

**Please Read Before Creating Your Own Employee Handbook:**

While we realize that the task of preparing an employee handbook can seem daunting, Carson Coaching requests members avoid the temptation of merely adopting another organization’s handbook. Laws vary widely from state to state, and practices differ depending upon the industry or labor market. What may be applicable to one employer may not be relevant to another. In addition, if you do not take the time to develop your own handbook, you will miss out on the opportunity to convey to employees the elements that make your organization special.

For this reason, Carson Coaching strongly recommends you consult with an Employment/Labor Law attorney prior to the distribution of your employee handbook. Taking this action will ensure your wording is accurate and legally appropriate. It will also ensure your policies are in accordance with federal, state, and local laws.

Last Update: March 2020

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**Purpose of this Handbook**

This Handbook was developed to communicate the employee benefits available to eligible employees and to provide some general guidance about rules and operating procedures which are believed to be useful to all employees. This Handbook sets out general policies and guidelines which are used in hiring, management, compensation, paid time off, discharge, and other aspects of the employer/employee relationship. **[Insert Company Name]** management will also try to keep the lines of communication open through periodic notices to employees, as well as periodic employee meetings.

**Ethical/Legal Questions**

As employees and management of **[Insert Company Name]**, we frequently encounter a variety of ethical and legal questions. The way we decide these issues should be consistent with **[Insert Company Name]**’s basic values and principles. **[Insert Company Name]** expects all employees to obey the law and to act ethically; this includes everyone from **[Insert Company Name]**’s management to the most recently hired employee.

This Handbook provides guidance for resolving a variety of questions for **[Insert Company Name]** employees. These handbook policies and guidelines are designed to deter wrongdoing and to require and promote: (a) honest and ethical conduct, including the ethical handling of actual or apparent conflicts of interest between personal and professional relationships; (b) compliance with applicable governmental laws, and rules and regulations; (c) the prompt internal reporting of violations of this Code of Conduct to appropriate person(s) listed in this Code of Conduct; and (d) accountability for adherence to this Code of Conduct.

Associates who work in specialized areas such as financial reporting, government procurement, and regulatory matters must also comply with additional functional guidelines.

**Open Communication is Encouraged**

Communication is a two-way street. As a result, employees are encouraged to openly talk with their managers about ideas which they may have to improve operations and to discuss any problems which may prevent the organization from running in an efficient professional manner. Employees also are encouraged to talk openly with their managers about any concerns which they may have with respect to their particular working conditions. It is the job of our managers to act as a link between employees and its Principal and Managing Partner, and to help the employee obtain answers to questions or concerns. So, do not be afraid to talk with your manager and ask for his/her assistance in getting answers to your questions.

**Changes/Revisions/Interpretations of Guidelines**

Because of changes in the industry and in our business practices, we have a continuing need to reassess and clarify policies and guidelines, the contents of this Handbook will be updated as required. The contents of this Handbook are an attempt to anticipate situations and answer questions, however, should a situation arise that is not addressed in the Handbook, common sense or good judgment may dictate that exceptions should be approved in certain circumstances or certain policies should be abandoned as unworkable based upon past experience. Therefore, **[Insert Company Name]** reserves the right to interpret, modify, revise, supplement, or rescind any policies or portion of the Handbook from time to time as it deems appropriate. Such revisions may be made in **[Insert Company Name]**'s sole discretion and may be made with or without prior notice. To the extent policies in this Handbook vary from prior policy or practice, the provisions of this Handbook will govern. It is each employee’s responsibility to review this Handbook and all other **[Insert Company Name]** policies, guidelines, and procedures. If you have any questions with regard to **[Insert Company Name]**’s policies, you should discuss them with your manager or Human Resources.

**Free Enterprise System**

**[Insert Company Name]** is a firm believer in the free enterprise system and in the importance of flexibility and independence for both employers and employees. In keeping with this philosophy, **[Insert Company Name]** believes employees should have the unfettered right to quit a job if they do not like it, if they want to move somewhere else, if they want to further their education, or maybe just stay home to take care of children or aging parents. Just as **[Insert Company Name]** believes employees need this flexibility to run their own lives effectively, **[Insert Company Name]** wants the same flexibility to run its business.

**As a result, employees should be aware this Handbook is not intended to create any employment contract with them which promises they will be employed for any set period of time. In particular, the provisions in this Handbook are not intended to create any promise for lifetime employment or any guarantee employees will be discharged only for "cause."**

Of course, we hope you will like it here and you will be such a terrific asset to **[Insert Company Name]** we would hate to lose you. And, we hope we can make this such a terrific place to work you would hate to leave. But, we realize some employees will leave for all sorts of reasons (transfer of a spouse, college graduation, starting a family, etc.), and we may have to ask others to leave for all sorts of reasons (including inability to do the job, inability to get to work on time or at all, or inability to get along with supervisors or co-workers).

So, our relationship may be for a short time or for many years. Regardless of how long we will work together, we do know this: If we treat one another courteously and with genuine good will, try to walk a mile in each other's shoes and see both sides, listen to one another, and try to deal with each other in an honest and fair fashion, we believe everyone will benefit from our relationship and be glad for the time we spend together.

Welcome to **[Insert Company Name]**!

**Message from [Insert Advisor’s Name]**

Thank you for joining **[Insert Company Name]**! I hope you agree you have a great contribution to make to our company and you will find your employment at **[Insert Company Name]** a rewarding experience. I look forward to the opportunity of working together to create a more successful organization. I also want you to feel your employment with **[Insert Company Name]** will be a mutually beneficial and gratifying one.

You have joined an organization that has established an outstanding reputation for quality and customer service. Credit for this goes to everyone in the organization. I hope you, too, will find satisfaction and take pride in your work here. As a member of **[Insert Company Name]**’s team, you will be expected to contribute your talents and energies to further improve the environment and quality of the company.

This Employee Handbook will provide answers to most of the questions you may have about **[Insert Company Name]**’s benefit programs, as well as company policies and procedures. You are responsible for reading and understanding this Employee Handbook. If anything is unclear, please discuss the matter with your manager or Human Resources. I extend to you my personal best wishes for your success and happiness at **[Insert Company Name]**.

**[Insert Advisor’s Name]**

**Mission and Vision**

Mission

**[Insert Mission** (e.g., To inspire our clients to achieve True Wealth through education, communication, and service which exceeds their expectations.)**]**

Vision

**[Insert Vision** (e.g., Our goal at **[Insert Company Name]** is to be your most trusted advisor through our professional knowledge, our integrity, and our personalized service.)**]**

**Core Values**

**[Insert Core Values** (e.g., Professional Knowledge, Integrity, Personalized Service, Teamwork)**]**

**General Management Practices**

**Equal Employment Opportunity**

**[Insert Company Name]** strongly supports the concept of Equal Employment Opportunity because we believe such policies benefit our business, our employees, and our entire society.

All employees are expected to abide by applicable federal and state laws which prohibit discrimination against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, marital status, national origin, age, disability, or any other prohibited basis of discrimination. This includes providing reasonable accommodations to the religious beliefs of others, as well as providing reasonable accommodations for any ADA-covered disabilities which they might have.

All recruitment, selection, placement, and training will be based solely on the job-related qualifications and abilities of the candidates. All employees who apply for a promotion or transfer will be given equal consideration.

All other personnel policies and practices of the organization, including compensation, benefits, discipline, and safety and health programs, as well as social and recreational activities will be administered and conducted in a nondiscriminatory manner.

These same principles require our employees to abide by applicable federal and state non-discrimination laws in their dealings with customers, visitors, and vendors and suppliers, including providing appropriate accommodations to disabled individuals in order to permit them comparable access to our services and facilities as provided to non-disabled individuals. Employees who receive requests for such accommodations should always ask for management guidance before rejecting an accommodation request.

**Anti-Harassment Policy**

It is the policy of the Company to maintain a working environment that encourages mutual respect, promotes respectful and congenial relationships between employees, and that is free from all forms of harassment by anyone, including supervisors, co-workers, vendors, contractors, or customers. Harassment, even when not unlawful or directed at a protected category, is expressly prohibited and will not be tolerated by the Company. Accordingly, Company management is committed to vigorously addressing complaints of harassment and sexual harassment at all levels within the Company.

Reported or suspected occurrences of harassment will be promptly and thoroughly investigated. Following an investigation, the Company will immediately take any necessary and appropriate disciplinary action.

The Company will not permit or condone any acts of retaliation against anyone who files harassment complaints or cooperates in the investigation of same.

1. The term “harassment” includes harassment based on any category protected by federal, state, or local law, which may include depending on the jurisdiction, but is not limited to, unwelcome slurs, jokes, or verbal, graphic, or physical conduct relating to an individual's race, color, religious creed, sex, national origin, ancestry, citizenship status, pregnancy, childbirth, physical disability, mental disability, age, military status or status as a Vietnam-era or special disabled veteran, marital status, registered domestic partner or civil union status, gender (including sex stereotyping and gender identity or expression), medical condition (including, but not limited to, cancer related or HIV/AIDS related), genetic information, or sexual orientation.
2. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature where:
	1. Submission to such conduct is an explicit or implicit term or condition of employment;
	2. Employment decisions are based on an employee's submission to or rejection of such conduct; or,
	3. Such conduct unreasonably interferes with an individual's work performance or creates an intimidating, hostile, or offensive working environment.

Complaint Procedure

The Company provides its employees with a convenient and reliable method for reporting incidents of harassment, including sexual harassment. Any employee who feels harassed or discriminated against is encouraged to immediately inform the alleged harasser the behavior is unwelcome. In some instances, the person is unaware their conduct is offensive and when so advised can easily and willingly correct the conduct so it does not reoccur. If the informal discussion with the alleged harasser is unsuccessful in remedying the problem or if you do not feel comfortable with such an approach, you should immediately report the conduct to your immediate supervisor, manager, or owner of the Company. We cannot help resolve a harassment problem unless we know about it. Therefore, it is your responsibility to bring those kinds of problems to our attention so we can take the necessary steps to correct the problem. The report should include all facts available to the employee regarding the harassment or sexual harassment.

Confidentiality

All reports of harassment or sexual harassment will be treated seriously. However, absolute confidentiality is not promised nor can it be assured. The Company will conduct an investigation of any complaint of harassment or sexual harassment, which may require limited disclosure of pertinent information to certain parties, including the alleged harasser.

Investigative Procedure

Once a complaint of harassment or sexual harassment is received, the Company will begin a prompt and thorough investigation. The investigation may include interviews with all involved employees, including the alleged harasser, and any employees who are aware of facts or incidents alleged to have occurred.

Following an investigation, the Company will immediately take any necessary and appropriate disciplinary action. Disciplinary action will be taken if the investigation reveals an employee has acted in a manner that is not in alignment with the goal of this policy even when the actions may be lawful. In fact, the Company may address any workplace issue discovered during an investigation. This may include some or all of the following steps:

1. Restore any lost terms, conditions, or benefits of employment to the complaining employee.
2. Discipline the harasser. This discipline can include written disciplinary warnings, transfer, demotion, suspension, and termination.

If the harassment or sexual harassment is from a vendor, contractor or customer, the Company will take appropriate action to stop the conduct.

If you have made a complaint, but feel that the action taken in response has not remedied the situation, you should make a complaint following the complaint procedure outlined in this policy.

Duties of Employees and Supervisors

All employees of the Company, both management and non-management, are responsible for assuring that a workplace free of harassment or sexual harassment is maintained. Any employee may file a harassment complaint regarding incidents experienced personally or incidents observed in the workplace. The Company strives to maintain a lawful, pleasant work environment where all employees are able to effectively perform their work without interference of any type and requests the assistance of all employees in this effort.

All Company supervisors and managers are expected to adhere to the Company's anti-harassment policy. Supervisors' evaluations may include an assessment of the supervisor's efforts in following and enforcing this policy.

All managers and supervisors are responsible for doing all they can to prevent and discourage harassment or sexual harassment from occurring. If a complaint of harassment or sexual harassment is raised, supervisors and managers are to act promptly so that Human Resources may proceed with an investigation. If a supervisor or manager fails to follow this policy, he or she will be disciplined. Such discipline may include termination.

**Conflict Resolution Procedure**

Full details of the Conflict Resolution procedure are set forth in a separate section of this Handbook. Briefly summarized, employees should take the following actions if they believe they have been subjected to harassment or other unlawful treatment in violation of our EEO Policy:

If an employee believes he/she has been treated inappropriately by another **[Insert Company Name]** employee, the first step for the employee to take is to determine whether there is any reasonable chance the offending party may have been unaware the conduct was inappropriate or offensive. If so, and if the employee feels comfortable doing so, the employee should try to resolve the situation by talking with the individual and advising him/her the conduct was objectionable, giving this individual an opportunity to correct the situation. If the problem remains unresolved, or the employee feels uncomfortable about approaching the individual, the complaint should be brought to the immediate manager or Human Resources.

On occasion, however, an employee may engage in conduct which most reasonable people know would result in serious offense to another (such as racial name-calling or very explicit sexual jokes). In such a situation, the employee should promptly report the matter to the immediate manager (or Human Resources, if the immediate manager is involved). Other employees also have a responsibility to report these types of problems if the affected employee is reluctant to report the matter so the situation does not escalate to the point where the work of everyone in the area becomes adversely affected by a poisoned atmosphere.

In the case of harassmentby any outside vendor, customer, visitor, or supplier, the procedure to follow depends upon the nature and severity of the harassment. Where no offense may have been intended by the outside individual (such as joke-telling by a salesman which offends some, but not others), it may be appropriate to try to handle the matter in the same way as when dealing with a co-worker who has inadvertently done something offensive (unless the outside person is at a much higher level, in which case it may be better to ask the immediate manager to handle the matter). Where the outside person is being verbally abusive (such as engaging in name-calling or using racial/sexual epithets), the employee should try to remain calm, keep notes of what was said, avoid confrontations (which only tend to escalate matters and result in arguments over who started it), and send immediately for a manager to handle the matter.

**Anti-Retaliation Policy**

**[Insert Company Name]** wants all employees to feel free to present workplace problems through its Conflict Resolution procedure and to feel free to insist on courteous treatment in compliance with this Policy. As a result, no retaliation is permitted against a person who has made a good faith complaint or report of a workplace problem (including a complaint of possible discrimination or harassment) or who has made a good faith request for an investigation into whether discrimination or harassment has occurred, in accordance with the Conflict Resolution Procedure.

**Retaliation of any kind is strictly prohibited.**

It is the employee’s responsibility to know, understand, and comply with Company policies. For clarification of this policy or to report a violation of Company policies, contact Human Resources.

**Payroll, Personnel & Administration**

**Importance of Accurate Data**

**[Insert Company Name]** relies upon the accuracy of information contained in the employment application and/or professional resume, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the Company's exclusion of the individual from further consideration for employment or, if the person has been hired, may result in termination of employment.

**Personnel Data Changes**

It is the responsibility of each employee to promptly notify Human Resources of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, emergency contacts, educational accomplishments, and other such status reports should be accurate and current at all times. If any personnel data is changed, the employee must notify Human Resources.

**Emergency Contact Information**

All employees must provide emergency contact information for persons to be contacted in the event of a personal emergency. Emergency contact information is confidential and will not be made available to nonessential staff. Emergency contact information may not be used for any purposes other than for its original intention.

All employees are required to supply emergency contact information. It is each employee’s personal decision as to whom he or she chooses to have as the emergency contact.

**Personnel Files**

An employee may request to review his/her official personnel file by appointment with Human Resources. The official personnel file includes information such as employment documentation, training records, and any specific pay provisions.

Employee files are maintained by Human Resources and are considered confidential. Managers, other than Human Resources, may have access to personnel file information, in addition to past performance records.

Personnel files are to be reviewed in the office of Human Resources and may not be taken outside of this venue. Representatives of government or law enforcement agencies, in the course of their business, may be allowed access to file information. This decision will be made at the discretion of Human Resources in response to the request, a legal subpoena, or court order.

**Employee Classification**

It is the intent of **[Insert Company Name]** to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. The right to terminate the employment relationship at will at any time is retained by both the employee and **[Insert Company Name]**.

All employees are designated as either *Non-Exempt* or *Exempt* under state and federal wage and hour laws.

*Non-Exempt employees* are employees whose work is covered by the Fair Labor Standards Act (FLSA). They are NOT exempt from the law’s requirements concerning minimum wage and overtime.

*Exempt employees* are generally managers, professional, administrative, or technical staff who are exempt from the minimum wage and overtime provisions of the FLSA. Exempt employees hold jobs which meet the standards and criteria established under the FLSA by the US Department of Labor.

**[Insert Company Name]** has established the following categories for both non-exempt and exempt employees:

*Regular, full-time* – Employees who are not in a temporary status and who are regularly scheduled to work a full-time schedule of a minimum of 40 hours per work week. Generally, they are eligible for the full benefit package, subject to the terms, conditions, and limitations of each benefit program.

*Regular, part-time* – Employees who are not in a temporary status and who are regularly scheduled to work less than the full-time schedule of 40 hours per week. Regular, part-time employees are eligible for some of the benefits offered by the Company subject to the terms, conditions, and limitations of each benefit program.

*Temporary, full-time* – Employees who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project and who are temporarily scheduled to work the Company’s full-time schedule for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary, full-time employees are not eligible for company benefits.

*Temporary, part-time* – Employees who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project and who are temporarily scheduled to work less than the Company’s full-time schedule for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary, part-time employees are not eligible for company benefits.

**Work Hours/Schedules**

Regular office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday.

Employees are expected to work 8:00 a.m. to 5:00 p.m., Monday through Friday unless other arrangements are made with your manager or a Flextime schedule has been created. Alternative work schedules must fall within the following parameters:

* The work schedule needs to be consistent for a sustained period of time. It may not be changed from day to day or week to week. One-time events/issues are acceptable with manager approval.
* All schedule changes must be approved by your manager before taking effect.
* A 40-hour work week is a minimum requirement for regular, full-time employees. Employees are expected to stay late or come in early as necessary in order to complete any job duties and responsibilities that require this for effectiveness (i.e., working with a client, meeting a deadline, catching up on priority projects, preparing for mailings or meetings, completing time-sensitive tasks, etc).

Flextime

**[Insert Company Name]** offers a Flextime Program to allow employees to work outside of the standard Monday through Friday, 8:00 a.m. to 5:00 p.m. schedule in order to provide them with some work/life balance flexibility.

A Flextime schedule can include a variation of schedule options, but some of the more common variations might resemble a summer hour schedule (where an employee works nine-hour days and then takes a half day off), or a daily work schedule that involves working hours outside of the standard 8:00 a.m. to 5:00 p.m. (i.e., 7:00 a.m. to 4:00 p.m., 9:00 a.m. to 6:00 p.m., or 10:00 a.m. to 7:00 p.m.).

Employees are encouraged to develop a schedule that accommodates their needs outside of work keeping the following in mind:

* Schedules must be approved by management prior to implementation.
* All schedules of staff within the functional department must be taken into consideration before implementation to ensure daily business needs are met.
* While employees do have options, they must select and commit to an option. Schedules are intended to be consistent and should not vary from week to week or month to month (if an employee finds that his/her flex schedule is not effective for personal or business reasons, he/she will resume a standard 8:00 a.m. to 5:00 p.m., Monday through Friday schedule or needs to come up with a reasonable solution to modify the schedule that will minimize disruptions).
* Flextime is eliminated during weeks that contain a holiday.
* Flextime is eliminated during weeks where vacation time is scheduled.

While **[Insert Company Name]** wants to accommodate employees by providing them with flexible options, that same flexibility must exist pertaining to meeting business needs. Employees are expected to modify their schedules accordingly in order to ensure work gets done. This may mean coming into the office on their “flex day” in order to attend a meeting, accommodate a client’s schedule, or simply to attend to work that needs to be completed. **[Insert Company Name] management has the right to modify, suspend, or eliminate the Flextime program at any time and for any reason.**

**Emergency Closing**

Although the Company will make every effort to remain open for business on scheduled workdays, there may be instances where conditions make it impossible to do so. These include, but are not limited to, severe weather, declared state of emergency, utility disruptions, natural disasters, and terrorist actions. In all cases, employee safety will be the primary consideration. The following procedures will set forth employer and employee obligations regarding reporting to work, use of leave, and pay issues when circumstances impact the organization’s ability to be open for business.

In the event that severe weather, a declared state of emergency, utility disruption, natural disaster, or terrorist action has impacted the mobilization of the city, **[Insert Company Name]** employees are encouraged to call into their voice mailbox to determine if a global voice mail announcement has been made by **[Insert Company Name]** management indicating the office is closed. An office closing will be determined and communicated by members of **[Insert Company Name]** management only, including its President, Managing Partner, Vice President/General Manager, or Human Resources. No other representatives have authority to take such action.

On days when such instances occur, or worsen as the day progresses, a decision may be made by **[Insert Company Name]** management to close early. In such cases, a global voice mail announcement will be made. Employees will be expected to remain at work until the appointed closing time, unless their flextime day ends prior to that time, or unless they receive permission from their immediate manager to do otherwise.

On days when instances occur and a decision has been made to close down **[Insert Company Name]** offices, the time off from scheduled work will be paid and will not require the use of PTO for the time off. Time absent from work under the above circumstances shall not be counted as hours worked when computing weekly overtime.

In instances where the office remains open, employees are expected to be present at work. In situations where an employee feels his/her presence at work compromises his/her health and/or safety, he/she may use PTO towards the absence.

**Pay Practices & Timekeeping**

Accurately recording of time worked is the responsibility of every non-exempt employee. Federal and state laws require **[Insert Company Name]** to keep an accurate record of time worked by non-exempt employees in order to calculate employee pay and benefits. Non-exempt employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Employees should not work overtime without obtaining the permission from their manager. All overtime work must be recorded on time sheets.

Altering, falsifying, or tampering with time records (including completing a time card for another employee) may result in disciplinary action, up to and including termination of employment.

It is the responsibility of every employee to sign his/her own time records to certify the accuracy of all time recorded.

Overtime

In accordance with the Federal Labor Standards Act (FLSA), non-exempt employees are eligible to receive overtime pay at a rate of one and one-half times their regular pay for time worked in excess of 40 hours per work week. A work week is considered Sunday through Saturday. At the manager’s discretion, an employee’s work schedule may be adjusted during a work week to avoid overtime.

Exempt employees are not eligible for overtime pay; they are expected to work as many hours as required to perform the duties of the position.

Time Worked

Approved paid absences, including, but not limited to, sick leave, vacation leave, holiday leave, FMLA, military leave, jury and witness duty, funeral/bereavement leave, and voting time off, are not counted as time worked for the purposes of computing overtime.

**Pay Dates**

Employees are paid on a semi-monthly basis occurring on the 15th and last day of each month. In the instance where the 15th or the last day of the month falls on the weekend, the pay date will occur on the previous Friday.

Employees will be paid based on 24 pay periods within the calendar year without regard to the number of days within the pay period.

**Performance Evaluations**

Managers and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Formal performance evaluations are conducted at least twice a year (and may be completed more often where extra counseling appears appropriate). On occasion, a manager may forget an appraisal is due because of other work pressures. Employees are encouraged to speak up and request their appraisals if overdue, as raises generally are not given until a satisfactory appraisal has been completed for the employee.

**Employee Benefits**

**Paid Time Off (PTO)**

All regular employees are eligible to earn Paid Time Off (PTO). There is a 90-day waiting period for new employees to become eligible to use PTO.

Full-time Employees

Full-time employees will accrue PTO on a monthly basis at the beginning of the month. PTO will be pro-rated based on an employee’s first day of employment.

Hourly Employees

PTO for regular, non-exempt employees will be accrued per hour worked. PTO will also be accrued per hour reported for holiday, jury duty, PTO, and bereavement pay. PTO for part-time employees will accrue per pay period.

PTO Schedule

Employees earn PTO per years of service and advance to the next PTO level at the start of the calendar year in which they reach an anniversary milestone (5 and 10 years). PTO is accrued based on the schedule below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PTO****Accrual Level** | **Length of Service** | **Monthly****Accrual****(Hours)** | **Annual****Accrual****(Hours)** | **Maximum Total Accrual (Hours)** |
| **Level 1** | Date of Hire through End of 1st Calendar Year | 6.67 | 80 | 80 |
| **Level 2** | Start of 2nd Calendar Year through End of 5th Calendar Year | 10.00 | 120 | 180 |
| **Level 3** | Start of 6th Calendar Year through End of 10th Calendar Year | 13.33 | 160 | 240 |
| **Level 4** | 11th Calendar Year + | 16.67 | 200 | 300 |

***Example of Employee with Hire Date of 1/6/2020:***

2020: 1st Calendar Year of Service (10 Days, Prorated from Hire Date)

2021:     2nd Calendar Year (**15 days**)

2022:     3rd Calendar Year (15 days)

2023:     4th Calendar Year (15 days)

2024:     5th Calendar Year (15 days)

2025:     6th Calendar Year & Celebrate **5-year** anniversary (**20 days**)

2026:     7th Calendar Year (20 days)

2027:     8th Calendar Year (20 days)

2028:     9th Calendar Year (20 days)

2029:     10th Calendar Year (20 days)

2030:     11th Calendar Year & Celebrate **10-year** anniversary (**25 days**)

PTO Management

PTO may be used for vacation, personal illness, family illness, personal appointments, inclement weather, and any similar situation upon approval from your manager. PTO usage will be charged in four-hour increments for salaried employees and half-hour increments for hourly employees allowing more flexibility in scheduling.

Prior approval is required of your manager for any planned absence. A planned absence is defined as any absence where at least 24 hours notice was provided. Please provide as much advance notice as possible. Every effort will be made to allow PTO when required, but priority will be given in accordance with seniority and length of advance notification. To schedule PTO, please email your manager. For unplanned absences, you must also notify your manager as soon as possible.

The Company believes PTO is important and encourages employees to use it. The maximum PTO accrual for employees is one and a half times the employee’s current yearly rate except for those employees who are in their first calendar year of employment. Employees may not bank PTO in excess of one and a half times the annual amount for which they are eligible. Once an employee has accrued the maximum amount of PTO, the accrual will stop until such time as the employee’s PTO bank is below the maximum amount. **There may be instances where the Company would make an exception allowing additional accrual above the maximum for scheduled absences.**

Employees who exhaust their PTO may ‘borrow’ up to 40 hours against future accrual with their manager’s approval. Any hours borrowed exceeding 40 hours must be taken unpaid and will be adjusted through payroll. The employee will be asked to complete a 'Deduction Authorization From' stating that their pay will be reduced for the unpaid time off.  Employees will also be required to complete this form to reimburse the company for any negative PTO balance should the employee leave the organization. In rare circumstances, employees may be able to take unpaid leave with approval from their manager and Human Resources.

If an employee is on an unpaid leave, he/she will not accrue PTO days until he/she returns to active employment.

PTO & Termination

Employees will be paid for any accrued, but unused PTO, at termination with their final paycheck.

**Holidays**

**[Insert Company Name]** recognizes nine paid holidays each year. Regular Full-Time and Regular Part-Time employees are eligible for Holiday Pay.

Recognized holidays are: *New Year’s Day, Martin Luther King, Jr. Day, President’s Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, and Christmas Day.*

Should a holiday fall on a weekend, the holiday will be observed on the work day closest to the holiday.

The following conditions apply to **[Insert Company Name]**’s holiday pay policy:

* Holiday pay will not be considered as time worked for the purpose of calculating overtime.
* Holiday pay is computed at individual employee’s base rate of pay.
* If an employee is scheduled to work on a holiday, he or she will be paid employee’s regular rate of pay plus eight hours of holiday pay.
* Holidays will not be paid to employees on any type of unpaid leave.
* Holidays falling within an approved scheduled vacation will be recorded as holiday pay.
* Employees must be present at work on his or her last scheduled day prior to the holiday and the first scheduled day after the holiday to receive holiday pay (unless the holiday falls within an approved scheduled vacation).

Time off without pay (or paid if employee has available PTO) may be granted to employees who desire to observe a religious holiday which falls on a regular work day provided undue hardship is not introduced to the Company.

**[Insert Company Name]** *reserves the right to change or modify the Company holidays at any time.*

**Employee Assistance Program**

When it’s difficult to cope with family, work-related, personal, or substance-abuse problems – at work and at home – we often turn to family or friends for support. Unfortunately, there are times when that’s not enough. Sometimes you need the ear of an experienced professional, one who will keep your concerns confidential and help guide you in the right direction.

Our EAP has trained professionals to work with you as you search for solutions to personal and workplace issues. The program is voluntary and confidential; only your EAP professional will know you have called. The program is paid for by the Company and includes assistance for you and your immediate dependent family members.

Services include:

* 24-hour toll-free phone access to EAP professionals seven days a week
* Telephone assistance and referral
* Service for immediate and dependent family members

This program provides confidential and voluntary assistance to all employees and their family members who may be faced with dynamic challenges of stress, resiliency, depression, gambling and other addictive behaviors, parenting, financial issues, life changes, relationships, drug or alcohol abuse, mental health, grief, balancing work and home, etc. All contact between the employee and the EAP is held strictly confidential. In cases where an employee’s continued employment is contingent upon calling the EAP, the EAP counselor will only verify whether or not the employee has contacted the EAP and, if ongoing treatment is necessary, that the employee is following through on the treatment.

Participation in the EAP Program does not jeopardize job security or promotional opportunities. However, it does not excuse the employee from following the company’s policies and procedures or meeting required standards for satisfactory job performance except where specific accommodations are required by law.

An objective point of view can be a good start to working through your concerns. **An EAP professional can be reached at (866)402-0003, 24 hours a day, seven days a week.**

**Employee Development**

**[Insert Company Name]** recognizes for development purposes, employees may need to attend training seminars or workshops conducted offsite, join professional associations, or subscribe to vocational literature, that will enable them to remain abreast of best practices in their respective fields. Employees interested in this company benefit must discuss the activity with their immediate manager to obtain initial approval. With the manager’s initial approval, the employee may submit the approved expense report form to have related expenses paid by the company.

Seminars/Conferences

Employees will be permitted to attend offsite seminars, conferences, or workshops that will be paid for by the Company. The training event must have a direct relationship to the job the employee performs. Employees are strongly encouraged to seek out local training and developmental events; however, per management approval, **[Insert Company Name]** will cover expenses associated with any travel and lodging for remote events. For work scheduling purposes, the employee’s request for attendance must be received at least one month in advance of the event.

Professional Associations/Certifications

Employees will be permitted to join one professional association, membership fees for which will be paid for by **[Insert Company Name]**. The association selected must have a direct relationship to the job the employee performs.

Certifications are generally earned through testing. **[Insert Company Name]** will reimburse exam fees to only those employees who have successfully passed their certification exam.

For those employees who have already obtained their professional certification and need to maintain their license(s) will be reimbursed the expense of their courses to the extent it is required to maintain the professional license. Time off will also be granted to attend these educational courses. For scheduling purposes, the employee’s request for attendance must be received at least one month in advance of the event.

Educational Courses

Employees are encouraged to continuously strive for higher education. **[Insert Company Name]** may reimburse full-time regular employees for education costs for courses approved by the Company.

The approval for reimbursement will be dependent upon the course and its relevance to the employee's current or future potential position. Additionally, employees must have six (6) consecutive months of service immediately preceding the submission of the application for tuition reimbursement. Approval must be obtained prior to commencement of each course per semester. Reimbursement of expenses related to this goal will be reimbursed at 100% provided that the enrollee complete the course with a grade “B” or better, or where applicable, obtain a completion certificate. The maximum reimbursement is $1500 per calendar year. **[Insert Company Name]** will reimburse for course enrollment, lab fees, textbooks, and other materials or fees related to the course.

An employee who voluntarily leaves the Company within one year of completing the course is required to reimburse **[Insert Company Name]** for the cost of the course. The course registration must be presented, along with the professional development resource request form outlining the benefits to be gained by the Company as a result of such course completion, to the employee’s manager for approval. If an educational course is offered online, the employee must take the online course versus traveling out of town. If the employee decides to travel out of town, those costs will not be reimbursed.

Vocational Literature

**[Insert Company Name]** will cover expenses associated with subscriptions and other print material for employees who wish to expand their professional knowledge through vocational literature such as trade magazines, books, etc., provided it is directly relevant to their position and work performed.

Professional Development Resource Request Form

Employees who wish to take advantage of the professional development benefit described above must complete a Professional Development Resource Request Form and submit it to their manager for approval prior to taking any action involving a registration, enrollment, or purchase. Please note this policy is subject to annual company budgets established for professional development.

**Employee Referral Program**

**[Insert Company Name]** understands becoming a nationally recognized leader in this industry doesn't happen without the right people. We are always looking for good people and talented people know talented people! Research has shown new hires that come into an organization through employee referrals are excellent contributors, stay with the company longer, and are a more cost-effective recruit.

If you know someone who would be a good addition to **[Insert Company Name]** and they meet the qualifications for an existing open requisition, it may be worth $500.00 if you refer them for employment and they are hired. When the referred hire has completed 90 days of active service, the referring employee will receive a bonus of $500.00 (subject to taxes) in their paycheck.

**Employee Wellness**

**[Insert Company Name]** offers a fitness membership reimbursement benefit. If you are a member of a fitness facility that tracks your usage, then you are eligible for this benefit. Annually, you can turn in your usage numbers and be reimbursed a maximum of $300.00. You have to use the facility at least 180 times throughout the year. All usage reports need to be turned into Human Resources for approval. This reimbursement is a taxable benefit.

**Employee Matching Gift Program**

**[Insert Company Name]** employees are eligible to participate in the **[Insert Company Name]** Matching Gift Program. The **[Insert Company Name]** Matching Gift Program is designed to encourage employees to contribute to qualifying charitable organizations where they have a personal ongoing involvement. The Program offers a way to double — up to $500.00 per person each calendar year — employees’ cash contributions to their favorite charitable organizations and thus improves their communities.

Employee Eligibility

The following active **[Insert Company Name]** employees are eligible to participate upon completing one year of continuous service:

* Full-time salaried employees
* Full-time hourly employees
* Permanent Part-time employees

Eligible employees must be actively working at the time of their donation to qualify for the Program.

Match Terms

The Program is funded and administered through **[Insert Company Name]**, subject to these terms:

* Match – 1:1
* Maximum match – $500.00 U. S. dollars per employee, per calendar year
* Minimum match – $25.00 U. S. dollars per organization
* Multiple donations per employee – allowable, subject to minimum and maximum
* Multiple donations by one employee will be processed in the order they are received.

Qualifying Organizations

The Program will match donations to the following:

* **U.S. Charitable Organizations**: Charitable organizations in the United States must be tax-exempt under section 501(c)(3) of the Internal Revenue Code and not be classified as a private foundation. No other qualification process is required.

*Please contact Human Resources to obtain more information on the* **[Insert Company Name]** *Matching Gift Program.*

**Leaves & Approved Absences**

**Vacation/Paid Time Off (PTO)**

Paid vacation time off is available through Paid Time Off (PTO) to regular full-time employees to provide them with time away from work to attend to personal or family matters and other personal pursuits. *Please refer back to the Paid Time Off policy located in the Employee Benefits section of this Handbook for accrual details.*

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

Vacation may be scheduled at any time during the year, subject to approval of the employee’s immediate manager. Employees are cautioned that requests for use of vacation in the last two months of the year, as well as in July, are very popular so it is advisable to request such time early. Where more employees have requested time off during these time periods than can be accommodated by their department, the manager usually will hold a meeting of the employees to decide upon an equitable way to allocate popular vacation times.

Once vacations have been scheduled, **[Insert Company Name]** will make every effort to honor the requests for these specific vacation times. However, employees are encouraged to check with their managers about departmental workloads before scheduling their vacation time.

**Leaves of Absence**

The purpose of this section is to identify the common reasons employees request time off work and to provide some guidelines on when the Company will treat such absences as excused (so no disciplinary action will be taken for the absence). Obviously, not every possible situation can be envisioned or identified, and **[Insert Company Name]** retains the right to decide whether a particular absence should be excused in any particular situation.

Bereavement/Funeral Leave

In order to allow an employee to deal with the particular trauma of death within the family, three days of paid time off will be available for bereavement. On a case-by-case basis, additional paid time off may be granted by the employee’s manager based on the situation.

A family member is defined as spouse, children and step-children, parents and step-parents, parents-in-law, sister/brother and sister/brother-in-law, grandparents and grandparents-in-law, grandchildren, aunt/uncle, and niece/nephew. PTO can be used for the death of other relatives and friends not covered in the definition of family.

Court Attendance & Jury Duty

**[Insert Company Name]** will grant leave to employees who must be absent due to jury duty. **[Insert Company Name]** may require proof of such court attendance. Employees on jury duty will receive their regular compensation, less jury pay, for the first ten working days of any such service.

Additional jury duty time beyond ten working days will be unpaid (unless the employee chooses to apply available accrued leave time to the absence). However, any absence for jury duty will be considered to be excused and during the period of jury service the employee will be treated in the same manner as any employee on unpaid personal leave. If an unpaid leave will present an undue hardship to the employee, the employee should advise the court of this fact at the time of jury selection.

Employees who wish to make court appearances in their own litigation should make advance arrangements to request time off for such appearances. Vacation time normally may be applied to the absence, if such time is available and advance arrangements have been made. Employees should be aware court dates normally are set several weeks in advance. Failure to request time off in a timely manner may be viewed as grounds for denial of the leave and/or denial of the application of vacation time to the absence. As a result, employees may be well advised to inform their counsel of the need to receive timely notice of any court appearances (because "emergencies" created by neglect of counsel are not viewed as genuine emergencies by the Company).

If the employee is subpoenaed to appear on behalf of another person in litigation to which the employee is not a party, the employee should follow the usual procedures for requesting personal time off. Absences for such appearances will be unpaid (subject to any FLSA requirements applicable to exempt employees), unless the employee is permitted to apply accrued vacation time to the absence.

**Extended Leaves of Absence**

An extended leave of absence is defined as an unpaid approved absence from work for a specified period of time for medical, parental, military, or personal reasons. If an employee finds that he or she must be out of work for more than three days, he or she should contact their direct manager to determine if a leave of absence may be necessary. The employee may be required to provide documented evidence of the leave.

Except as required by law, the maximum amount of Leave of Absence (LOA) time an employee is allowed to take is 26 weeks in a 12-month time period measured backward from the date an employee begins a leave of absence (rolling period). During an extended leave of absence, an employee will not continue to accrue PTO and will not be eligible to receive holiday pay. All extended leave of absence requests must be approved by management and Human Resources.

Medical Leave

On occasion, an employee finds it necessary to be out of work due to a personal illness or to care for a family member who has a serious health condition.

Upon making a request for a medical LOA, the employee may be required to provide documentation to support illness or serious health condition.

Maternity/Paternity Leave

A maternity/paternity LOA may be granted to employees for the birth of an employee’s child. (This applies when there are no medical complications due to pregnancy or childbirth; if there are medical complications due to pregnancy or childbirth, employees should refer to the medical LOA.) A maternity/paternity leave of absence may also be granted for placement of a child in the employee’s care for adoption or foster care.

Upon making a request for a LOA, the employee may be required to provide documentation to support the birth or legal placement of a child.

Personal Leave

Leaves of absence may be granted to allow the employee to handle personal, family, educational, or religious matters which cannot be handled during scheduled Paid Time Off and which are not covered under any other type of leave. The decision to grant or deny the leave is within the sole discretion of **[Insert Company Name]** (based upon a number of factors, including the amount of time requested; whether vacation time was available which could have been used in lieu of asking for added time off; the reason for the request; the prior work history of the employee; the hardship to **[Insert Company Name]** if the leave is granted; and other related factors).

Military/Uniformed Service Leave

The Uniformed Services Employment and Reemployment Rights Act (USERRA) was signed on October 13, 1994. The Act applies to persons who perform duty, voluntarily or involuntarily, in the "uniformed services," which include the Army, Navy, Marine Corps, Air Force, Coast Guard, and Public Health Service commissioned corps, as well as the reserve components of each of these services. Federal training or service in the Army National Guard and Air National Guard also gives rise to rights under USERRA. In addition, under the Public Health Security and Bioterrorism Response Act of 2002, certain disaster response work (and authorized training for such work) is considered "service in the uniformed services."

Uniformed service includes active duty, active duty for training, inactive duty training (such as drills), initial active duty training, and funeral honors duty performed by National Guard and reserve members, as well as the period for which a person is absent from a position of employment for the purpose of an examination to determine fitness to perform any such duty.

USERRA covers nearly all employees, including part-time and probationary employees. USERRA applies to virtually all U.S. employers, regardless of size.

*Basic Provisions/Requirements*

The pre-service employer must reemploy service members returning from a period of service in the uniformed services if those service members meet five criteria:

* The person must have held a civilian job;
* The person must have given notice to the employer he or she was leaving the job for service in the uniformed services, unless giving notice was precluded by military necessity or otherwise impossible or unreasonable;
* The cumulative period of service must not have exceeded five years;
* The person must not have been released from service under dishonorable or other punitive conditions; and
* The person must have reported back to the civilian job in a timely manner or have submitted a timely application for reemployment.

USERRA establishes a five-year cumulative total on military service with a single employer, with certain exceptions allowed for situations such as call-ups during emergencies, reserve drills, and annually scheduled active duty for training.

Employers are required to provide to persons entitled to the rights and benefits under USERRA a notice of the rights, benefits, and obligations of such persons and such employers under USERRA.

USERRA also allows an employee to complete an initial period of active duty that exceeds five years (e.g., enlistees in the Navy's nuclear power program are required to serve six years).

*Employee Rights*

Under USERRA, restoration rights are based on the duration of military service rather than the type of military duty performed (e.g., active duty for training or inactive duty), except for fitness-for-service examinations. The time limits for returning to work are as follows:

* Less than 31 days service: By the beginning of the first regularly scheduled work period after the end of the calendar day of duty, plus time required to return home safely and an eight-hour rest period. If this is impossible or unreasonable, then as soon as possible;
* 31 to 180 days: The employee must apply for reemployment no later than 14 days after completion of military service. If this is impossible or unreasonable through no fault of the employee, then as soon as possible;
* 181 days or more: The employee must apply for reemployment no later than 90 days after completion of military service;
* Service-connected injury or illness: Reporting or application deadlines are extended for up to two years for persons who are hospitalized or convalescing.

USERRA guarantees pension plan benefits that accrued during military service, regardless of whether the plan is a defined benefit plan or a defined contribution plan. USERRA provides service members activated for duty on or after December 10, 2004 may elect to extend their employer-sponsored health coverage for up to 24 months. Service members activated prior to December 10, 2004, could elect to extend coverage for up to 18 months. Employers may require these individuals to pay up to 102% of total premiums for that elective coverage. In addition, USERRA prohibits employment discrimination against a person on the basis of past military service, current military obligations, or an intent to serve.

**Business Operations**

**Use of Company Telephone, Email, Computer, & Internet**

**[Insert Company Name]**'s Computer Resources are made available to you to enhance the professional services the Company provides to our clients, to make more efficient the business activities of the Company, and to enhance your ability to perform your job functions. In order to effectuate these purposes, please refer to the Information Technology Systems Appendix that is attached at the end of this document.

**Personal Appearance & Dress Standards**

**[Insert Company Name]** employees are expected to present a clean, well groomed, and professional appearance while representing the Company whether that is in or outside of the office. Therefore, employees are required to dress professionally by corporate tradition Monday through Friday.

This is a general overview of appropriate business professional attire. Items that are not appropriate for the office are listed, too. Neither lists are all-inclusive and both are open to change. The lists tell you what is generally acceptable as business professional attire and what is generally not acceptable as business professional or business casual attire. No dress code can cover all contingencies so employees must exert a certain amount of judgment in their choice of clothing to wear to work. If you experience uncertainty about acceptable, business professional attire for work, please ask your manager or Human Resources.

*Business Professional Dress*

Acceptable Business Professional Male Dress:

 Business suits

 Sports coat with slacks

 Dress shirt with tie

 Socks and dress shoes

Acceptable Business Professional Female Dress:

Business suits

 Jackets/Blazers with slacks

 Dresses and skirts

 Blouses/sweaters

 Hosiery is recommended, but not required

 Dress shoes (can be open-toed if they are professional)

Open-toed dress shoes or shoes without backs (slides) may be worn without socks or hosiery as long as your toes are well manicured and you remember your appearance needs to be professional.

*Unacceptable Attire*

Unacceptable attire includes, but is not limited to, jeans or jean-like materials, polo or golf-type shirts, tank tops, halter tops, tight knit pants, capri or cropped pants, tee shirts, sweatshirts, caps and hats, clothing with messages on it, bare midriffs, sleeveless shirts or dresses, mini skirts (skirts that are shorter than 3” above the knee (modesty is the key)), stretch or other form fitting pants, bib overalls, leather pants, flannel, off-the-shoulder tops, shorts, skorts or culottes, sports jerseys, casual or exercise wear, beachwear, and similar fashions. On all days it is not appropriate to wear stained, wrinkled, frayed, or revealing clothing to the office. If for any reason the above requirements regarding appropriate dress are not achievable due to any reason (an injury, for example) please contact Human Resources.

*Unacceptable Shoes and Footwear*

Athletic or walking shoes, sneakers, leather deck shoes, Crocs®, flip-flops, slippers, and casual sandals.

If clothing fails to meet these standards, as determined by the employee’s manager and Human Resources, the employee will be asked not to wear the inappropriate item to work again. If the problem persists, the employee may be sent home to change clothes and will receive a verbal warning for the first offense. All other policies about personal time use will apply. Corrective action will be applied if dress standard violations continue.

Extremes in style or color of hair and facial jewelry such as a nose or eyebrow piercing are to be avoided. Any body art must be well covered.

**Attendance and Dependability**

To maintain a productive work environment, **[Insert Company Name]** expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness result in a burden on other employees and on the Company’s overall operations. Employees who are unable to be at work on time or are unable to work as scheduled must notify their supervisors as soon as possible via telephone in advance of the tardiness or absence.

Excessive tardiness and poor attendance may lead to disciplinary action up to and including termination of employment.

**Conflict Resolution**

Problems, misunderstandings, and frustrations may arise in the workplace. It is **[Insert Company Name]**’s intent to be responsive to our employees and their concerns. Therefore, an employee who is confronted with a problem may use the guidelines described below to resolve or clarify his or her concerns.

Employees should initially attempt to resolve the conflict by talking through the issue(s) with the involved party. If this attempt for conflict resolution fails, employees should direct their concerns to their immediate manager. If the discussion with the immediate manager does not resolve the problem to the satisfaction of the employee, or if the complaint directly involves the employee's manager, the employee should schedule an appointment to address the conflict with Human Resources.

Human Resources may call a meeting with the parties directly involved to facilitate a resolution or may gather further information from involved parties. All involved individuals, other than Human Resources, will be charged with the responsibility of not discussing the situation with any other employee or with the complainant employee. The Human Resources Consultant may at any time address the problem with the Company’s principal if all efforts have been exhausted and the problem remains unresolved.

Because problems are best resolved on an individual basis, the conflict resolution procedure may only be initiated by individual employees and not by groups of employees.

**[Insert Company Name]** reserves the right to impose appropriate disciplinary action for any conduct it considers to be disruptive or inappropriate. The circumstances of each situation may differ and the level of disciplinary action may also vary, depending upon factors such as the nature of the offense, whether it is repeated, the employee's work record, and the impact of the conduct on the organization.

**[Insert Company Name]** strictly prohibits any form of retaliation against an individual who files a good faith complaint.

**Standard of Conduct**

**General Rules of Conduct**

**[Insert Company Name]**’s prestige and reputation will be determined by the work we do and by the employees who represent us. We are proud of those who work for us and employees can be proud of the positions of trust they hold. We must continue to earn that trust in everything we do. We expect that employees will maintain the highest degree of integrity and honesty. The community will judge **[Insert Company Name]** by the actions of its employees.

We have established certain policies we feel are important. Some have to do with personal conduct and integrity. Others are about how we present ourselves to the public. All of these are important to our success and must be a commitment that will be shared by all employees.

Build Trust and Credibility

The success of our business is dependent upon the trust and confidence we earn from our employees, clients, vendors, and customers. We gain credibility by adhering to our commitments, displaying honesty and integrity, and reaching company goals solely through honorable conduct. It is easy to say what we must do, but the proof is in our actions. Ultimately, we will be judged on what we do.

When considering any action, it is wise to ask: Will this build trust and credibility for **[Insert Company Name]**? Will it help create a working environment in which **[Insert Company Name]** can succeed over the long term? Is the commitment I am making one I can follow through with? The only way we will maximize trust and credibility is by answering “yes” to those questions and by working every day to build our trust and credibility.

Respect for the Individual

We all deserve to work in an environment where we are treated with dignity and respect. **[Insert Company Name]** is committed to creating such an environment because it brings out the full potential in each of us which, in turn, contributes directly to our business success. We cannot afford to let anyone’s talents go to waste.

**[Insert Company Name]** is committed to providing a workplace that is free of discrimination of all types from abusive, offensive, or harassing behavior. Any employee who feels harassed or discriminated against should report the incident to his or her manager or to Human Resources.

Create a Culture of Open and Honest Communication

At **[Insert Company Name]** everyone should feel comfortable to speak his or her mind in a professional manner, particularly with respect to ethical concerns. Managers have a responsibility to create an open and supportive environment where employees feel comfortable raising such questions. We all benefit tremendously when employees exercise their power to prevent mistakes or wrongdoing by asking the right questions at the right times.

**[Insert Company Name]** will investigate all reported instances of questionable or unethical behavior. In every instance where improper behavior is found to have occurred, the Company will take appropriate action. We will not tolerate retaliation against employees who raise genuine ethics concerns in good faith.

**Confidentiality**

At **[Insert Company Name]**, employees are entrusted with many forms of confidential information which is intended for **[Insert Company Name]** use only. All employees are required to maintain such information in strict confidence. Employees are required to read, understand, acknowledge, and sign the *Proprietary Matters Agreement*.

Should an occasion arise in which you are unsure of your obligations under this Agreement, it is your responsibility to consult with your manager. Failure to comply with this Agreement could result in disciplinary action, up to and including termination.

**Conflict of Interest**

We must avoid any relationship or activity that might impair, or even appear to impair, our ability to make objective and fair decisions when performing our jobs. At times, we may be faced with situations where the business actions we take on behalf of **[Insert Company Name]** may conflict with our own personal or family interests. The course of action that is best for us personally may not also be the best course of action for **[Insert Company Name]**. We owe a duty to **[Insert Company Name]** to advance its legitimate interests when the opportunity to do so arises. We must never use **[Insert Company Name]** property or information for personal gain or personally take for ourselves any opportunity that is discovered through our position with **[Insert Company Name]**.

A conflict of interest automatically is considered to arise when the employee who makes decisions on purchases by the Company is placed in the position where such decisions may be influenced by any factors other than the best interest of the Company. Improper factors which may influence an employee to do business with a particular vendor (instead of with a competitor who may offer a better price or produce to the Company) includes having a hidden ownership interest in the vendor (directly or through a family member); accepting personal favors, tickets to sporting events, invitations to parties, or other special treatment for the vendor; accepting offers of special jobs for relatives; and accepting kickbacks, bribes, “commissions,” or other financial inducements in exchange for steering business to the vendor or as a reward for having done so.

**Outside Employment or Business Activities**

You may not engage in outside employment or business activities which would either conflict with your scheduled work hours or which would impair your judgment or compromise or interfere with your ability to properly perform your responsibilities as an employee of **[Insert Company Name]**. You may not use **[Insert Company Name]**’s time, materials, information, or other assets in connection with outside employment or business activities.

You are required to disclose and renew approval from your manager of all outside employment and business activities each year. Also, before accepting or undertaking outside employment or outside business activities you must first obtain the authorization of your manager. If approved, you must conduct your outside employment and business activities so as not to give the impression that you are doing so in your official capacity with **[Insert Company Name]**.

In addition, if your spouse works for a competitor or occupies a position that influences business decisions, you should disclose this information to your manager or Human Resources to ensure that there is no real or perceived conflict of interest.

**Gifts, Gratuities, & Business Courtesies**

**[Insert Company Name]** is committed to competing solely on a merit of our products and services. We should avoid any actions that create a perception that favorable treatment of outside entities by **[Insert Company Name]** was sought, received, or given in exchange for personal business courtesies. Business courtesies include gifts, gratuities, meals, refreshments, entertainment, or other benefits from persons or companies with whom **[Insert Company Name]** does or may do business. We will never give nor accept business courtesies that constitute, or could reasonably be perceived as constituting, unfair business inducements that would violate law, regulation, or policies of **[Insert Company Name]** or customers, or could cause embarrassment or reflect negatively on **[Insert Company Name]**’s reputation.

Accepting Business Courtesies

Most business courtesies offered to us in the course of our employment are offered because of our positions at **[Insert Company Name]**. We should not feel any entitlement to accept and keep a business courtesy. Although we may not use our position at **[Insert Company Name]** to obtain business courtesies, and we must never ask for them, we may accept unsolicited business courtesies that promote successful working relationships and good will with the firms that **[Insert Company Name]** maintains or may establish a business relationship with.

Meals, Refreshments, & Entertainment

We may accept occasional meals, refreshments, entertainment, and similar business courtesies that are shared with the person who has offered to pay for the meal or entertainment, provided that:

* They are not inappropriately lavish or excessive.
* The courtesies are not frequent and do not reflect a pattern of frequent acceptance of courtesies from the same person or entity.
* The courtesy does not create the appearance of an attempt to influence business decisions, such as accepting courtesies or entertainment from a member whose membership is expiring in the near future.
* The employee accepting the business courtesy would not feel uncomfortable discussing the courtesy with his or her manager or co-worker or having the courtesies known by the public.

Gifts

Employees may accept unsolicited gifts, other than money, that conform to the reasonable ethical practices of the marketplace, including:

* Flowers, fruit baskets, and other modest presents that commemorate a special occasion.
* Gifts of nominal value, such as calendars, pens, mugs, caps, and t-shirts (or other novelty, advertising, or promotional item).

Generally, employees may not accept compensation, honoraria, or money of any amount from entities with whom **[Insert Company Name]** does or may do business. Tangible gifts (including tickets to a sporting or entertainment event) that have a market value greater than $100 may not be accepted unless approval is obtained from management.

Offering Business Courtesies

Any employee who offers a business courtesy must assure that it cannot reasonably be interpreted as an attempt to gain an unfair business advantage or otherwise reflect negatively upon **[Insert Company Name]**. An employee may never use personal funds or resources to do something that cannot be done with **[Insert Company Name]** resources. Accounting for business courtesies must be done in accordance with approved company procedures.

We may provide nonmonetary gifts (i.e., company logo apparel or similar promotional items) to our members. Further, management may approve other courtesies, including meals, refreshments, or entertainment of reasonable value provided that:

* The practice does not violate any law or regulation or the standards of conduct of the recipient’s organization.
* The business courtesy is consistent with industry practice, is infrequent in nature, and is not lavish.
* The business courtesy is properly reflected on the books and records of **[Insert Company Name]**.

*Employees with questions regarding business courtesies should contact his/her manager or Human Resources.*

**Workplace Health, Security & Safety**

**Workplace Health**

**[Insert Company Name]** is committed to providing a safe and healthy environment for our staff and customers. In keeping with this philosophy, we will only hire staff members who share this commitment and are dedicated to being role models for the individuals we serve.

This policy also applies to any visitors on **[Insert Company Name]** property.

Tobacco-Free

**[Insert Company Name]** employees have a right to work in a smoke-free environment. Smoking and the use of tobacco products is prohibited throughout the entire **[Insert Company location, i.e. business park location]** including sidewalks, parking garage, and parking lot with no exceptions. This policy applies to all employees, consultants, contractors, customers or members, and visitors.

Drugs, Narcotics, & Alcohol

**[Insert Company Name]** provides a safe and productive work environment for all employees. It is the policy of **[Insert Company Name]** that employees shall not be involved with the unlawful use, possession, sale, or transfer of drugs or narcotics in any manner that may impair their ability to perform assigned duties or otherwise adversely affect the Company’s business. Further, **[Insert Company Name]** also prohibits the abuse of alcohol on the premises while conducting business or at a **[Insert Company Name]** function. However, the consumption of alcohol in reasonable, moderate, and responsible amounts may be permitted at **[Insert Company Name]**-sponsored social events or in connection with client entertainment provided the employee is of legal drinking age and the employee demonstrates responsible behavior. Inappropriate behavior as a result of consumption of alcohol or conduct that is inconsistent with **[Insert Company Name]**’s standards of professionalism will not be tolerated and may be grounds for disciplinary action up to and including termination. This policy does not prohibit the responsible use of alcohol outside of normal working hours on company property or at company- sponsored events when specifically approved by management. “Responsible” use of alcohol means staying below applicable legal alcohol limits and not driving after any consumption of alcohol.

Except as provided above, among the actions that are not permitted on Company premises, in Company vehicles, or while you are otherwise engaged in the conduct of Company business are:

* Using, possessing, distributing, selling, dispensing, manufacturing, transferring, offering, furnishing, or being under the influence of illegal or illicit drugs or other controlled substances (as defined under state and federal law regulations);
* Possession of any unsealed container of alcohol or consumption of alcohol (except for moderate consumption in connection with Company authorized events at which consumption of alcohol has specifically been approved or in places of public accommodation at business affairs designated to serve a company interest);
* Being under the influence of alcohol;
* Working, without notice to your immediate supervisor or manager, while using prescription or non-prescription drugs which may impair alertness, judgment, or coordination.

Employees are expected to maintain a safe, drug-free workplace. **[Insert Company Name]** reserves the right to take appropriate action to investigate or ensure compliance with this policy. In accordance with applicable laws, at the discretion of **[Insert Company Name]**, employees may be subject to alcohol and/or drug testing for reasonable suspicion, for return-to-work, or for follow-up purposes. Employees who refuse to submit to a request for testing for the presence of drugs and/or alcohol are subject to corrective action up to and including termination.

It is the employee’s responsibility to know, understand, and comply with Company policies. For clarification or to report a violation of this policy, contact Human Resources.

**Workplace Security**

**[Insert Company Name]** is committed to providing a workplace that is free from acts or threats of violence. In keeping with this commitment, **[Insert Company Name]** has established a policy that provides "zero tolerance" for actual or threatened violence against co-workers, visitors, or any other persons who are either on our premises or have contact with employees in the course of their duties. Security in the workplace is every employee’s responsibility. It is therefore essential that every employee understand the importance of workplace security.

This list of behaviors, while not inclusive, provides examples of conduct that is prohibited: Causing physical injury to another person; Making threatening remarks; Aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress; Intentionally damaging employer property or property of another employee; Possession of a weapon while on company property or while on company business; Committing acts motivated by, or related to, sexual harassment or domestic violence.

It is the employee’s responsibility to know, understand, and comply with Company policies. For clarification or to report a violation of this policy, contact Human Resources.

Weapon-Free Work Environment

To ensure that **[Insert Company Name]** maintains a workplace safe and free of violence for all employees, the company prohibits the possession or use of perilous weapons on company property. A license to carry the weapon on company property does not supersede company policy. Any employee in violation of this policy will be subject to prompt disciplinary action, up to and including termination. All company employees are subject to this provision, including contract and temporary employees, visitors, and clients on company property.

"Company property" is defined as all company-owned or leased buildings and surrounding areas such as sidewalks, walkways, driveways, and parking lots under the company's ownership or control. This policy applies to all company-owned or leased vehicles and all vehicles that come onto company property.

"Dangerous weapons" include, but are not limited to, firearms, explosives, knives, and other weapons that might be considered dangerous or that could cause harm. Employees are responsible for making sure that any item possessed by the employee is not prohibited by this policy.

**[Insert Company Name]** reserves the right at any time and at its discretion to search all company-owned or leased vehicles and all vehicles, packages, containers, briefcases, purses, desks, enclosures, and persons entering its property, for the purpose of determining whether any weapon has been brought onto its property or premises in violation of this policy. Employees who fail or refuse to promptly permit a search under this policy will be subject to discipline up to and including termination.

This policy is administered and enforced by Human Resources. Anyone with questions or concerns specific to this policy should contact Human Resources.

Reporting Procedures

Any potentially dangerous situations must be reported immediately to a manager or Human Resources. Reports can be made anonymously and all reported incidents will be investigated. Reports or incidents warranting confidentiality will be handled appropriately and information will be disclosed to others only on a need-to-know basis. All parties involved in a situation will be counseled and the results of investigations will be discussed with them. **[Insert Company Name]** will intervene as necessary at any indication of a hostile or violent situation. If required the appropriate authorizes will be contacted.

Risk Reduction Measures

*Employment*: Human Resources will take reasonable measures to conduct background investigations to review candidates’ backgrounds and reduce the risk of hiring individuals with a history of violent behavior.

Criminal convictions are taken seriously at **[Insert Company Name]**. We reserve the right to disqualify any applicant for employment that has been convicted of a criminal offense.

Furthermore, conviction of a crime may result in automatic termination. **[Insert Company Name]** will make every effort to evaluate the nature and circumstances of the conviction. With the safety and well-being of co-workers at stake, convicted employees may be subject to appropriate corrective action, up to and including termination.

*Individual Situations*: While we do not expect employees to be skilled at identifying potentially dangerous persons, employees are expected to exercise good judgment and to inform Human Resources if any employee exhibits behavior which could be a sign of a potentially dangerous situation. Such behavior includes: Discussing weapons or bringing them to the workplace; Displaying overt signs of extreme stress, resentment, hostility, or anger; Making threatening remarks; Sudden or significant deterioration of performance; Displaying irrational or inappropriate behavior.

Enforcement

Threats, threatening conduct, or any other acts of aggression or violence in the workplace will not be tolerated. Any employee determined to have committed such acts will be subject to disciplinary action, up to and including termination. Non-employees engaged in violent acts on the employer’s premises will be reported to the proper authorities and fully prosecuted.

It is the employee’s responsibility to know, understand, and comply with Company policies. For clarification or to report a violation of this policy, contact Human Resources.

**Workplace Safety**

Every employee is responsible for safety in the workplace. To achieve our goal of providing a safe work environment, employees should immediately report any unsafe or hazardous condition directly to their manager and Human Resources. Every effort will be made to remedy problems as quickly as possible.

Personal Injury

If you sustain any accidental injury at work, no matter how minor, you should notify your manager immediately so that **[Insert Company Name]** may complete federally-required job safety forms and make an assessment of whether you should be sent for emergency medical treatment. By promptly notifying the Company of job-related injuries, you also will protect your rights to workers compensation benefits in the event that the injury is more serious than first suspected.

For a medical emergency, call the Emergency Number for **[Insert Company Name]** or 911. If you are attending the individual with the medical emergency, direct another employee in your area to call emergency services. Either you or an employee you designate must then advise management or Human Resources of the medical emergency who will station an employee at the building entrance and direct rescue personnel to the individual with the medical emergency. When an employee has a medical emergency, Human Resources will contact the employee’s designated emergency contact person.

It is the employee’s responsibility to know, understand, and comply with Company policies. For clarification of this policy, contact Human Resources.

Fire Safety

**[Insert Company Name]** seeks to provide a safe environment for its employees. Fire Safety is an essential element of this environment. In the event a fire is discovered in your office or you see smoke coming from another part of the building, remain calm and follow these instructions:

1. Call 911 and give the name and address of the property and the location of the fire.
2. Call the Property Manager.
3. Know where fire extinguishers, pull stations, stairwells, and exits are located.
4. Small fires, such as a fire in a trash can, may be put out with a fire extinguisher.
5. Never attempt to put out any sort of electrical fire with water. Only the ABC fire extinguishers provided in the building should be used on electrical fires.
6. Do not attempt to fight a spreading fire. Focus your efforts on evacuating and helping others evacuate in an orderly fashion.
7. Know the location of the nearest fire exits; you should be able to find them in the dark.
8. **Never use the elevators in a fire emergency.** Direct all evacuating traffic to the stairs.
9. Before you leave your office, feel the door to see if it is hot before you open it. If it is hot, or if smoke is seeping through the cracks, do not open the door. Try another exit door.
10. If you cannot exit your office, seal off the cracks around your office doors, go to a window and signal for help.
11. If the exit door feels cool, proceed to evacuate. If there is smoke, stay low. Crawl on the ground and take short breaths until you reach a stairwell. This should be a safer area, and you should be able to move freely and quickly to evacuate.
12. Visually impaired people should have a "buddy" assigned to assist them in the event of an emergency. Ask the person with the disability the best way to assist them to the stairway and lead them to safety. It is important that the **"buddy"** remain with the person until the emergency is over.
13. Physically disabled persons should have a "buddy" or "buddies" assigned to assist them in the event of an emergency. In most instances, it will only be necessary to move the person into the stairway **without their wheelchair** for safety. If it becomes necessary to move them down the stairs, various lifting and carrying techniques can be utilized. Ask the person the best way to help. In some cases, the Fire Department will be the best to assist them as they are trained in this procedure.
14. Choose a specific site outside the building that is far enough away from the building to avoid injury from explosion or shattering glass to reconvene with your staff once evacuation has been successfully completed.
15. Do not return to the building until the Fire Department and your Property Manager have given the "All Clear".

Employees need to remain calm in situations involving danger to self and others and to take precautions to prevent fires from occurring. In the event of a fire, the most important task is to sound the alarm and clear the building. Employees should not risk their safety in fighting fires.

WHAT YOU CAN DO TO PREVENT FIRES

1. Smoking is **prohibited on the premises**.
2. Turn off all electrical appliances in kitchen areas, all computers, and other business machines at the close of each business day.
3. Do not overload electrical circuits. Space heaters are not allowed!
4. Check all electrical cords for fraying to prevent a spark that might ignite a flammable item.
5. Do not store cleaning chemicals in a warm, enclosed location that might promote spontaneous combustion.
6. Do not store cardboard boxes, packing materials, or other flammable items in common areas or stairwells. Aside from the possibility that they might catch on fire, these items could also block your exit route in the event of a fire.

It is the employee’s responsibility to know, understand, and comply with Company policies. For clarification of this policy, contact Human Resources.

Tornado Safety

The majority of tornadoes occur between April and June each year and winds during a tornado could be 75MPH or more. The National Weather Service keeps very careful watch for threatening weather and informs the public of severe weather using two alert conditions:

*Tornado Watch:*        Indicates conditions are ideal for the formation of tornadoes.

*Tornado Warning*: Indicates a tornado sighting and its location.

In the event of severe weather, all efforts will be made to notify employees that the National Weather Service has issued a tornado watch or warning for the area. While employees should continue on with their workday, they need to be vigilant to weather conditions and the possibility of such conditions producing tornados.

If you spot a tornado, call the Property Manager so a general warning may be delivered to all of the other building tenants.

Tornadoes have been known to strike with little or no warning. While it is very unlikely that a tornado will strike a high-rise office building, there is the danger of broken glass and other flying debris.

ACTIONS TO TAKE:

1. Get away from the exterior of the building and all interior or exterior glass.
2. Leave your exterior office and close the door. If you are trapped in an outside office, seek protection under your desk.
3. Protect your head and eyes, lie flat, and make yourself as small a target as possible.
4. The safest areas of the building are in the parking garage, east stairwell tower, elevator lobbies, and restrooms next to the elevator lobbies. **Do not go to your parked car.** **STAY CALM!**

It is the employee’s responsibility to know, understand, and comply with Company policies. For clarification of this policy, contact Human Resources.

**Corrective Action and Termination**

**The Decision to Impose Corrective Action**

The purpose of this policy is to state **[Insert Company Name]**'s position on administering equitable and consistent corrective action for unsatisfactory performance or misconduct in the workplace. The best corrective measure is the one that is naturally practiced within the Company and comes from good leadership and fair supervision at all employment levels.

**[Insert Company Name]**'s success lies in ensuring fair treatment of all associates and in making certain that corrective actions are prompt, uniform, and unbiased. The major purpose of any corrective action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

Employment with **[Insert Company Name]** is based on mutual consent and both the employee and **[Insert Company Name]** have the right to terminate employment at will, with or without cause or advance notice. **[Insert Company Name]** may use corrective action at its discretion, without any effect to the at will employment relationship. No Performance Improvement Plan or any other form of corrective action is intended to imply or guarantee continued employment for any length of time.

Corrective action may call for any of five steps: 1) verbal counseling, 2) written performance, 3) improvement plan, 4) written warning, 5) suspension, or 6) termination of employment. Action will depend on the severity and nature of the problem and the number of occurrences. **[Insert Company Name]** expressly reserves the right to institute corrective action at any of the five steps, at its sole discretion, including the right to terminate without instituting any of the other steps. **[Insert Company Name]** will endeavor to consider the particular issue, as well as surrounding circumstances in making corrective action decisions.

With respect to most conduct and performance problems, any of the steps above may be taken alone or in combination and in any order. In considering which of the steps to enact, a manager, in conjunction with Human Resources, should consider the totality of the circumstances, including but not limited to: the severity of performance or conduct infractions, the employee’s length of service and experience level, prior performance or conduct issues, the employee’s commitment to **[Insert Company Name]** and **[Insert Company Name]**’s values and expectations.

Causes for Corrective Action

*Among the causes for corrective action (which may include immediate termination), are the following acts and behaviors:*

* Acts of Theft
* Acts Calling into Question an Associate's Integrity
* Acts Calling into Question an Associate's Loyalty to **[Insert Company Name]**
* Inappropriate Behavior Toward Others
* Acts Which May Create Danger
* Competing against **[Insert Company Name]**
* Acts of Insubordination
* Violation of Applicable Laws or Regulations
* Violation of **[Insert Company Name]**'s Policies, Including the Standards of Conduct

**[Insert Company Name]** Discretion

The list of causes for corrective action contained in this section is not exhaustive. **[Insert Company Name]** reserves the right, to the extent permitted by law, to discipline employees for reasons other than those stated above or discharge any employee, with or without cause, as it deems appropriate in its sole discretion.

It is the employee’s responsibility to know, understand, and comply with Company policies. For clarification of this policy, contact Human Resources.

**Reasons for Separation**

We hope your employment with **[Insert Company Name]** is long lasting, but we understand that circumstances change and separation of employment may result by the employee or by **[Insert Company Name]** at any time, for any reason. Common reasons for ending the employment relationship are:

Resignation

Resignation is a voluntary act initiated by the employee to end employment with **[Insert Company Name]**. The employee must provide a minimum of two (2) weeks notice prior to resignation. If an employee does not provide advance notice or fails to actually work the remaining two weeks, the employee will be ineligible for rehire. The resignation date must not fall on the day after a holiday.

Retirement

Retirement is initiated by the employee meeting age, length of service, and any other criteria for retirement.

Termination

**[Insert Company Name]** reserves the right under employment-at-will to terminate any employee at any time when it considers termination to be in the best interest of the Company. This category includes both disciplinary terminations (such as unacceptable work performance, excessive unexcused absences, and personal misconduct) and non-disciplinary terminations (such as where an employee cannot return from leave, is unable to do the job despite good faith effort, or simple personality conflicts where the relationship has deteriorated to the point where the Company concludes that one person must go). Employees terminated for gross misconduct will not receive accrued benefits.

Reduction in Workforce

An employee may be laid off because of changes in duties, organizational changes, lack of funds, or lack of work.

**Procedures at Separation**

Upon separation of their employment, employees will receive their final paycheck at the next regular pay period following termination. If eligible, all accrued, vested benefits that are due and payable upon termination also will be paid at this time. Other accrued benefits, such as benefits under retirement or savings plans, will be distributed under the terms of those plans.

Health Benefits

**Health insurance terminates on the last day of employment at midnight.** Information for Consolidated Omnibus Budget Reconciliation (COBRA) continued health coverage will be provided (see Health Benefit Continuation in Section 2). Employees will be required to pay their share of the dependent health and dental premiums through the end of the month.

Paid Time Off

Employees will be paid for any earned, but unused PTO. Employees who have used PTO hours in excess of what they have earned at the time of termination must pay back to the Company the amount of excess. All transactions will occur on the employee’s final paycheck. **[Insert Company Name]** will generally schedule exit interviews at the time of employment termination.

**Reference Checks/Employment Verification**

Reference checks on former employees are handled by Human Resources. Please do not ask your manager to provide a reference for you as this is against our Policy and places the manager in an awkward position. As a general rule, **[Insert Company Name]** will confirm *only* dates of employment and last position held at termination in response to reference checks/employment verification (unless the employee engaged in such gross misconduct that it may have a legal obligation to notify others of such conduct).

If you wish, Human Resources will provide you with a statement which describes our general policy on references/employment verification, and lists the information applicable to your employment, which you may wish to provide to future employers in lieu of a formal reference check.

**Travel & Entertainment**

**Travel Guidelines**

**[Insert Company Name]** will incur, or reimburse travel and entertainment expenses that are reasonable and necessary, are for a business purpose of the Company, and are documented in conformity with applicable laws, sound business practice, and this policy. This policy applies to all employees who travel on business for **[Insert Company Name]**.

**[Insert Company Name]** travel shall be properly authorized, reported, and reimbursed; under no circumstances shall expenses for personal travel be charged to, or be temporarily funded by, **[Insert Company Name]**, unless otherwise noted in the policy. It is the traveler’s responsibility to report his or her actual travel expenses in a responsible and ethical manner, in accordance with the guidelines set forth herein and in the Travel Payment and Reimbursement Policy. Any exceptions to the policy must be submitted to management for approval.

Employees may not approve the reimbursement of their own travel expenses. In addition, an employee shall not approve the travel expenses of an individual to whom he or she reports either directly or indirectly.

All employees who travel with **[Insert Company Name]** are expected to maintain the highest standards of professional conduct and integrity. When traveling for **[Insert Company Name]**, you should conduct yourself in a professional manner at all times. In your free time, you should behave in a manner consistent with the high ethical, moral, and legal principles for which **[Insert Company Name]** is known.

It is the employee’s responsibility to know, understand, and comply with Company policies. For clarification of this policy, or to report a violation of policies, contact Human Resources.

**Travel Notification & Reservations**

Employees are requested to notify the **[Insert Company Name]** Flight Department as early as possible of necessary travel arrangements.

All reservations for trips requiring air travel and lodging must be made through the **[Insert Company Name]** Flight Department. This will help to simplify travel arrangements and ensure consistent and complete management information. **Employees are not to make their own reservations and travel arrangements unless otherwise approved by management.**

While traveling on **[Insert Company Name]** business, employees should expect to receive service and accommodations that are both safe and comfortable. Employees should neither gain nor lose personal funds as a result of approved Company travel.

**Travel Payment and Reimbursement**

Travel Payment

Under guidelines established by **[Insert Company Name]**, expenses such as airline tickets, lodging, and car rentals will be billed directly to the Company by the **[Insert Company Name]** Flight Department.

Corporate travel cards may be issued to employees who travel frequently on official **[Insert Company Name]** business. Any traveler issued such a card should use the card to pay for all miscellaneous expenses related to official Company business travel except where the card is not accepted. Infrequent travelers are asked to use their own personal credit cards for travel expenses. In both cases, all receipts must be retained by the employee and submitted to management for account payment and reconciliation or reimbursement.

Reimbursement of Expenses

Employees are required to complete a **[Insert Company Name]** Expense Report within seven days of returning from a Company trip for reimbursement of expenses. Original *itemized* receipts, with full detail of items purchased, taped on 8x11.5” plain white paper, are to accompany the expense report. Duplicate or copied receipts will not be accepted and the expense will not be eligible for reimbursement. Completed forms are to be submitted to management. Reimbursement amounts, if any, will be approved at this time.

**Reimbursable Expenses**

Employees may be reimbursed for normal and reasonable travel and other expenses incurred for **[Insert Company Name]** business purposes. Generally, airfare, lodging, and ground transportation are directly billed to the Company by the Flight Department leaving the employee with meals, entertainment, and travel incidentals. **[Insert Company Name]** does not reimburse business expenses on a per diem basis. Travel expense and business expense reimbursement is based on actual expenses incurred. Estimates should not be submitted.

Meals

Meal reimbursement during travel is permissible. Employees are expected to exercise good judgment when ordering meals. Recognizing that there are regional differences in meal costs, specific dollar guidelines have not been provided in this document. It is up to the employee to be reasonable in incurring meal costs and it is the responsibility of management to review these charges for reasonableness.

Ground Transportation

Local transportation such as taxis and airport limousines should be utilized whenever possible unless car rental provides a savings. Retain fare receipts and report expenses on your travel expense report.

Use of Personal Auto

Travelers may use their private vehicle for business purposes if it is less expensive than renting a car, taking a taxi, or using alternative transportation, or if it saves time.

Mileage Reimbursement Rate

The standard mileage reimbursement rate will reflect the current IRS mileage rate at the time of travel. This rate takes into account all actual automobile expenses such as fuel and lubrication, towing charges, repairs, replacements, tires, depreciation, insurance, etc. Under IRS regulations, travelers who claim this rate are not required to substantiate the actual costs of operating the vehicle.

Gratuities/Tips

Gratuities should normally be in the range of 10-15% of the cost of the services provided. If the quality of services is exceptional, a gratuity up to a maximum of 20% may be considered.

In some instances employees may find it necessary to use a skycap or bellhop. Normal tips range from $.50 to $1.00 per bag. Consider the size/weight of the item. Record the tip on your expense report.

Entertainment

Entertainment expenses should be reasonable in relation to the nature of the function and the resulting business benefit expected to be derived from the expenditure. A description (either a list of names or identification of the hosted group) and the total number in attendance at an entertainment function must be clearly indicated on the expense report along with the business purpose of the entertainment.

If alcohol is involved, it can only be provided to participants 21 years of age or older. Whenever alcohol is allowed, it must be provided in a reasonable amount and cost relative to the cost of the meal and/or the number of attendees. When an employee is on travel status and the primary purpose of a social event is for conducting **[Insert Company Name]** business with individuals not employed by **[Insert Company Name]**, the names and business affiliation of the participants, as well as the business purpose of the meeting, must be provided. The charges are subject to the limitations listed in this policy and an itemized receipt of the charges must be submitted with the **[Insert Company Name]** expense report.

Non-Reimbursable Expenses

Non-reimbursable expenses include, but are not limited to: Alcoholic beverages (outside of company-associated events), airline club dues, rental car club membership fees, airline head set rental, in-room movies, mini bar items, hotel health club fees, fines for traffic violations, insurance on life or personal property while traveling, purchase of clothing and/or other personal items, expenses for family, child, pet, home, and property care while on a trip.

**IT Appendix**

**Policy Regarding Use of Company Technology**

**(Telephone, Email, Voice mail, Computers, Internet, Software, etc.)**

The Company's Computer Resources (as defined below) are made available to you to enhance the professional services the Company provides to our clients, to make more efficient the business activities of the Company, and to enhance your ability to perform your job functions.  In order to effectuate these purposes, you should abide by the following policy:

1. **Ownership of Company Computer Resources**

All computers and other equipment and media furnished by the Company, all software furnished by the Company, all data located on the Company-furnished equipment, on the Company's network or on Company-furnished media (including internal Email and Internet Email) and all data that has been furnished by or is related to the Company and/or its clients and that is located on personal computers or media owned by Company personnel (collectively, "Company ComputerResources" or when referring to the system, "Company Computer System"), are the property of the Company and must be used in accordance with this policy. Company Computer Resources must be returned to the Company without the retention of copies if your employment is terminated or if otherwise required by the Company. All computers (whether owned by the Company or you) on which Company or client files have been loaded are subject to being accessed by Company personnel to verify compliance with the Company's software licensing rules, to recover Company or client data, and to determine compliance with other Company policies.

1. **Business Versus Personal Use**

At no time should you allow Company Computer Resources to be used by someone other than a member of the Company. Company Computer Resources are provided for **[Insert Company Name]** business use only. Any other use, except for reasonable and occasional personal use, is prohibited. Keep in mind that personal use of Company Computer Resources can interfere with the Company's business practice or the performance of your job, conflict with the interest of clients, expose the Company to liability, identify the Company with any activities that discredit the Company or antagonize clients or be used in a way to harm or harass Company personnel or others. In addition, Company Computer Resources may not be used to store personal data or files that are not relevant to the Company’s business (e.g., recreational music files, personal pictures, grocery lists, etc.).

1. **Laptop/Notebook Computers**

Users of laptop/notebook computers are expected to take proper care of the computers and to secure them against theft or damage whether in the office or when traveling. When traveling, laptop/notebook computers must be kept with the user, not be left in hotel rooms or stored in a vehicle, and they must be carried on airplanes and not checked through as luggage (even if locked inside another suitcase).

1. **Hacking**

"Hacking" the Company Computer System is expressly forbidden. Among other things, you should not (i) intentionally gain access to unauthorized computer resources, (ii) take any action to damage the Company Computer System or data stored thereon, or (iii) introduce viruses to the Company Computer System.

1. **Password Policy**
	* 1. **Overview**

Passwords are an important aspect of computer and network security. They are the front line of protection for individual user accounts, as well as our organizations as a whole. A poorly chosen password may result in the compromise of the Company's entire corporate network. As such, all Company personnel (including wealth advisors, contractors, and vendors with access to Company systems) are responsible for taking the appropriate steps (as outlined below) to select, secure, and update their passwords.

**B. Purpose**

The purpose of this policy is to establish a standard for creation of sound passwords, the protection of those passwords, and the frequency of change.

**C.** **Scope**

The scope of this policy includes all personnel who have or are responsible for an account (or any form of access that supports or requires a password) on any system that resides at any of the Company’s facilities, has access to the Company’s network, or stores any non-public Company information.

**D. Policy**

1. **General**
	1. Every password protected user login, account, system, etc., must have a unique password.
	2. Wherever possible, all passwords must conform to the guidelines described below.

**ii. Guidelines**

1. General Password Construction Guidelines

Passwords are used for various purposes at Company. Some of the more common uses include: GoldMine accounts, network accounts, web accounts, email accounts, and screen saver protection. Since very few systems have support for one-time tokens (i.e., dynamic passwords which are only used once), everyone should be aware of how to select sound passwords.

Poor, weak passwords have the following characteristics:

* The password contains less than eight characters.
* The password is a word found in a dictionary (English or foreign).
* The password is a common usage word such as:
	+ Names of family, pets, friends, co-workers, fantasy characters, etc.
	+ Computer terms and names, commands, sites, companies, hardware, software.
	+ The words "**[Insert Company Name]**,” “cwmg,” “peak," "omaha," "huskers" or any derivation.
	+ Birth dates and other personal information such as addresses and phone numbers.
	+ Word or number patterns like aaabbb, qwerty, zyxwvuts, 123321, etc.
	+ Any of the above spelled backwards.
	+ Any of the above preceded or followed by a digit (e.g., secret1, 1secret).

Sound passwords have the following characteristics. All GoldMine, email, and network login passwords must meet these criteria:

* Have digits (e.g., 0-9), punctuation characters (e.g., ~!@#$%^&\*()\_+`-=[]{};’:”,.<>/?), and letters (e.g., a-z).
* Contain no spaces.
* Be at least eight characters long.
* Not a word in any language, slang, dialect, jargon, etc. (e.g., “password” is not acceptable, but a good alternative would be “p@55w0rd”).
* Not based on personal information, names of family, birth dates, etc.
* Try to create passwords that can be easily remembered. One way to do this is create a password based on a song title, afCompanyation, or other phrase. For example, the phrase might be: "This May Be One Way To Remember" and the password could be: "tmb1w2r!" or "tmb1w>r~" or some other variation.

*NOTE: Do not use any of the examples above as passwords!*

1. Password Protection Standards

Do not use the same password for Company/business-related accounts as for other non-Company/business-related access (e.g., personal ISP account, personal PIN number, option trading, benefits, etc.). When possible, do not use the same password for various Company access needs. For example, select one password for network access and a separate password for GoldMine.

Do not share your GoldMine, email, or network passwords with anyone (except the Tech Team members who are responsible for administering them), including staff members, supervisors, team leaders, and wealth advisors. All passwords are to be treated as sensitive, confidential Company information.

Here is a list of "don’ts":

* Don't reveal a password over the phone to ANYONE.
* Don't reveal a password in an email message or other form of electronic communication.
* Don't reveal a password to any of your co-workers, including your boss.
* Don't talk about a password in front of others.
* Don't hint at the format of a password (e.g., "my family name").
* Don't reveal a password on questionnaires or security forms.
* Don't share a password with family members.
* If you anticipate the need for someone else to know a password in your absence (e.g., you’re going on vacation, are out of the office due to illness, etc.), notify the Tech Team as soon as possible so that appropriate arrangements can be made. These things can likely be taken care of without the need to share passwords (e.g., email can be forwarded to someone else, etc).
* Don’t write passwords down and store them anywhere in your office, at home, or online (e.g., Post-It notes attached to your computer monitor).
* Don’t store passwords in a file on ANY computer system (including PDAs, smartphones, tablet PCs, or similar mobile devices).

If someone demands a password, refer them to this document, their Team Leader/Supervisor, or the Manager of Information Technology.

1. Password Change Standards

General

If you feel that the security of your password has been compromised, you *must* notify the Tech Team and change the necessary password(s) immediately.

Aside from the three categories listed below, users are empowered to manage their own passwords as long as it is done in compliance with the guidelines outlined herein.

Network Logon Passwords

Network logon passwords will have to be changed on a regular basis as dictated by the Company’s Group Policy in Active Directory. You will automatically be prompted when it is time to change your password. At times, it may be necessary for the Tech Team to reset your password without notice in order to perform I.T. administration.

GoldMine Passwords

GoldMine passwords do not have to be changed on a regular basis. However, if a password is suspected to be compromised, you will be required to change it immediately. Any GoldMine password changes must be made by the Tech Team.

Email Passwords

Email passwords do not have to be changed on a regular basis. However, if a password is suspected to be compromised, you will be required to change it immediately. It will be necessary to notify the Tech Team when an email password change is desired.

* + 1. **Enforcement**

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

1. **Access**

You should recognize that all users of the Company Computer System potentially have access to all files located thereon unless specific access restrictions have been imposed on them. Therefore, prudent caution should be exercised when storing sensitive information to ensure it is only accessible by intended/authorized users. However, you may not password-protect files. If you need to secure a file, please contact the Manager of Information Technology. In general, you should limit the practice of securing files to those situations where there is a real, business-related need for protecting the confidentiality of the information in the file. Further, you should not search on the Company Computer System for files that do not pertain to you or matters on which you are working or otherwise "snoop" for files without an authorized and valid business purpose.

1. **Backing Up**

All files stored on the Company Computer System are backed up each night and can be restored from that point in time. Any files or data that are stored on your local hard disk drive will be lost if that hard disk drive fails. Therefore, it is advisable for you to ensure all mission critical files are stored on the Company Computer System. This can be done by storing files on the Z:\ drive (for CWMG staff, this points to the person’s respective Users’ folder in F:\Data\; for PEAK staff, this points to the person’s respective Users’ folder in P:\Users\) or some other appropriate location on the PC network. Doing so will force those files to become part of the automatic daily backup. Only data files need to be backed up. The software programs themselves can be restored by the Tech Team.

1. **Viruses**

The data on the Company Computer System is potentially subject to attack by viruses that could severely impair the Company Computer System.  Viruses may be introduced into the Company Computer System in one of several ways, including (i) loading an infected program or file on to a computer from a CD-ROM or DVD-ROM, (ii) downloading an infected program or file from the Internet or a bulletin board, or (iii) saving an infected attachment to an email message. The Company has automatic virus detection software loaded on all machines. No manual checking for viruses is required unless media is received in bulk. If in doubt, check with the Tech Team. Extreme care should be exercised when browsing the Internet, opening email attachments, or using flash (USB) drives, as those are the highest risks for transferring/obtaining viruses. Avoid websites you are not familiar with or that don’t pertain to the Company’s business. Make sure you don’t copy files onto a flash drive off of a computer that doesn’t have current and active virus protection. Never open suspicious email attachments. If you ever suspect that a Company computer has been infected by some form of malware, it is your responsibility to report it immediately to the Tech Team. Do not try to resolve the matter yourself as you could end up doing more harm than good.

1. **Software Supplied/Owned by Company**

The Company respects all copyrights and adheres to the terms of all software licenses to which it is a party. Unless otherwise provided in a software license, any duplication of copyrighted software, except for backup or archival purposes, is illegal. Unauthorized duplication of software may subject the maker of the duplicate and/or the Company to both civil and criminal penalties under the United States Copyright Act. Under the United States Copyright Act, illegal production of software is subject to civil damages of as much as $100,000 per title infringed, and criminal penalties, including fines of as much as $250,000 per title infringed and imprisonment of up to five (5) years. If you knowingly make, acquire, or use unauthorized copies of software, you may be held liable for such action under the United States Copyright Act and the Company's Corrective Action policy. Additionally, no Company-supplied/owned software should be installed on non-Company owned hardware (this does not pertain to iGoldMine client software).

1. **Other Software**

Software that is not Company-supplied/owned, including personal software (such as screen savers or games), software unrelated to Company business, and software that may be downloaded from the Internet (shareware and freeware), may not be used on the Company Computer System. The Tech Team may from time to time audit your computer to ensure compliance with this policy. Any unauthorized software/data found on Company owned hardware is subject to removal without notice. In addition, no software should be installed on Company owned hardware by anyone other than a member of the Tech Team. Requests for software installation on Company owned hardware must be submitted via the Company’s Star Tech system and include the business need for the software. If a particular person/department has purchased/obtained software for a specific business-related task/service, the software media (CD-Rom, DVD-Rom, and/or files), as well as license information/proof of ownership must be provided to the Manager of Information Technology to ensure adherence to license restrictions, as well as to ensure it is incorporated into our disaster recovery backup materials whenever pertinent.

1. **Personally-Owned Computers** **and Other Computing Hardware**

Software licensed by the Company cannot be taken home or loaded on any personally-owned computers or other data devices. Any computing devices used for business purposes must have active up-to-date virus protection, preferably the same brand as the Company.

Personally-owned computing hardware (e.g., keyboard, mouse, etc.) may be used in conjunction with hardware provided by the Company only as approved by the Manager of Information Technology. Any risk assumed by using such hardware is the sole responsibility of the hardware’s owner. The Company will not be held liable for any damages incurred through the use of personally-owned hardware, whether used on the Company’s premises or elsewhere.

* 1. **Internet/Email**

In addition to the foregoing guidelines and adherence to the LPL Electronic Communications Policy (CWMG personnel only), you should abide by the following if you use the Internet and/or internal Email. The term "Email" or "Email system" refers to all electronic messaging systems and services maintained by the Company and used by employees from any location, and the term "Internet" or "Internet services" refers to all services subscribed to or maintained by the Company to connect with or communicate through the Internet and accessed or used by employees from any location.

No Privacy Rights:  You are not promised and should not expect privacy in your Email and Internet communications, or in your pattern of usage of Email and the Internet. The Company reserves and intends to exercise the right to monitor, access, and copy the contents of Email and Internet communications, and review employees' use of Email or the Internet, as deemed necessary in the discretion of the Company's management, and may disclose the contents or usage patterns to third parties. The existence of passwords and the "delete" key function do not restrict or eliminate the Company's abilities or rights under this policy. You should understand that mere deletion of Email or Internet communications might not entirely eliminate such communications.

Lawful Purposes:  You must use Email and the Internet only for lawful purposes. You should not post, transmit, or receive (assuming the material is requested by or known to you prior to receipt) through Email or the Internet any unlawful, harmful, threatening, abusive, harassing, defamatory, vulgar, obscene, profane, hateful, or otherwise objectionable material of any kind. This includes, but is not limited to, Email and Internet communications that violate the Company's Harassment policy.

No Solicitation:  You should not use Email or the Internet for any type of solicitation of the Company, its employees or third parties, including, without limitation, solicitation for charitable, personal, business, and union organizing purposes, except for legitimate Company purposes approved by management. This includes solicitation of other employees to make contributions to funds or to purchase items you or others are selling.

Use of Company Name:  Remember that every Internet Email you send, whether for business or incidental personal use bears the Company’s name in your address. You should not send personal messages from your Internet Email address which would cause discredit to the Company or identify the Company with any activity, cause, person, or other thing with whom or with which the Company has not chosen to be identified. Examples include fundraising for charitable, political or other causes, endorsing candidates, products or services, or sending material in violation of this policy.

Purchase/Contract:  Unless specifically authorized by the Company, you may not make purchases or enter into any type of contract or contractual relationship that binds the Company, or enter into negotiations thereof, using Email or the Internet. This policy also forbids use of gambling sites from the Company Computer System. Additionally, you may not use the Email system to conduct your or someone else's personal (non-Company or non-client) business endeavor.

Trade Secret and Confidential Information:  Although it is extremely difficult, items that travel over the Internet can be monitored and read by unauthorized persons in the same way phone conversations are potentially subject to wiretapping. Additionally, remember that Emails, though intended for one person in confidence, can be forwarded to large numbers of people. Unless specifically authorized by the Company and the particular client, employees shall not use Email or the Internet to send or request the receipt of the Company's or any client's trade secret, sensitive or otherwise proprietary information. Please note that clients may have their own preferred method of communication or Email policy and these methods and policies should be adhered to. If the need arises for a method of more secure communication utilizing the Internet, such as encryption or proprietary Email services, please contact the Tech Team. Please also remember in sending confidential information that a recipient of your Email may have his or her Email forwarded to another in the recipient's absence.

Formality of Email and Internet Communications:  Email and Internet communications should not be treated more casually than any other business communication. All Email and Internet communications you send should be accorded the formality and scrutiny of a written letter or memorandum. You should not send an Email or Internet communication that you would not send in print. Remember that recipients of such communications cannot see your expression or hear the inflection in your voice so those things you write in jest may appear to the recipient to have been written in earnest.

Retention of Correspondence:  All communications sent or received using Email or the Internet that contain valuable business information and sent or received in accordance with this policy should be stored and maintained in the Company’s contact management system such as to facilitate the Company’s ability to service its clients and effectively conduct business. Other Emails that are not valuable to conducting business (e.g., internal appointment notifications), Emails potentially containing viruses, and junk Email (i.e., “spam”) should be deleted.

Reading of Email:  Many important and time critical messages are sent within the office, without a paper copy being distributed. More importantly, however, clients will have access to your Email address and may leave a time-sensitive message in the same way voice mail messages are left on the phone system. Thus, it is imperative that you regularly read and respond to your Internet Email and internal Email. If you are out of the office, you must enable your automated out-of-office message and list a contact number in your absence. If another associate should check your Email in your absence, please contact a member of the Tech Team in order to make arrangements. You should also manage your Email Inbox appropriately so as to prevent it from becoming excessively full.

List Servs:  Depending on your type of access to the Internet, you may subscribe to automated mailings from mutual interest groups knows as List Servs that distribute Email messages from members to all other members of the group with respect to topics of common interest to the group. Because subscription to a List Serv can result in a significant volume of incoming Email, you should not use your Email address to subscribe to List Servs that are not related to the Company's business and your job function. Obtain and keep a copy of instructions on how to unsubscribe from any List Servs to which you subscribe.

Junk Email/Spam:  You should use discretion in giving out your Email address over the Internet because you may then find yourself on the mailing list for junk Email (or "spam") that comes in annoying volumes.

Network Connections:  Unless specifically authorized by the Company, you should not establish Internet or other external network connections that could allow unauthorized persons to gain access to the Company Computer Resources. These connections include the establishment of hosts with public modem dial-ins, World Wide Web homes pages, and File Transfer Protocol (FTP). In cases where a third-party service provider requests to access the Company’s system remotely (e.g., via GotoMeeting, WebEx, GotoAssist, etc.), prior approval must be obtained from the Manager of Information Technology.

Termination of Access:  The Company may terminate your access to Email or the Internet at any time without notice or cause.

1. **Telephone/Voice Mail System**

All personnel are required to record a daily voice mail greeting on their individual phone system so that callers know if they have reached the correct person and when the person will be in the office again. Whenever someone is going to be away from the office for an extended period of time, he/she needs to change their voice mail greeting to inform callers of the absence and expected date of return. Such greetings should begin with “This is an out-of-office alert…”

1. **Business Premises Use**

All Company Computer Resources should not be taken away from or used outside of business premises unless otherwise mandated or authorized by Company management.

1. **Regulatory and Compliance (CWMG and LPL-associated personnel only)**

All **[Insert Company Name]** and LPL-associated personnel are required to know and adhere to the policies and standards contained in the most recent version of the *LPL Branch Office Security Standards and Implementation Guidelines* document. This document may be found online within LPL’s BranchNet Resource Center. If/when a policy or standard contained in this employee manual conflicts with a policy or standard communicated by LPL, the SEC, or FINRA, the strictest standard will take precedence.

**Employee Handbook Acknowledgement**

This Employee Handbook is an important document intended to help employees become acquainted with the Company. This document contains guidelines only; it may not be the final word in all cases. Individual circumstances may call for individual attention.

Because the Company’s operations may change, the contents of this Handbook may be changed at any time, with or without notice, in an individual case or generally, at the sole discretion of management.

Please read the following statements and sign below to indicate your receipt and acknowledgment of this Employee Handbook.

**I have received and read a copy of the [Insert Company Name] Employee Handbook. I understand that the policies, rules, and benefits described within are subject to change at the sole discretion of the Company at any time. I understand that it is my responsibility to know, understand, and comply with Company policies. I know that if I have questions or would like to report a violation of Company policies, I should contact Human Resources.**

**I further understand that my employment is terminable at will, either by myself or the Company, regardless of the length of my employment or the granting of benefits of any kind.**

**I understand that no contract of employment other than “at will” has been expressed or implied, and that no circumstances arising out of my employment will alter my “at will” status.**

**I understand that my signature below indicates that I have read and understand the above statements and that I have received a copy of the Company’s Employee Handbook.**

Employee’s Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Employee Signature Date

**Please turn in this Employee Acknowledgement Form to Human Resources**

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