against an employee, supervisor or member of management will not be tolerated. The purpose of this policy is to minimize the potential risk of personal injuries to employees at work and to reduce the possibility of damage to organization property in the event someone, for whatever reason, may be unhappy with an organization decision or action by an employee or member of management.

If you receive or overhear any threatening communications from an employee or outside third party, report it to the President & CEO or designated officer at once. Do not engage in either physical or verbal confrontation with a potentially violent individual. If you encounter an individual who is threatening immediate harm to an employee or visitor to our premises, contact an emergency agency (such as 9-1-1) immediately.

All reports of work-related threats will be kept confidential to the extent possible, investigated and documented. Employees are expected to report and participate in an investigation of any suspected or actual cases of workplace violence and will not be subjected to disciplinary consequences for such reports or cooperation.

Violations of this policy, including your failure to report or fully cooperate in the organization's investigation, may result in disciplinary action, up to and including discharge.

Workplace Searches

To protect the property and to ensure the safety of all employees, partners and the organization, the organization reserves the right to conduct personal searches consistent with state law, and to inspect any packages, parcels, purses, handbags, brief cases, lunch boxes or any other possessions or articles carried to and from the organization's property. In addition, the organization reserves the right to search any employee's office, desk, files, locker, equipment or any other area or article on our premises. In this regard, it should be noted that all offices, desks, files, lockers, equipment, etc. are the property of the organization, and are issued for the use of employees only during their employment. Inspection may be conducted at any time at the discretion of the organization.

Persons entering the premises who refuse to cooperate in an inspection conducted pursuant to this policy may not be permitted to enter the premises. Employees working on or entering or leaving the premises who refuse to cooperate in an inspection, as well as employees who after the inspection are believed to be in possession of stolen property or illegal substances, will be subject to disciplinary action, up to and including discharge, if upon investigation they are found to be in violation of the organization's security procedures or any other organization rules and regulations.

Hazard Communication

Our organization may use some chemicals (e.g., cleaning compounds, inks, etc.) in some of its operations. You should receive training and be familiar with the handling, use, storage and control measures relating to these substances if you will use or likely be exposed to them. Safety Data Sheets (SDS) are available for inspections in your work area. You must follow all labeling requirements.

Please consult with the designated safety coordinator prior to purchasing chemicals for the organization or bringing them on to our premises. For additional information, please refer to our organization's written Hazard Communication Program. If you have any questions, ask the Warehouse Manager or the Director of Operations.

Good Housekeeping

Good work habits and a neat place to work are essential for job safety and efficiency. You are expected to keep your place of work organized and materials in good order at all times. Report anything that needs repair or replacement to the Warehouse Manager.

Smoking in the Workplace

Florida Employees

Our organization is committed to providing a safe and healthy environment for employees and visitors. Smoking is allowed only in designated areas outside the building.

All Other Employees

Our organization is committed to providing a safe and healthy environment for employees and visitors. Smoking is allowed only in designated areas. Employees at all locations should refrain from taking excessive smoking breaks. This means that smoke breaks should only be taken at designated break times.

Violations of this policy may result in disciplinary action, up to and including discharge.

No Weapons in the Workplace

Possession, use or sale of weapons, firearms or explosives on work premises, while operating organization machinery, equipment or vehicles for work-related purposes or while engaged in organization business off premises is forbidden except where expressly authorized by the organization and permitted by state and local laws. This policy applies to all employees, including but not limited to, those who have a valid permit to carry a firearm. This policy does not apply to firearms stored in the employee's locked motor vehicle.

If you are aware of violations or threats of violations of this policy, you are required to report such violations or threats of violations to the President & CEO or designated officer immediately.

Violations of this policy will result in disciplinary action, up to and including discharge.

In An Emergency

Your supervisor should be notified immediately when an emergency occurs. Emergencies include all accidents, medical situations, bomb threats, other threats of violence, and the smell of smoke. In the absence of your supervisor, contact the nearest organization official.

Should an emergency result in the need to communicate information to employees outside of business hours, your supervisor will contact you. Therefore, it is important that employees keep their personal emergency contact information up to date. Notify your supervisor when this information changes.

When events warrant an evacuation of the building, you should follow the instructions of your supervisor or any other member of management. You should leave the building in a quick and orderly manner. You should assemble at the pre-determined location as communicated to you by your supervisor to await further instructions or information.

Please direct any questions you may have about the organization's emergency procedures to your supervisor.

Substance Abuse

The organization has vital interests in ensuring a safe, healthy and efficient working environment for our employees, their co-workers and the partners we serve. The unlawful or improper presence or use of controlled substances or alcohol in the workplace presents a danger to everyone. For these reasons, we have established as a condition of employment and continued employment with the organization the following substance abuse policy.

The organization has implemented a drug testing program in compliance with local, state and federal laws. Employees are prohibited from reporting to work or working while using illegal or unauthorized substances. Employees are prohibited from reporting to work or working when the employee uses any controlled substance, except when the use is pursuant to a doctor's orders and the doctor advised the employee that the substance does not adversely affect the employee's ability to safely perform his or her job duties.

In addition, employees are prohibited from engaging in the unlawful or unauthorized manufacture, distribution, sale or possession of illegal or unauthorized substances and alcohol in the workplace including: on organization paid time, on organization premises, in organization vehicles, or while engaged in organization activities. The use of prescription or over the counter controlled medication without a prescription, in larger doses than prescribed or directed, more frequently than prescribed or directed, or in a manner against which has been prescribed is prohibited. Our employees are also prohibited from reporting for duty or remaining on duty with any alcohol in their systems. Employees are further prohibited from consuming alcohol during working hours, including meal and break periods. This does not include the authorized use of alcohol at organization-sponsored functions or activities.

Your employment or continued employment with the organization is conditioned upon your full compliance with the foregoing substance abuse policy. Any violation of this policy may result in disciplinary action, up to and including discharge. Furthermore, any employee who violates this policy who is subject to discharge, may be permitted in lieu of discharge, at the organization's sole discretion, to participate in and successfully complete an appropriate treatment, counseling or rehabilitation program as recommended by a substance abuse professional as a condition of continued employment and in accordance with applicable federal, state, and local laws.

Consistent with its fair employment policy, the organization maintains a policy of non-discrimination and reasonable accommodation with respect to recovering addicts and alcoholics, and those having a medical history reflecting treatment for substance abuse conditions. We encourage employees to seek assistance before their substance or alcohol use renders them unable to perform their essential job functions or jeopardizes the health and safety of themselves or others. The organization will attempt to assist its employees through referrals to rehabilitation, appropriate leaves of absence and other measures consistent with the organization's policies and applicable federal, state or local laws.

The organization further reserves the right to take any and all appropriate and lawful actions necessary to enforce this substance abuse policy including, but not limited to, the inspection of organization issued lockers, desks or other suspected areas of concealment, as well as an

employee's personal property when the organization has reasonable suspicion to believe that the employee has violated this substance abuse policy.

Alabama Employees

Although the state has legalized marijuana for medicinal purposes, the organization is not required to allow the medicinal use of marijuana in the workplace. Use is strictly prohibited on organization property and may result in discipline, up to and including immediate discharge.

This policy represents management guidelines. For more information, please speak to the Human Resources Manager.

Receipt of Employee Handbook and Employment-At-Will Statement

This is to acknowledge that I have received a copy of the Feeding the Gulf Coast, Inc. Employee Handbook and I understand that it contains information about the employment policies and practices of the organization. I agree to read and comply with this Employee Handbook. I understand that the policies outlined in this Employee Handbook are management guidelines only, which in a developing business will require changes from time to time. I understand that the organization retains the right to make decisions involving employment as needed in order to conduct its work in a manner that is beneficial to the employees and the organization. I understand that this Employee Handbook supersedes and replaces any and all prior Employee Handbooks and any inconsistent verbal or written policy statements.

I understand that except for the policy of at-will employment, the organization reserves the right to revise, delete and add to the provisions of this Employee Handbook at any time without further notice. All such revisions, deletions or additions to the Employee Handbook will be in writing and will be signed by the President & CEO of the organization. I understand that no oral statements or representations can change the provisions of this Employee Handbook.

I understand that this Employee Handbook is not intended to create contractual obligations with respect to any matters it covers and that the Employee Handbook does not create a contract guaranteeing that I will be employed for any specific time period.

THIS ORGANIZATION IS AN AT-WILL EMPLOYER. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS EMPLOYEE HANDBOOK, THE ORGANIZATION OR I MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE. NOTHING IN THIS EMPLOYEE HANDBOOK OR IN ANY DOCUMENT OR STATEMENT, WRITTEN OR ORAL, SHALL LIMIT THE RIGHT TO TERMINATE EMPLOYMENT AT-WILL. NO OFFICER, EMPLOYEE OR REPRESENTATIVE OF THE ORGANIZATION IS AUTHORIZED TO ENTER INTO AN AGREEMENT—EXPRESS OR IMPLIED—WITH ME OR ANY EMPLOYEE FOR EMPLOYMENT FOR A SPECIFIED PERIOD OF TIME. ANY AGREEMENT TO EMPLOYMENT FOR A SPECIFIED PERIOD OF TIME WILL BE PUT INTO WRITING AND SIGNED BY THE PRESIDENT & CEO OF THE ORGANIZATION.

I understand that this Employee Handbook refers to current benefit plans maintained by the organization and that I must refer to the actual plan documents and summary plan descriptions as these documents are controlling.

I have read and understand the Paid Time Off (PTO) Policy in this Employee Handbook.

Initials_____

Date_____

I also understand that if a written contract is inconsistent with the Employee Handbook, the written contract is controlling.

If I have questions regarding the content or interpretation of this Employee Handbook, I will ask my supervisor or a member of management.

NAME _____

DATE _____

EMPLOYEE SIGNATURE _____