



SPRINGDALE™
Chamber of Commerce

WE'RE MAKING IT HAPPEN

***POLICIES
AND
PROCEDURES
MANUAL***

Adopted December 14, 1995

Revised January 1, 2003

Revised August 1, 2003

Revised February 1, 2006

Revised August 1, 2007

Revised October 31, 2008

Revised January 17, 2017

Revised March 28, 2017



Welcome new employee!

On behalf of your colleagues, I welcome you to the Chamber's team and wish you every success here.

We believe that each employee contributes directly to the Chamber's growth and success, and we hope you will take pride in being a member of our team.

This manual was developed to describe some of the expectations of our employees and to outline the policies, programs, and benefits available to eligible employees. Employees should familiarize themselves with the contents of the employee manual as soon as possible, for it will answer many questions about employment with the Chamber.

We hope that your experience here will be challenging, enjoyable, and rewarding. Again, welcome!

Sincerely,

A handwritten signature in black ink, appearing to read "Pamela White".

President

TABLE OF CONTENTS

| | | | |
|---------------------------------|----|---------------------------------|----|
| Absence Due to Sickness | 14 | Meal Periods | 21 |
| Access to Personnel Files | 10 | Medical Leave | 23 |
| Administrative Pay Corrections | 20 | Nature of Employment | 06 |
| Attendance and Punctuality | 27 | Non-Disclosure | 09 |
| Background and Reference Checks | 33 | Organization Background | 04 |
| Business Travel Expenses | 22 | Outside Employment | 08 |
| Computer and E-Mail Usage | 23 | Overtime | 21 |
| Conflicts of Interest | 08 | Pay Deductions | 20 |
| Disability Accommodations | 09 | Paydays | 19 |
| Drug and Alcohol Use | 25 | Performance Evaluations | 12 |
| Emergency Closings | 22 | Personal Appearance | 27 |
| Employee Acknowledgment Form | 05 | Personnel Data Changes | 11 |
| Employee Benefits | 13 | Personal Leave | 15 |
| Employee Conduct and Work Rules | 24 | Personal Time Off | 13 |
| Employee Relations | 06 | Personal Time Off Request Form | 34 |
| Employment Applications | 12 | Problem Resolution | 29 |
| Employment Categories | 10 | Progressive Discipline | 28 |
| Employment Reference Checks | 10 | Resignation | 28 |
| Employment Termination | 19 | Return of Property | 28 |
| Equal Employment Opportunities | 06 | Smoking | 21 |
| Flexible Work Schedule | 30 | Timekeeping | 18 |
| Hiring of Relatives | 07 | Sexual & Unlawful Harassment | 26 |
| Holidays | 17 | Unpaid Personal Time Off | 14 |
| Immigration Law Compliance | 07 | Use of Equipment | 21 |
| In Kind Donations | 31 | Use of Telephones | 20 |
| Introductory Period | 11 | Work Schedules | 20 |
| Introductory Statement | 04 | Worker's Compensation Insurance | 17 |
| Jury Duty | 18 | Whistle Blower Policy | 32 |
| Maternity Leave | 16 | | |

INTRODUCTORY STATEMENT

This manual is designed to acquaint and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment with the Springdale Chamber of Commerce. You should read, understand, and comply with all provisions of this manual. It describes many of your responsibilities as an employee and outlines the programs developed by Chamber to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

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

ORGANIZATION BACKGROUND

The Springdale Chamber of Commerce is a membership organization whose purpose is to advance those issues of specific interest to our members. When possible, the Chamber will also work to develop, encourage, promote and protect the commercial, civic, industrial, agricultural and general business interests and the general welfare of the City of Springdale and the Greater Springdale Area. The Chamber's mission is to help our members be more profitable and have a better life.

EMPLOYEE ACKNOWLEDGMENT FORM

The employee manual describes important information about the Springdale Chamber of Commerce, and I understand that I should consult the President/CEO regarding any questions not answered in the manual. I have entered into my employment relationship with the Chamber voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or the Chamber can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the manual may occur, except to the Chamber's policy of employment- at-will. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the Chamber's Board of Directors has the ability to adopt any revisions to the policies in this manual.

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

EMPLOYEE'S SIGNATURE

DATE

NAME (TYPED OR PRINTED)

NATURE OF EMPLOYMENT

This manual is intended to provide employees with a general understanding of our personnel policies. Employees are encouraged to familiarize themselves with the contents of this manual, for it will answer many common questions concerning employment with the Chamber.

However, this manual cannot anticipate every situation or answer every question about employment. It is not an employment contract and is not intended to create contractual obligations of any kind. Neither the employee nor the Chamber is bound to continue the employment relationship if either chooses, at its will, to end the relationship at any time.

In order to retain necessary flexibility in the administration of policies and procedures, the Chamber reserves the right to change, revise, or eliminate any of the policies and/or benefits described in this manual, except for its policy of employment-at-will. The only recognized deviations from the stated policies are those authorized and signed by the President/CEO of the Chamber.

EMPLOYEE RELATIONS

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

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

EQUAL EMPLOYMENT OPPORTUNITY

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

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

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the President. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

HIRING OF RELATIVES

The employment of relatives in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried into day-to-day working relationships.

The Chamber is committed to monitoring situations in which relatives work in close proximity. In case of actual or potential problems, the Chamber will take prompt action. This can include reassignment or, if necessary, termination of employment for one or both of the individuals involved.

For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

IMMIGRATION LAW COMPLIANCE

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

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with the Chamber within the past three years, or if their previous I-9 is no longer retained or valid.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the Chamber's President. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

CONFLICTS OF INTEREST

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

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

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

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

OUTSIDE EMPLOYMENT

An employee may hold a job with another organization as long as he or she satisfactorily performs his or her job responsibilities with the Chamber. All employees will be judged by the same performance standards and will be subject to the Chamber's scheduling demands, regardless of any existing outside work requirements. Working on another organization's matters, during the employee's scheduled work hours, will not be allowed unless prior approval has been given by the President.

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

Outside employment will present a conflict of interest if it has an adverse impact on the Chamber.

NON-DISCLOSURE

The protection of confidential business information and trade secrets is vital to the interests and the success of the Chamber. Such confidential information includes, but is not limited to, the following examples: Compensation data, Customer preferences, Financial information, Marketing strategies, and industrial recruitment information.

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

DISABILITY ACCOMMODATION

The Chamber is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

Hiring procedures have been reviewed and provide persons with disabilities meaningful employment opportunities. Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the position.

Reasonable accommodation is available to all disabled employees, where their disability affects the performance of job functions. All employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as in job assignments, classifications, organizational structures, position descriptions, lines of progression, and seniority lists. Leave of all types will be available to all employees on an equal basis.

The Chamber is also committed to not discriminating against any qualified employees or applicants because they are related to or associated with a person with a disability. The Chamber will follow any state or local law that provides individuals with disabilities greater protection than the ADA.

This policy is neither exhaustive nor exclusive. The Chamber is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.

EMPLOYMENT CATEGORIES

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

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

ACCESS TO PERSONNEL FILES

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

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

Employees who wish to review their own file should contact the President. With reasonable advance notice, employees may review their own personnel files in the Chamber's offices and in the presence of an individual appointed by the Chamber to maintain the files.

EMPLOYMENT REFERENCE CHECKS

To ensure that individuals who join the Chamber are well qualified and have a strong potential to be productive and successful, it is the policy of the Chamber to check the employment references of all applicants.

The President will respond in writing only to those reference check inquiries that are submitted in writing. Responses to such inquiries will confirm only dates of employment, and position(s) held.

PERSONNEL DATA CHANGES

It is the responsibility of each employee to promptly notify the Chamber of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishments, and other such status reports should be accurate and current at all times. If any personnel data has changed notify the President.

INTRODUCTORY PERIOD

The introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. The Chamber uses this period to evaluate employee capabilities, work habits, and overall performance. Either the employee or the Chamber may end the employment relationship at will at any time during or after the introductory period, with or without cause or advance notice.

All new and rehired employees work on an introductory basis for the first 90 calendar days after their date of hire. Employees who are promoted or transferred within the Chamber must complete a secondary introductory period of the same length with each reassignment to a new position. Any significant absence will automatically extend an introductory period by the length of the absence. If the Chamber determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended for a specified period.

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

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

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

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

EMPLOYMENT APPLICATIONS

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

PERFORMANCE EVALUATIONS

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Formal performance evaluations are conducted at the end of an employee's initial period in any new position. This period, known as the introductory period, allows the supervisor and the employee to discuss the job responsibilities, standards, and performance requirements of the new position. Additional performance evaluations are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

The performance of all employees is generally evaluated according to an ongoing 12-month cycle, beginning at the calendar-year end. A formal process for employee discipline is outlined in the section titled "Progressive Discipline."

Merit-based pay adjustments are awarded by the Chamber in an effort to recognize truly superior employee performance. The decision to award such an adjustment is dependent upon numerous factors, including the information documented by this formal performance evaluation process and the ability of the Chamber to finance increased salaries. Pay increases are not guaranteed annually to employees.

EMPLOYEE BENEFITS

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

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

The following benefit programs are available to eligible employees:

| | | |
|------------------|-------------------------|-----------------------|
| Auto Mileage | Life Insurance | Sick Leave Benefits |
| Dental Insurance | Long-Term Disability | Vacation Benefits |
| Holidays | Major Medical Insurance | Family Leave Benefits |
| Jury Duty Leave | Medical Insurance | |

Some benefit programs require contributions from the employee, but most are fully paid by the Chamber.

PERSONAL TIME OFF

Employees accrue personal time off each month that can be used for rest, relaxation, health issues or other personal needs.

For employees with between one year and 10 years of service, a total of 15 days of personal time off may be earned each year. For employees with service greater than 15 years, a total of 20 days of personal time off may be earned each year.

For employees with service of less than one year, five days of personal time off may be earned at the rate of 3.125 hours at the end of each month of employment, after completing a waiting period of 90 calendar days from when they become eligible.

A maximum of 5 days of earned unused personal time off may be carried forward into the next calendar year. Employees will be allowed to carry forward from one year to the next 5 personal days if for some reason they don't use all available days in a single calendar year.

After six months of continuous service, in emergency situations, an employee may be allowed to use increments of personal time, provided, it is approved by the President. ~~No employee will be allowed to use more than two weeks (10 days) of personal time during the first two (2) years of employment.~~

The length of eligible service is calculated on the basis of a "benefit year." This is the 12-month period that begins when the employee starts to earn personal time. An employee's benefit year may be extended for any significant leave of absence except military leave of absence. Military leave has no effect on this calculation. (See individual leave of absence policies for more information.)

Once employees enter an eligible employment classification, they begin to earn paid personal time according to the schedule. They can request use of personal time after it is earned.

To take personal time, employees must request advance approval from the President. Requests will be reviewed based on a number of factors, including business needs and staffing requirements.

Personal time is paid at the employee's base pay rate at the time of personal time off. It does not include overtime or any special forms of compensation.

As stated above, employees are encouraged to use available paid personal time for rest, relaxation, healthcare and personal pursuits.

Upon termination of employment, employees with at least one year of service will be paid for unused personal time that has been earned through the last day of work.

UNPAID PERSONAL TIME OFF

The Chamber recognizes that emergencies arise once an employee has depleted their earned personal time off. With prior approval by the President, employees may be granted a request for unpaid personal time off to allow them to deal with their emergency. Employees requesting two or more consecutive days off must receive prior approval in writing from the President. Failure to do so is considered grounds for termination.

Eligible employees will qualify for this benefit after the completion of three months of full-time employment. These days can only be used if:

1. Approved by the President in advance
2. No two employees may be out of the office unpaid at the same time
3. It does not create workload problems

ABSENCE DUE TO SICKNESS

Employees choosing to use personal time off due to illness or injury must notify the President before the scheduled start of their workday if possible. The direct supervisor must also be contacted on each additional day of absence. If an employee is absent for two or more consecutive days due to illness or injury, a physician's statement must be provided verifying the sickness and its beginning and expected ending dates. Such verification may be requested for other sickness-related absences as well and may be required as a condition to receiving this benefit.

Before returning to work from a sickness-related absence of 30 calendar days or more, an employee must provide a physician's verification that he or she may safely return to work.

Sickness-related benefits will be calculated based on the employee's base pay rate at the time of absence and will not include any special forms of compensation.

PERSONAL LEAVE

The Chamber provides leaves of absence without pay to eligible employees who wish to take time off from work duties to fulfill personal obligations. Regular full-time employees are eligible to request personal leave as described in this policy.

Eligible employees may request personal leave only after having completed 90 calendar days of service. As soon as eligible employees become aware of the need for a personal leave of absence, they should request a leave from their supervisor.

Personal leave may be granted for a period of up to 30 calendar days every five years. If this initial period of absence proves insufficient, consideration will be given to a written request for a single extension of no more than 30 calendar days. With the President's approval, an employee may take any available personal time off as part of the approved period of leave.

Requests for personal leave will be evaluated based on a number of factors, including anticipated work load requirements and staffing considerations during the proposed period of absence.

Subject to the terms, conditions, and limitations of the applicable plans, health insurance benefits will be provided by the Chamber until the end of the month in which the approved personal leave begins. At that time, employees will become responsible for the full costs of these benefits if they wish coverage to continue. When the employee returns from personal leave, benefits will again be provided by the Chamber according to the applicable plans.

Benefit accruals, such as personal time off or holiday benefits, will be suspended during the leave and will resume upon return to active employment.

When a personal leave ends, every reasonable effort will be made to return the employee to the same position, if it is available, or to a similar available position for which the employee is qualified. However, the Chamber cannot guarantee reinstatement in all cases.

If an employee fails to report to work promptly at the expiration of the approved leave period, the Chamber will assume the employee has resigned.

MATERNITY LEAVE

The Chamber provides maternity leaves of absence without pay to eligible employees who are temporarily unable to work due to a pregnancy, childbirth, or related medical conditions.

Regular full-time employees are eligible to request maternity leave as described in this policy.

Eligible employees may request maternity leave only after having completed 90 calendar days of service.

Employees should make requests for maternity leave to their supervisors at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events.

A health care provider's statement must be submitted verifying the need for maternity leave and its beginning and expected ending dates. Any changes in this information should be promptly reported to the Chamber. Employees returning from maternity leave must submit a health care provider's verification of their fitness to return to work.

Employees are normally granted unpaid leave, up to a maximum of 12 weeks within any 12 month period. Employees will be required to first use any accrued paid leave time before taking unpaid leave during the maternity leave period.

Subject to the terms, conditions, and limitations of the applicable plans, the Chamber will continue to provide health insurance benefits for the full period of the approved maternity leave.

Benefit accruals, such as personal time off or holiday benefits, will be suspended during the leave and will resume upon return to active employment.

So that an employee's return to work can be properly scheduled, an employee on maternity leave is requested to provide the Chamber with at least two weeks advance notice of the date she intends to return to work.

When a maternity leave ends, the employee will be reinstated to the same position, unless either the job ceased to exist because of legitimate business reasons or each means of preserving the job would substantially undermine the ability to operate the Chamber safely and efficiently. If the same position is not available, the employee will be offered a comparable position in terms of such issues as pay, location, job content, and promotional opportunities.

If an employee fails to report to work promptly at the end of the maternity leave, the Chamber will assume that the employee has resigned.

HOLIDAYS

The Chamber will grant holiday time off to all employees on the holidays listed below.

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

The Chamber will grant paid holiday time off to all eligible employees. Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day. Regular full-time and regular part-time employees are eligible for holiday time off.

A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday.

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

If eligible nonexempt employees work on a recognized holiday, they will receive holiday pay plus wages at their straight-time rate for the hours worked on the holiday.

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

WORKERS' COMPENSATION INSURANCE

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

Employees who sustain work-related injuries or illnesses should inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

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

JURY DUTY

The Chamber encourages employees to fulfill their civic responsibilities by serving jury duty when required. Employees in an eligible classification may request up to one week of paid jury duty leave over any one year period.

Jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence. Regular full-time employees qualify for paid jury duty leave.

If employees are required to serve jury duty beyond the period of paid jury duty leave, they may use any available paid time off (for example, vacation benefits) or may request an unpaid jury duty leave of absence.

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

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

The Chamber will continue to provide health insurance benefits for the full term of the jury duty absence.

Benefit accruals, such as personal time off, or holiday benefits, will be suspended during unpaid jury duty leave and will resume upon return to active employment.

TIMEKEEPING

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

Nonexempt employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period using the Chamber's time keeping

software. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. **Overtime work must always be approved before it is performed.**

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

PAYDAYS

All exempt employees are paid semimonthly on the 10th and 25th days of the month. Hourly employers are paid every other Friday. Each paycheck will include earnings for all work performed through the end of the previous payroll period, based on completed work weeks. A work week begins on Sunday and runs through Saturday. Hourly employees must accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period using the Chamber's time keeping software.

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

If a regular payday falls during an employee's vacation, the employee may receive his or her earned wages before departing for vacation if a written request is submitted at least one week prior to departing for vacation.

EMPLOYMENT TERMINATION

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

RESIGNATION - voluntary employment termination initiated by an employee.

DISCHARGE - involuntary employment termination initiated by the organization.

LAYOFF - involuntary employment termination initiated by the organization for nondisciplinary reasons.

RETIREMENT - voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization. Since employment with the Chamber is based on mutual consent, both the employee and the Chamber have the right to terminate employment at will, with or without cause, at any time. Employees will receive their final pay in accordance with applicable state law.

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

A formal process for employee discipline is outlined in the section titled "Progressive Discipline."

ADMINISTRATIVE PAY CORRECTIONS

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

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

PAY DEDUCTIONS

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

The Chamber offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their pay checks to cover the costs of participation in these programs.

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

WORK SCHEDULES

The normal work schedule for all employees is 7.5 hours a day, five days a week. Supervisors will advise employees of the times their schedules will normally begin and end. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

USE OF TELEPHONES

Employees should not use the Chamber's telephone system for personal calls, especially those considered long distance that incur a toll expense. Employees may be required to reimburse the

Chamber for any charges resulting from personal use. The use of personal cell phones during work hours should be kept to a minimum and not be disruptive to normal business operations.

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

SMOKING

In accordance with the Arkansas Clean Indoor Air Act of 2006 and the Chamber's intent to provide a safe and healthful work environment, smoking in the workplace is prohibited in all public places and enclosed areas within places of employment.

This policy applies equally to all employees, customers, and visitors.

MEAL PERIODS

All full-time regular employees are provided with one meal period of 60 minutes in length each workday. Employees will be relieved of all active responsibilities and restrictions during meal periods and will not be compensated for that time.

OVERTIME

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

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

Failure to work scheduled overtime or overtime worked without prior authorization from the President may result in disciplinary action, up to and including possible termination of employment.

USE OF EQUIPMENT

Equipment essential in accomplishing job duties is often expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Please notify the President if any equipment, machines, or tools appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The President can answer any questions about an employee's responsibility for maintenance and care of equipment used on the job.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment can result in disciplinary action, up to and including termination of employment.

EMERGENCY CLOSINGS

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

When operations are officially closed due to emergency conditions, the time off from scheduled work will be paid. Employees in essential operations may be asked to work on a day when operations are officially closed. In these circumstances, employees who work will receive regular pay.

~~Should inclement weather conditions occur, employees are expected to report as usual unless notified otherwise by the President or their supervisor.~~

INCLEMENT WEATHER: Should inclement weather conditions occur, employees are expected to report as usual unless notified otherwise by the President or their supervisor

BUSINESS TRAVEL EXPENSES

The Chamber will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. All business travel must be approved in advance by the President.

The use of the employee's personal vehicle on chamber business will be reimbursed on a per mile basis. The rate of reimbursement will be based on the I.R.S's current tax allowance for reimbursement. Reimbursement forms must be submitted by the employee for this reimbursement.

When approved, the actual costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives will be reimbursed by the Chamber. Employees are expected to limit expenses to reasonable amounts.

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

Cash advances to cover reasonable anticipated expenses may be made to employees, after travel has been approved. Employees should submit a written request to their supervisor when travel advances are needed.

With prior approval, employees on business travel may be accompanied by a family member or friend, when the presence of a companion will not interfere with successful completion of business objectives. Generally, employees are also permitted to combine personal travel with business travel, as long as time away from work is approved. Additional expenses arising from such nonbusiness travel are the responsibility of the employee.

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

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

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

COMPUTER AND E-MAIL USAGE

Computers, computer files, the E-mail system, and software furnished to employees are the Chamber property intended for business use. Employees should not use a password, access a file, or retrieve any stored communication without authorization. To ensure compliance with this policy, computer and E-mail usage may be monitored.

The Chamber strives to maintain a workplace free of harassment and sensitive to the diversity of its employees. Therefore, the Chamber prohibits the use of computers and the E-mail system in ways that are disruptive, offensive to others, or harmful to morale. For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others.

E-mail may not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-business matters.

The Chamber purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, the Chamber does not have the right to reproduce such software for use on more than one computer.

Employees may only use software on local area networks or on multiple machines according to the software license agreement. The Chamber prohibits the illegal duplication of software and its

related documentation. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

MEDICAL LEAVE

The Chamber provides medical leaves of absence without pay to eligible employees who are temporarily unable to work due to a serious health condition or disability. For purposes of this policy, serious health conditions or disabilities include inpatient care in a hospital, hospice, or residential medical care facility; continuing treatment by a health care provider; and temporary disabilities associated with pregnancy, childbirth, and related medical conditions.

Regular full-time employees with one year or more of current employment are eligible to request medical leave as described in this policy after their earned Personal Time Off has been depleted.

Eligible employees should make requests for medical leave to their supervisors at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events.

A health care provider's statement must be submitted verifying the need for medical leave and its beginning and expected ending dates. Any changes in this information should be promptly reported to the Chamber. Employees returning from medical leave must submit a health care provider's verification of their fitness to return to work.

Eligible employees are normally granted leave for the period of the disability, up to a maximum of 12 weeks within the most recent 12 month period. Any combination of medical leave and family leave may not exceed this maximum limit. If the initial period of approved absence proves insufficient, consideration will be given to a request for an extension. Employees will be required to first use any accrued paid leave time before taking unpaid medical leave.

Employees who sustain work-related injuries are eligible for a medical leave of absence for the period of disability in accordance with all applicable laws covering occupational disabilities.

Subject to the terms, conditions, and limitations of the applicable plans, the Chamber will continue to provide health insurance benefits for the full period of the approved medical leave.

Benefit accruals, such as personal time off or holiday benefits, will be suspended during the leave and will resume upon return to active employment.

So that an employee's return to work can be properly scheduled, an employee on medical leave is requested to provide the Chamber with at least two weeks advance notice of the date the employee intends to return to work. When a medical leave ends, the employee will be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified.

If an employee fails to report to work promptly at the end of the medical leave, the Chamber will assume that the employee has resigned.

EMPLOYEE CONDUCT AND WORK RULES

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

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

Theft or inappropriate removal or possession of property

Falsification of timekeeping records

Working under the influence of alcohol or illegal drugs

Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while working.

Fighting or threatening violence in the workplace

Boisterous or disruptive activity in the workplace

Negligence or improper conduct leading to damage of employer-owned or customer-owned property

Insubordination or other disrespectful conduct

Violation of safety or health rules

Sexual or other unlawful or unwelcome harassment

Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace

Excessive absenteeism or any absence without notice

Unauthorized use of telephones, mail system, or other employer-owned equipment

Unauthorized disclosure of business "secrets" or confidential information

Violation of personnel policies

Unsatisfactory performance or conduct

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

DRUG AND ALCOHOL USE

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

While on the Chamber premises and while conducting business-related activities off the Chamber premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

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

Employees with questions or concerns about substance dependency or abuse are encouraged to discuss these matters with the President to receive assistance or referrals to appropriate resources in the community.

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

SEXUAL AND OTHER UNLAWFUL HARASSMENT

The Chamber is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated. As an example, sexual harassment (both overt and subtle) is a form of employee misconduct that is demeaning to another person, undermines the integrity of the employment relationship, and is strictly prohibited.

Any employee who wants to report an incident of sexual or other unlawful harassment should promptly report the matter to the President. If the President is unavailable or the employee believes it would be inappropriate to contact that person, the employee should immediately contact the Chamber's Board of Director Chairperson. Employees can raise concerns and make reports without fear of reprisal.

Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment should promptly advise the President who will handle the matter in a timely and confidential manner.

Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

ATTENDANCE AND PUNCTUALITY

To maintain a safe and productive work environment, the Chamber expects employees to be reliable and to be punctual in reporting for scheduled work. Regular offices hours are 8:30 a.m.- 5 p.m. weekdays. Absenteeism and tardiness place a burden on other employees and on the Chamber. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence.

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

PERSONAL APPEARANCE

During business hours or whenever representing the Springdale Chamber of Commerce, employees should be clean, well groomed and wearing appropriate clothing. Business casual is crisp, neat, and should look appropriate even for a chance meeting with a CEO. It should not look like cocktail party or picnic attire. Avoid tight or baggy clothing. Khaki pants, neatly pressed, and a pressed long-sleeved, buttoned solid shirt are safe for both men and women. Polo/golf shirts, unwrinkled, are an appropriate choice for summer months. Below are some guidelines to follow:

Clothing that reveals too much cleavage, your back, your chest, your stomach or your underwear is not appropriate.

T-shirts and apparel with logos are not considered appropriate for the office, unless the shirt is branded with the Chamber logo. Tank tops and cut-off shirts should be avoided.

Capri pants are allowed provided they fall closer to the ankle than the knee.

Skirts must fall at or below the knee when standing.

On Fridays, jeans may be worn provided they are in good condition, not frayed or in need of repair; however, office dress should present a professional appearance. This means jeans accompanied by business casual attire.

Shoes must provide safe, secure footing and offer protection against hazards. Flip flops are not acceptable.

Mustaches and beards must be clean, well trimmed and neat.

Unnaturally colored hair and extreme hairstyles are not acceptable.

Jewelry should not be functionally restrictive, dangerous to job performance or excessive. Facial jewelry such as eyebrow rings, nose rings, lip rings and tongue rings are not professionally appropriate and must not be worn during business hours. Torso body piercings with visible jewelry or jewelry that can be seen through or under clothing must not be worn during business hours.

If an employee's appearance is deemed inappropriate by the President/CEO, the Springdale Chamber reserves the right to ask the employee to leave work and return properly dressed. If asked to leave, the employee will not be paid for the time away from the office.

RETURN OF PROPERTY

Employees are responsible for all property, materials, or written information issued to them or in their possession or control. Employees must return all Chamber property immediately upon request or upon termination of employment. Where permitted by applicable laws, the Chamber may withhold from the employee's check or final paycheck the cost of any items that are not returned when required. The Chamber may also take all action deemed appropriate to recover or protect its property.

RESIGNATION

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

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

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

PROGRESSIVE DISCIPLINE

The purpose of this policy is to state the Chamber's position on administering equitable and consistent discipline for unsatisfactory conduct in the workplace. The best disciplinary measure is the one that does not have to be enforced and comes from good leadership and fair supervision at all employment levels.

The Chamber's own best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

Although employment with the Chamber is based on mutual consent and both the employee and the Chamber have the right to terminate employment at will, with or without cause or advance notice, the Chamber may use progressive discipline at its discretion.

Disciplinary action may call for any of four steps -- verbal warning, written warning, suspension with or without pay, or termination of employment -- depending on the severity of the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed.

Progressive discipline means that, with respect to most disciplinary problems, these steps will normally be followed: a first offense may call for a verbal warning; a next offense may be followed by a written warning; another offense may lead to a suspension; and, still another offense may then lead to termination of employment. If more than 12 months have passed since the last disciplinary action, the process will normally start over.

The Chamber recognizes that there are certain types of employee problems that are serious enough to justify either a suspension, or, in extreme situations, termination of employment, without going through the usual progressive discipline steps.

While it is impossible to list every type of behavior that may be deemed a serious offense, the EMPLOYEE CONDUCT AND WORK RULES policy includes examples of problems that may result in immediate suspension or termination of employment. However, the problems listed are not all necessarily serious offenses, but may be examples of unsatisfactory conduct that will trigger progressive discipline.

By using progressive discipline, we hope that most employee problems can be corrected at an early stage, benefiting both the employee and the Chamber.

PROBLEM RESOLUTION

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

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

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

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

1. Employee presents problem to the Chamber President within ten calendar days after incident occurs. If the President is unavailable or employee believes it would be inappropriate to contact that person, employee may present problem to the Board Chairperson or any member of the Chamber's Executive Committee.
2. The President responds to the problem through discussion and consulting with appropriate persons. The President documents all discussion and correspondence.
3. Employee resubmits the problem to the President within ten calendar days, if problem is unresolved or the employee is not satisfied with the decision rendered by the President.
4. The Chairperson of the Board of Directors then is consulted, with the employee present, and renders a decision, which will be binding.

Not every problem can be resolved to everyone's total satisfaction, but only through understanding and discussion of mutual problems can employees and management develop confidence in each other. This confidence is important to the operation of an efficient and harmonious work environment, and helps to ensure everyone's job security.

FLEXIBLE WORK SCHEDULE

Flexible scheduling, or flextime, is available in some cases to allow employees to vary their starting and ending times each day within established limits. If a flextime schedule is desired, it must be presented to the President of the Chamber. Flextime schedules will be reviewed and approved by the President on a case by case basis.

Definition of Flextime

- Flextime is defined as work hours that are an alternative to commencing at 8:30am and ending at 5:00pm. Any flextime adjustment will be based upon a 7 1/2 hour day.
- Saturday or Sunday work may not be substituted for a missed regular day.
- Flextime is a tool for the employee to be able to take time away from work for personal reasons without losing pay as these situations arise. Flextime is not to replace the standard work day of 8:30am-5:00pm.

Examples of Flextime

- Employee would like to take off a half day (12:00 – 5:00) on Friday. Employee would request to work Monday – Thursday 7:30am-5:00pm. Making up the four hours by working one hour extra each day.

- Employee has a doctor's appt. that takes 2 hours. Employee can request to work one hour extra two day prior to the appointment to make up for the time.

Flextime Rules

- Supervisor has the right to terminate the flextime agreement at any time if it appears that flextime is no longer in the best interest of the Chamber. Flextime is a privilege, not a right, and, if abused, can be taken away at the discretion of the supervisor
- Employees using flextime should be willing to be flexible about their schedule if the Chamber's needs so require.
- If more than one employee requests a flextime schedule for the same day, the person submitting the request first, will be granted the flextime.
- All Employees of the Chamber are eligible after the 90 day probationary period.
- Flextime must be taken and used within the same pay period.
- Applications for flextime must be submitted to the President of the Chamber at least 72 hours in advance of the requested dates. Any applications submitted within 72 hours of the requested dates will not be approved.
- Any employee working a non-standard schedule should have the schedule documented and maintained in his/her departmental files.

IN KIND DONATIONS (duplicated in Financial Policies Manual)

The Springdale Chamber of Commerce does not accept in-kind donations or trade for membership into the organization. Should the Springdale Chamber of Commerce be approached by chamber members with regard to in-kind donations or trade, they will only be considered if they are a budget reduction item – an item or service that the Chamber would normally purchase as part of doing business. All such proposals are subject to the advanced written approval of the President.

To ensure accurate record keeping and appropriate usage of in-kind or trade, staff will maintain a spreadsheet that includes details of the donation which include: Donor information, date and duration of donation, date utilized, by whom and for what purpose.

Upon receiving written approval, authorized employee will update the spreadsheet and send a copy to the President. Personal usage by any employee of the Springdale Chamber of Commerce of in-kind donations or trade is prohibited without prior written approval of the President. Failure to follow the above written policy may result in disciplinary action or termination with the Springdale Chamber of Commerce.

WHISTLE BLOWER POLICY

It is the responsibility of all directors, officers and employees to report fraud or ethics violations or suspected violations in accordance with this Whistleblower Policy.

No director, officer or employee who in good faith reports a fraud or ethics violation shall suffer harassment, retaliation or adverse employment consequence. An employee who retaliates against someone who has reported a violation under this policy in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within the Chamber prior to seeking resolution outside the Chamber.

The Chamber has an open door policy and suggests that employees share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, an employee's supervisor is in the best position to address an area of concern. However, employees are encouraged to speak directly with the President/CEO or the Chair of the Board if uncomfortable speaking to a supervisor or not satisfied with a supervisor's response. Supervisors and managers are required to report suspected ethics violations to the Chamber's President/CEO, who has specific responsibility to investigate all reported violations. For suspected fraud, or when not satisfied or uncomfortable with following the Chamber's open door policy, individuals should contact the Chamber's President/CEO directly.

If the suspected violation is committed by the President/CEO, the complaint can be reported to the Board Chair, Chair Elect or Past Chair.

The Chamber's President shall be responsible for investigating and resolving all reported complaints and allegations concerning violations under this policy and, at his/her discretion, shall advise the Executive Committee of a potential claim against insurance coverage for proper reporting. The Executive Committee shall address all reported concerns or complaints regarding corporate accounting practices, internal controls or auditing.

Anyone filing a complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious violation of policy and will result in disciplinary action, up to and including termination of employment.

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Violations or suspected violations must be submitted in writing and must include specific facts concerning the alleged violations, the names of individuals involved, the names of any witnesses, and any other information that would aid in the investigation. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

The President will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

No employee will be discriminated or retaliated against in any manner for good-faith reports made pursuant to this policy. Whistleblowers, however, are still employees and as such must live up to the same performance standards and rules as any other employee. An employee who retaliates against someone whom has reported a violation in good faith pursuant to this policy is subject to discipline, up to and including termination of employment.

BACKGROUND AND REFERENCE CHECKS

To ensure that individuals who join the Chamber are well qualified and to ensure that the Chamber maintains a safe and productive work environment, it is our policy to conduct pre-employment background checks on all applicants who accept a conditional offer of employment. Background checks may include verification of any information on the applicant's résumé or application form.

All offers of employment are conditioned on receipt of a background check report that is acceptable to the Chamber. All background checks are conducted in conformity with the Federal Fair Credit Reporting Act, the Americans with Disabilities Act, and state and federal privacy and antidiscrimination laws. Reports are kept confidential and are only viewed by individuals involved in the hiring process.

If information obtained in a background check would lead the Chamber to deny employment, a copy of the report will be provided to the applicant, and the applicant will have the opportunity to dispute the report's accuracy. Background checks may include a criminal record check, although a criminal conviction does not automatically bar an applicant from employment.

Additional checks such as a driving record or credit report may be made on applicants for particular job categories if appropriate, required by business-necessity and job-related.

The Chamber also reserves the right to conduct a background check for current employees at any time and in connection with employment decisions or investigations in the same manner as described above.



PERSONAL TIME OFF REQUEST

Date Submitted _____

Employee _____

Date(s) Requested _____

Approximate Length of time Needed _____

Request to be Unpaid

Employee Signature: _____

Approved by: _____

Perry Webb, President/CEO, CCE