



Western Climate Initiative, Inc. Employee Handbook U.S. Employees

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SECTION 1: THE WAY WE WORK

A Word About This Handbook

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

The organization reserves the right to revise, delete and add to the provisions of this Employee Handbook at any time without further notice. All such revisions, deletions or additions to the Employee Handbook must be in writing and must be adopted by the Board of Directors of the organization. No oral statements or representations can change the provisions of this Employee Handbook.

The provisions of this Employee Handbook are not intended to create contractual obligations with respect to any matters it covers. Nor is this Employee Handbook intended to create a contract guaranteeing that you will be employed for any specific time period.

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

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

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

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

Equal Employment Opportunity

Our organization is committed to equal employment opportunity. We will not discriminate against employees or applicants for employment on any legally-recognized basis [“protected class”] under applicable federal, state, or local law.

You may discuss equal employment opportunity related questions with your supervisor or any other member of management.

A Word About Our Employee Relations Philosophy

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

We have a workplace where communication is open and problems can be discussed and resolved in a mutually respectful atmosphere. We take into account individual circumstances and the individual employee.

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

Non-Harassment

We prohibit harassment of one employee by another employee, supervisor or third party for any reason, including based on a “protected class” under applicable federal, state, or local law. Harassment of third parties by our employees in the workplace is also prohibited.

The purpose of this policy is not to regulate the personal morality of employees. It is to ensure that in the workplace, no employee harasses another for any reason or in any manner. The conduct prohibited by this policy includes conduct in any form including but not limited to e-mail, voice mail, chat rooms, Internet use or history, text messages, pictures, images, writings, words or gestures.

While it is not easy to define precisely what harassment is, it includes: slurs, epithets, threats, derogatory comments or visual depictions, unwelcome jokes and teasing.

Any employee who believes that (s)he has been harassed should report the situation immediately to the Executive Director or a member of the Board of Directors, each of whom has been designated to receive such complaints. If an employee makes a report to any of these members of management and the manager either does not respond or does not respond in a manner the employee deems satisfactory or consistent with this policy, the employee should report the situation to one of the other members of management designated in this policy to receive complaints. An employee may also report the situation to the Equal Employment Opportunity Commission or a state or local Fair Employment Practices Agency.

The organization will investigate all such reports as confidentially as possible. Adverse action will not be taken against an employee because he or she, in good faith, reports or participates in the investigation of a violation of this policy. Violations of this policy are not permitted and may result in disciplinary action, up to and including discharge.

Sexual Harassment

Any type of sexual harassment is against organization policy and may be unlawful.

We firmly prohibit sexual harassment of any employee by another employee, supervisor or third party. Harassment of third parties by our employees in the workplace is also prohibited. The purpose of this policy is not to regulate the morality of employees. It is to ensure that in the workplace, no employee is subject to sexual harassment. While it is not easy to define precisely what sexual harassment is, it may include: unwelcome sexual advances, requests for sexual favors, and/or verbal or physical conduct of a sexual nature including, but not limited to, sexually-related drawings, pictures, jokes, teasing, e-mails, text messages, uninvited touching or other sexually-related comments. The conduct prohibited by this policy includes conduct in any form including but not limited to e-mail, voice mail, chat rooms, Internet use or history, text messages, pictures, images, writings, words or gestures.

Sexual harassment of an employee will not be tolerated. Violations of this policy may result in disciplinary action, up to and including discharge. There will be no adverse action taken against employees who report violations of this policy in good faith or participate in the investigation of such violations.

Any employee who believes that (s)he is a victim of sexual harassment should immediately report such actions in accordance with the following procedure. All complaints will be promptly and thoroughly investigated as confidentially as possible.

1. Any employee who believes that (s)he is a victim of sexual harassment or has been retaliated against for complaining of sexual harassment, should report the situation immediately to the Executive Director or a member of the Board of Directors, each of whom have been designated to receive such complaints. If an employee makes a report to any of these members of management and the manager either does not respond or does not respond in a manner the employee deems satisfactory or consistent with this policy, the employee should report the

situation to one of the other members of management designated in this policy to receive complaints.

2. The organization will investigate every reported incident immediately. Any employee, supervisor or agent of the organization who has been found to have violated this policy may be subject to appropriate disciplinary action, up to and including immediate discharge.
3. The organization will conduct all investigations in a discreet manner. The organization recognizes that every investigation requires a determination based on all the facts in the matter. We also recognize the serious impact a false accusation can have. We trust that all employees will act responsibly.
4. The reporting employee and any employee participating in any investigation under this policy have the organization's assurance that no reprisals will be taken as a result of a sexual harassment complaint. It is our policy to encourage discussion of the matter, to help protect others from being subjected to similar inappropriate behavior.

Categories of Employment

All employees will have a regular workweek of a standard number of hours worked, based on their category of employment and assigned duties.

FULL-TIME EMPLOYEES have a regular workweek of 32 hours or more.

PART-TIME EMPLOYEES have a regular workweek of less than 32 hours.

Eligible employees with a regular workweek of less than 40 hours per week will accrue and use leave prorated by the ratio of the number of hours in their regular workweek to a 40-hour workweek.

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

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

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

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

Immigration Reform and Control Act

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

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

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

New Employee Orientation

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

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

Your supervisor is responsible for the operations of your department. (S)he is a good source of information about the organization and your job.

Talk to Us

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

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

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

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

If at any time you do not feel comfortable speaking with your supervisor or the next level of management, discuss your concern with any other member of management with whom you feel comfortable.

SECTION 2: YOUR PAY AND PROGRESS

Recording Your Time

All employees must record their hours on WCI, Inc.'s standard time sheets at the end of each work day, and give them to the Executive Director by the day after the end of each pay period. Full time and exempt employees who are eligible for paid time off for holidays, vacation, sick leave or other paid time off as described in this handbook shall report all such hours on the standard time sheet. Unpaid time off as allowed under the provisions of this handbook shall also be recorded on the standard time sheet.

All employees subject to this policy are required to accurately record all time worked. Accurately recording all of your time is required in order to be sure that you are paid for all hours worked. You are required to keep an accurate record of your hours worked.

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

The workweek starts at 12:00 a.m. on Sunday and ends on Saturday at 11:59 p.m.

Payday

You will be paid semimonthly on the 5th of the month and the 20th of the month for the periods that have ended on the last day of the month and the 15th of the month respectively.

When our payday is a holiday, you normally will be paid on the first working day after the holiday. If our payday is a Saturday, you normally will be paid on Friday. If our payday is a Sunday, you normally will be paid on Monday.

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

Paycheck Deductions

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

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

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

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

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

If questions or concerns about any pay deductions arise, employees may discuss and resolve them with the Executive Director.

Garnishment/Child Support

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

Direct Deposit

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

Performance Reviews

Your performance is important to our organization. Once each year, the Executive Director will review your job progress within our organization and help you set new job performance plans.

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

The Board of Directors shall conduct an annual review of the Executive Director's performance.

Job Descriptions

The organization will create and maintain a job description for each position in the organization. The job description outlines the essential duties and responsibilities of the position. When the duties and/or responsibilities of a position change, the job description will be revised periodically to reflect those changes. If you have any questions or wish to obtain a copy of your position's job description, please see the Executive Director.

Pay Advances

Pay advances will not be granted to employees.

Overtime

There will be times when you will need to work overtime so that we may meet the needs of our clients. Although you will be given advance notice when feasible, this is not always possible. Non-exempt employees must have all overtime approved in advance by the Executive Director.

Generally, unless an alternate workweek is in effect or state law dictates otherwise, non-exempt, workers will be paid at a rate of time and one-half their regular hourly rate for: (1) hours worked in excess of eight hours in a day; (2) hours worked in excess of 40 hours in a week not compensated as daily overtime; and (3) for the first eight hours of work on a seventh day of work in a single workweek; and at a rate of double their regular hourly rate for: (a) hours worked in excess of 12 hours in a day; and (b) hours worked in excess of eight hours on a seventh day of work in a single workweek. These guidelines will apply unless applicable state law provides a greater benefit in which case, we will comply with the applicable state law.

We will allow employees to make up time for work missed because of their personal obligations. Employees who wish to do so must provide your supervisor with a written and signed request for each occasion that they desire to make up time. However, an employee who makes up missed time in the same workweek will not be paid overtime for the additional hours of work on a given day unless they exceed 11 on that day or total more than 40 in that week.

Only actual hours worked count toward computing weekly overtime.

If you have any questions concerning overtime pay, check with the Executive Director.

Reporting Time Pay

The organization will make every effort to notify employees in advance when it is not necessary to report to work. These circumstances may include inclement weather, fire, flood, power outage, lack of work, etc. In the event you report for work without being notified in advance that your services are not needed, you will be compensated in accordance with applicable state and federal wage and hour laws.

SECTION 3: TIME AWAY FROM WORK AND OTHER BENEFITS

Employee Benefits

Our organization has developed an employee benefits program with certain benefits applicable to certain categories of employees. No benefits are provided for part-time, non-exempt employees.

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

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

Holidays

Our organization observes the following seven holidays during the year:

New Year's Day (January 1)
Martin Luther King Jr. Day (3rd Monday in January)
Memorial Day (last Monday in May)
Independence Day (July 4)
Labor Day (1st Monday in September)
Thanksgiving Day (4th Thursday in November)
Christmas (December 25)

In addition, employees will receive three additional paid holidays from the following list of optional holidays. Employees must obtain Executive Director approval for their requested optional holidays.

President's Day (3rd Monday in February)
Cesar Chavez Day (March 31)
Columbus Day (2nd Monday in October)
Veteran's Day (November 11)
Day After Thanksgiving
Christmas Eve (December 24)
Day after Christmas (December 26)

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

Full-time employees and part-time exempt employees are eligible for paid holidays immediately upon hire. Employees with a regular workweek of less than 40 hours will be compensated for paid holidays

on a prorated basis. For example, a half-time exempt employee will be paid half time for a paid holiday. Part-time, non-exempt employees are not eligible for paid holidays.

Vacation

All full-time employees and part-time exempt employees are eligible for paid vacation as follows. Part-time, non-exempt employees are not eligible for paid vacation.

Full-time employees who have worked at WCI, Inc. for less than three years will accrue ten (10) hours of vacation each month. Full-time employees who have worked at WCI, Inc. for three years or more will accrue twelve (12) hours of vacation each month. Vacation leave accrual will be prorated for partial months worked. Vacation leave accrual will be prorated for full-time employees who work less than 40 hours per week (e.g., a full-time employee who works 32 hours per week will accrue leave at the rates shown above times 0.8).

Employees may not at the end of any pay period exceed a balance of vacation time of 120 hours. Once the maximum amount of vacation time balance is met (120 hours), the employee will become eligible to resume accruing vacation time when the balance is below the maximum. Upon termination, unused accrued vacation leave will be paid at the final rate of pay.

Part-time exempt employees will accrue vacation on a pro-rated basis equivalent to the vacation benefit for full time employees who work 40 hours per week. For example, a part-time exempt employee who works 20 hours per week will accrue vacation time at one-half the rate described above. The maximum vacation time balance will be similarly prorated for part-time exempt employees.

Vacation leave accrual and use will be prorated for employees with a regular work week of less than 40 hours.

Employees should submit vacation requests in writing at least two weeks in advance to the Executive Director. When possible, vacation requests are granted, taking in to account operating requirements. Length of employment may determine priority in scheduled vacation times. Employees who are out on a leave of absence do not accrue vacation time while they are on their leave.

Planned vacations of more than two weeks require approval at least one month in advance.

Sick Days

Full-time employees and part-time exempt employees are eligible for paid sick days as follows:

Full-time employees will accrue (8) hours of sick leave each month. Sick leave accrual will be prorated for full-time employees who work less than 40 hours per week (e.g., a full-time employee who works 32 hours per week will accrue leave at the rates shown above times 0.8).

Employees may not at the end of any pay period exceed a balance of sick leave of 120 hours. Once the maximum sick leave balance is met (120 hours), the employee will become eligible to resume accruing sick leave when the balance is below the maximum.

Part-time exempt employees will accrue sick leave on a pro-rated basis equivalent to the sick leave benefit for full time employees who work 40 hours per week. For example, a part-time exempt employee who works 20 hours per week will accrue sick leave at one half the rate described above. The maximum sick leave balance will be similarly prorated for part-time employees.

Sick leave accrual and use will be prorated for employees with a regular work week of less than 40 hours.

Sick leave accrual will not be paid upon termination. Sick leave use in excess of five (5) consecutive working days will require the approval of the Executive Director.

All employees may use up to one-half of their annual allotment of accrued and available sick leave for absences to attend to an illness of the employee's child, the child of the employee's registered domestic partner, the employee's parent, registered domestic partner or spouse, on the same terms the employee is able to use sick leave benefits for the employee's own illness or injury.

Jury Duty

Employees summoned for jury duty are granted leave in order to serve if they give reasonable advance notice to the Executive Director that they will need time off to serve. Five (5) days of paid leave are provided for jury duty. Jury duty leave use will be prorated for employees with a regular work week of less than 40 hours. Any additional time off to serve on jury duty shall be unpaid.

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

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

Make arrangements with the Executive Director as soon as you receive your summons.

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

Voting Leave

Our organization believes that every employee should have the opportunity to vote in any state or federal election, general primary or special primary. Any employee whose work schedule does not provide him or her three consecutive hours either between the opening of the polls and the beginning

of his or her shift or between the end of his or her shift and the close of the polls will be allowed to take time off at the beginning or end of his or her workday or shift without a deduction in pay in order to vote. We reserve the right to select the hours you are excused to vote.

You must notify the Executive Director of the need for voting leave at least one day before Election Day.

Military Leave

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

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

Accrued vacation may be used for this leave if the employee chooses. Military orders should be presented to the Executive Director and arrangements for leave made as early as possible before departure. Employees are required to give advance notice of their service obligations to the organization unless military necessity makes this impossible. You must notify the Executive Director of your intent to return to employment based on requirements of the law. Your benefits may continue to accrue during the period of leave in accordance with state and federal law.

Additional information regarding military leaves may be obtained from the Executive Director.

Civil Air Patrol Leave (California Employees)

An employee who is a voluntary member of the California Wing of the Civil Air Patrol will be permitted no less than 10 days of unpaid leave per calendar year in order to respond to an emergency operational mission as defined by state law.

In order to qualify for leave under this policy, an employee volunteer member must be employed by the organization for at least 90 days immediately preceding the commencement of leave. The employee must give the organization as much notice as is possible of the intended leave dates. Leave for a single emergency operational mission shall not exceed three days, unless an extension of time is granted by the governmental entity that authorized the emergency operational mission, and the extension of the leave is approved by the organization.

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

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

This policy does not apply to employees who serve as first responders or disaster service workers for a local, state, or federal agency to the same or a simultaneous emergency operational mission.

Employees may substitute accrued vacation for unpaid leave, but are not required to exhaust accrued leave prior to taking leave under this policy.

Volunteer Firefighter Leave (California Employees)

Employees who serve as volunteer firefighters may be eligible for unpaid leave up to 14 days per calendar year for the purpose of engaging in fire or law enforcement training.

Employees who take leave should provide the organization with a written statement from the chief of the employee's fire department verifying the time, date, and duration of the training.

Witness Leave

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

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

School Visitation Leave

If an employee who is the parent or guardian of a child who is suspended is required to appear at the child's school, the employee may take time off without pay if they provide reasonable advance notice to the Executive Director of the need for time off.

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

Bereavement Leave

Full-time employees and part-time exempt employees who have completed three months of employment are eligible for three paid days for the death of an immediate family member. Part-time exempt employees and full-time employees with a regular workweek less than 40 hours will be paid on a pro-rated basis .

Members of the immediate family include spouses, domestic partners, parents, stepparents, brothers, stepbrothers, sisters, stepsisters, children, stepchildren, children of domestic partners, grandchildren, grandparents, parents-in-law and parents of domestic partners.

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

Victims of Felony Crimes Leave

The organization will grant reasonable and necessary leave from work without pay, to employees who are victims, or whose spouse, child, stepchild, brother, stepbrother, sister, stepsister, mother, stepmother, father, stepfather, domestic partner, or child of a domestic partner is a victim of a violent or serious felony or felonious theft or embezzlement, for the purposes of attending legal proceedings related to the crime.

Affected employees may elect to use accrued paid vacation and/or sick leave in lieu of unpaid leave.

When feasible, affected employees must provide the organization with advance notice of the employee's need for leave, including a copy of the notice of the scheduled proceeding. If advance notice is not feasible, affected employees must provide documentation evidencing the legal proceeding requiring the employee's absence within a reasonable time after leave is taken.

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

Medical, Dental, and Vision Care Benefit

WCI, Inc. provides medical, dental, and vision care benefits as described in the organization's plan documents. Benefits are provided that balance affordability for both the employee and the organization, and may be revised. Plan documents may be obtained from the Executive Director.

No medical, dental or vision care benefit is provided for part-time employees.

Upon discharge you may be entitled to continuation or conversion of your medical, dental, and/or vision care plan(s) in accordance with the terms of the policy and/or applicable state and federal law, however there is no benefit for the costs of any continuation or conversion of medical, dental and/or vision insurance after you leave the organization.

Flexible Spending Account

Our organization offers a Flexible Spending Account (FSA) option for employees consistent with federal and state law.

An FSA is a benefit plan that allows you to make contributions to an account that can be used to cover certain eligible medical and child care expenses on a "before tax", rather than an "after tax" basis. Your contributions are deducted from your gross pay before income tax and Social Security is calculated.

Information on the plan and eligibility is available from the Executive Director.

Retirement Plan

Our organization offers a retirement benefit for full-time employees upon hire. Part-time employees may become eligible for this benefit after working for the organization for certain periods of time as provided for in federal law.

The retirement benefit provided is a 401(k) plan with a safe harbor provision. WCI, Inc. will match employee contributions at 100% up to 3% of the employee's gross pay each pay period. WCI, Inc. will match employee contributions at 50% for the next 2% of the employee's gross pay each pay period. Employees may be eligible to contribute additional, unmatched amounts in accordance with the rules for the 401(k) plan. Detailed information on the 401(k) plan benefit will be provided to you by the Executive Director.

Disability Leave

Full-time employees are eligible for an unpaid disability leave after 90 days. Disability leave due to non-occupational illness, injury or pregnancy-related disability is not to exceed eight weeks.

Employees requesting leave must provide written notice of the disability, including a doctor's certificate stating the nature of the disability and the expected date of return to work. The organization will not seek genetic information in connection with requests for disability leave. All medical information received by the organization in connection with a request for leave under this policy will be treated as confidential.

We will continue benefits for medical, dental, and vision care for eligible employees on authorized disability leave for the first month of disability. During this time you will be responsible for paying your portion of the monthly premium(s). After one month, medical, dental, and vision care benefits from WCI, Inc. will cease and the employee will be responsible for maintaining their coverages by making all payments themselves.

When you are able to return to work, give us at least one week's advance written notice. Include a doctor's certificate stating that you are medically able to return to your normal duties.

We will return you to the same or similar position you held prior to the disability leave, subject to our staffing and business requirements. Your continued absence from work beyond your disability (as determined by your physician) will be deemed a voluntary discharge of your employment.

This leave may run concurrently with any other leave where permitted by state and federal law.

State Disability Insurance (California Employees)

All employees are eligible for disability insurance benefits when an illness, injury or pregnancy-related disability prevents them from working and they meet all the eligibility requirements.

The benefits are calculated as a percentage of your salary up to a weekly maximum as specified by law, for up to 52 weeks.

Employees who apply for this benefit must provide written notice of disability, including a doctor's certificate stating the nature of the disability and your expected date of return to work.

You are responsible for filing your claim and other forms promptly and accurately with the Employment Development Department. A claim form may be obtained from the Employment Development Department by telephone, letter or in person.

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

Family Leave Insurance (California Employees)

The State of California may provide partial wage benefits to eligible employees for up to a maximum of six weeks for the following reasons:

- To bond with a new child after birth or placement for adoption or foster care;
- To care for a serious health condition of an employee's child, parent, spouse, or registered domestic partner.

The Paid Family Leave Act provides benefits based on past quarter earnings for up to six weeks in a 12-month period. The cost of the insurance is fully paid by the employee. The 12-month period begins on the first day an employee submits a claim.

To be eligible for benefits, employees may be required to provide medical and/or other information that supports a claim for time off to bond with a new child or to care for a child, parent, spouse or registered domestic partner with a serious health condition. In addition, there is a seven-calendar-day waiting period before benefits begin. As a condition of initial receipt of family leave insurance benefits, you will be required to use any accrued paid time off (PTO) or vacation time, up to a maximum of two weeks. This use of PTO or vacation time will go, in part, towards the seven-calendar-day waiting period.

You are responsible for filing your claim for family leave insurance benefits and other forms promptly and accurately with the Employment Development Department. A claim form may be obtained from the Employment Development Department by telephone, letter, the Internet or in person. All eligibility and benefit determinations are made by the Employment Development Department.

You may not be eligible for Paid Family Leave benefits if you are receiving State Disability Insurance, Unemployment Compensation Insurance or Workers' Compensation benefits.

The Paid Family Leave Act does not provide a right to leave, job protection or return to work rights. Further, this policy does not provide additional time off; rather, family leave insurance may provide compensation during an approved leave pursuant to any organization provided leave.

Social Security and Medicare

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

Unemployment Insurance

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

Workers' Compensation

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

SECTION 4: ON THE JOB

Attendance and Punctuality

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

If you are going to be late for work or absent, notify the Executive Director as far in advance as is feasible under the circumstances, but before the start of your workday.

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

Business Hours

Because of the nature of our business, your work schedule may vary depending on your job. Normal business hours are 8:00 a.m. to 5:00 p.m. local time, Monday through Friday. Check with the Executive Director if you have questions about your hours of work.

Meal Time

Except for certain exempt employees, all employees who work five or more hours in a day are required to take a 30-minute unpaid duty-free meal period. An employee who works over ten hours in a day is required to take a second 30-minute unpaid duty-free meal period unless the employee elects to waive the second meal period as described below. Employees are completely relieved of their job responsibilities during their meal periods.

Waiver of Meal Period. Employees may waive their meal periods only under the following circumstances. If an employee will complete their workday in six hours, the employee may waive their meal period. Additionally, depending upon your occupation, employees who work more than ten hours in a day may be able to waive their second meal period, but only if they take their first meal period and they do not work more than 12 hours that day. Please speak to the Executive Director for clarification on whether you are entitled to waive your second meal period. Anytime you elect to waive a meal period you must submit a written request and receive prior written authorization from the Executive Director. Employees may not waive meal periods to shorten their workday or to accumulate meal periods for any other purpose.

On Duty Meal Period. In limited situations, certain designated employees may be required to work an on-duty meal period due to the nature of the employee's duties. Unless the Executive Director directs you to take an on-duty meal period due to the nature of your job duties and you agree to an on-duty meal period in writing, you will not be permitted to take an on-duty meal period.

Breaks

Employees will receive one, ten-minute paid break for every four hours worked.

Lactation Breaks

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

Employees should notify the Executive Director to request time to express breast milk under this policy. The organization reserves the right to deny an employee's request for a lactation break if the additional break time will seriously disrupt operations.

No provision of this policy applies or is enforced if it conflicts with or is superseded by any requirement or prohibition contained in a federal, state, or local law or regulation. Anyone with knowledge of such a conflict or potential conflict should contact the Executive Director.

Standards of Conduct

Each employee has an obligation to observe and follow the organization's policies and to maintain proper standards of conduct at all times. If an individual's behavior interferes with the orderly and efficient operation of a department, corrective disciplinary measures will be taken.

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

Among other things, the following may result in disciplinary action, up to and including discharge: violation of the organization's policies or safety rules; insubordination; unauthorized or illegal possession, use or sale of alcohol or controlled substances on work premises or during working hours, while engaged in organization activities or in organization vehicles; unauthorized possession, use or sale of weapons, firearms or explosives on work premises; theft or dishonesty; physical harassment; sexual harassment; disrespect toward fellow employees, visitors or other members of the public; performing outside work or use of organization property, equipment or facilities in connection with outside work while on organization time; poor attendance or poor performance. These examples are not all inclusive. We emphasize that discharge decisions will be based on an assessment of all relevant factors.

Nothing in this policy is designed to modify our employment-at-will policy.

Access to Personnel Files

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

For more information, contact the Executive Director.

Client and Public Relations

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

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

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

Solicitation and Distribution

In the interest of maintaining productivity and a proper business environment, employees may not distribute literature or other materials of any kind or solicit for any cause during the working time of any employee involved.

Employees may not distribute literature or other materials of any kind in working areas, at any time, whether or not the employees are on working time. Likewise, employees may not solicit for any cause during the working time of any employee involved.

Non-working time includes, but is not limited to, a lunch or break.

Non-employees are prohibited from soliciting or distributing materials on organization premises at any time.

Changes in Personal Data

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

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

Care of Equipment

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

Acceptable Use of Electronic Communications

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

Employees may use our Systems to communicate internally with co-workers or externally with clients, suppliers, vendors, advisors, and other business acquaintances for business purposes.

All Electronic Communications contained in organization Systems are organization records. Although an employee may have an individual password to access our Systems, the Systems and Electronic Communications do not belong to the employee. The Systems and Electronic Communications are accessible to the organization at all times including periodic unannounced inspections. Our Systems and Electronic Communications are subject to use, access, monitoring, review, recording and disclosure without further notice. Our Systems and Electronic Communications are not confidential or private. The organization's right to use, access, monitor, record and disclose Electronic Communications without further notice applies equally to employee-provided systems or equipment used in the workplace, during working time, or to accomplish work tasks.

Although incidental and occasional personal use of our Systems that does not interfere or conflict with productivity or the organization's business or violate policy is permitted, personal communications in our Systems are treated the same as all other Electronic Communications and will be used, accessed, recorded, monitored, and disclosed by the organization at any time without further notice. Since all Electronic Communications and Systems can be accessed without advance notice, employees should not use our Systems for communication or information that employees would not want revealed to third

parties. If we reimburse an employee for work use of a personal phone, we reserve the right to ask for copies of bills and call details. By accepting reimbursement, you agree to this condition.

Employees may not use our Systems in a manner that violates our policies including but not limited to Non-Harassment, Sexual Harassment, Equal Employment Opportunity, Protecting Organization Information, and Solicitation and Distribution. Employees may not use our Systems in any way that may be seen as insulting, disruptive, obscene, offensive, or harmful to morale. Examples of prohibited uses include, but are not limited to, sexually-explicit drawings, messages, images, cartoons, or jokes; propositions or love letters; ethnic or racial slurs, threats, or derogatory comments; or any other message or image that may be in violation of organization policies.

In addition, employees may **not** use our Systems:

- To download, save, send or access any discriminatory or obscene material;
- To download, save, send or access any music, audio or video file;
- To download anything from the internet (including shareware or free software) without the advance written permission of the Systems Supervisor;
- To download, save, send or access any site or content that the organization might deem “adult entertainment;”
- To access any “blog” or otherwise post a personal opinion on the Internet;
- To solicit employees or others;
- To attempt or to gain unauthorized or unlawful access to computers, equipment, networks, or systems of the organization or any other person or entity;
- In connection with any infringement of intellectual property rights, including but not limited to copyrights; and
- In connection with the violation or attempted violation of any law.

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

Employees must always respect intellectual property rights such as copyrights and trademarks. Employees must not copy, use, or transfer proprietary materials of the organization or others without appropriate authorization.

All Systems passwords and encryption keys must be available and known to the organization. Employees may not install password or encryption programs without the written permission of the Executive Director. Employees may not use the passwords and encryption keys belonging to others.

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

Employees may not use our Systems while driving and must obey all driving laws and regulations while at work.

Nothing contained herein shall preclude an employee from engaging in conduct protected by Section 7 of the National Labor Relations Act.

Violations of this policy may result in disciplinary action up to and including discharge as well as possible civil liabilities or criminal prosecution. Where appropriate, the organization may advise legal officials or appropriate third parties of policy violations and cooperate with official investigations. We will not, of course, retaliate against anyone who reports possible policy violations or assists with investigations.

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

Social Media

The organization has in place policies that govern use of its own electronic communication systems, equipment, and resources which employees must follow. The organization may also have an interest in your electronic communications with co-workers, clients, vendors, suppliers, competitors, and the general public on your own time. Inappropriate communications, even if made on your own time using your own resources, may be grounds for discipline up to and including immediate termination. We encourage you to use good judgment when communicating via blogs, online chat rooms, networking internet sites, social internet sites, and other electronic and non-electronic forums (collectively “social media”). The following is a general and non-exhaustive list of guidelines you should keep in mind:

1. Make it clear that the views expressed in social media are yours alone. Do not purport to represent the views of the organization in any fashion.
2. Do not disclose confidential or proprietary information regarding the organization, your co-workers or the organization's vendors and suppliers. Use of copyrighted or trademarked organization information, trade secrets, or other sensitive information may subject you to legal action. If you have any doubt about whether it is proper to disclose information, please discuss it with the Executive Director.
3. Do not use organization logos, trademarks, web addresses, email addresses or other symbols in social media. You may not use the organization name or other identifying information to endorse, promote, denigrate or otherwise comment on any product, opinion, cause or person.

4. Be respectful of the privacy and dignity of your co-workers. Do not use or post photos of co-workers without their express consent.
5. Harassing or discriminatory comments, particularly if made on the basis of gender, race, religion, age, national origin, or other protected characteristic, may be deemed inappropriate even if the organization name is not mentioned. If social media communications in any way may adversely affect your relationships at work or violate organization policy, you may be subject to discipline up to and including immediate termination under various organization policies.
6. Ensure that engaging in social media does not interfere with your work commitments.
7. Social media and similar communications have the potential to reflect on both you and the organization. We hope that you will show respect for our employees, clients, affiliates and competitors.

Nothing contained herein shall preclude an employee from engaging in conduct protected by Section 7 of the National Labor Relations Act.

Policies and Procedures

Employees are required to follow all of the established policies and procedures of the organization, including, but not limited to the following policies that have been approved and adopted by the Board of Directors:

- [Funds Management Policy](#)
- [Conflict of Interest Policy](#)
- [Retention of Business Records Policy](#)
- [Whistleblower Protection Policy](#)
- [Procurement Policy](#)

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

Whether or not your job responsibilities place you in direct client contact, you represent the organization with your appearance as well as your actions.

The organization maintains a business casual environment. All employees should use discretion in wearing attire that is appropriate for the office and client interaction.

Protecting Organization Information

Protecting our organization's information is the responsibility of every employee, and we all share a common interest in making sure information is not improperly or accidentally disclosed. Do not discuss the organization's confidential business or proprietary business matters, or share confidential, personal

employee information with anyone who does not work for us such as friends, family members, members of the media, or other business entities. You may be required to sign a nondisclosure agreement as a condition of your employment, in accordance with state and federal law.

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

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

Conflict of Interest/Code of Ethics

An organization's reputation for integrity is its most valuable asset and is directly related to the conduct of its officers and other employees. Therefore, employees must never use their positions with the organization, or any of its clients, for private gain, to advance personal interests or to obtain favors or benefits for themselves, members of their families or any other individuals, corporations or business entities. All employees are required to sign and adhere to the organization's "Ethical Guidelines and Conflict of Interest Policy."

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

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

If You Must Leave Us

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

Employees, who are rehired following a break in service in excess of six months, other than an approved leave of absence, are considered new employees from the effective date of their reemployment for all purposes, including the purposes of measuring benefits.

Additionally, all resigning employees should complete a brief exit interview prior to leaving. All organization property, including this Employee Handbook, must be returned upon discharge. Otherwise, the organization may take action to recoup any replacement costs and/or seek the return of organization property through appropriate legal recourse.

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

SECTION 5: SAFETY IN THE WORKPLACE

Each Employee's Responsibility

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

Please observe the following precautions:

1. Notify the Executive Director of any emergency situation. If you are injured or become sick at work, no matter how slightly, you must inform the Executive Director immediately.
2. The use of alcoholic beverages, marijuana or other illegal substances during working hours will not be tolerated. The possession of alcoholic beverages, marijuana, or illegal substances on the organization's property is forbidden.
3. Reporting to work under the influence of alcoholic beverages, marijuana or other illegal substances is prohibited.
4. Use, adjust and repair machines and equipment only if you are trained and qualified.
5. Know the proper lifting procedures. Get help when lifting or pushing heavy objects.
6. Understand your job fully and follow instructions. If you are not sure of the safe procedure, don't guess; just ask the Executive Director.
7. Know the locations, contents and use of first aid and fire fighting equipment.
8. Comply with OSHA standards and/or applicable state job safety and health standards as written in our safety procedures manual.

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

Workplace Violence

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

If you receive or overhear any threatening communications from an employee or outside third party, report it to the Executive Director at once. Do not engage in either physical or verbal confrontation with a potentially violent individual. If you encounter an individual who is threatening immediate harm to an employee or visitor to our premises, contact an emergency agency (such as 911) immediately.

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

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

Workplace Searches

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

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

Smoking in the Workplace

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

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

No Weapons in the Workplace

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

Employees who are aware of violations or threats of violations of this policy are required to report such violations or threats of violations to the Executive Director immediately.

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

In An Emergency

The Executive Director should be notified immediately when an emergency occurs. Emergencies include all accidents, medical situations, bomb threats, other threats of violence, and the smell of smoke. If the Executive Director is unavailable, contact the nearest organization official.

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

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

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

Substance Abuse

The organization has vital interests in ensuring a safe, healthy and efficient working environment for our employees, their co-workers and the clients we serve. It is the policy of our organization to create a drug-free workplace in keeping with the spirit and intent of the Drug-Free Workplace Act of 1988. The unlawful or improper presence or use of controlled substances or alcohol in the workplace presents a danger to everyone. For these reasons, we have established as a condition of employment and continued employment with the organization the following substance abuse policy.

- Employees are prohibited from reporting to work or working while using illegal or unauthorized substances, including alcoholic beverages, marijuana or other illegal substances.
- Employees are prohibited from reporting to work or working when the employee uses any controlled substance, except when the use is pursuant to a doctor's orders and the doctor advised the employee that the substance does not adversely affect the employee's ability to safely perform his or her job duties. Only the person for whom a prescription drug is issued can bring that medication on company premises.
- Employees are prohibited from engaging in the unlawful or unauthorized manufacture, distribution, sale or possession of alcohol, marijuana or other illegal or unauthorized substances in the workplace including: on organization paid time, on organization premises, in organization vehicles, or while engaged in organization activities.

- Employees cannot bring or consume alcoholic beverages on company premises.
- Any employee whose off-duty abuse of alcohol, marijuana or illegal or prescription drugs results in excessive absenteeism, tardiness, accidents, or impairs his/her performance will be subject to discipline, up to and including termination.

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

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

The organization further reserves the right to take any and all appropriate and lawful actions necessary to enforce this substance abuse policy including, but not limited to, the inspection of organization issued lockers, desks or other suspected areas of concealment, as well as an employee's personal property when the organization has reasonable suspicion to believe that the employee has violated this substance abuse policy.

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

This policy represents management guidelines. For more information, please speak to the Executive Director.

RECEIPT OF EMPLOYEE HANDBOOK AND EMPLOYMENT-AT-WILL STATEMENT

This is to acknowledge that a copy of the Western Climate Initiative, Inc. Employee Handbook has been provided to the employee and that it contains information about the employment policies and practices of the organization. I agree to read and comply with this Employee Handbook. I understand that the policies outlined in this Employee Handbook may require changes from time to time. I understand that the organization retains the right to make decisions involving employment as needed in order to conduct its work in a manner that is beneficial to the employees and the organization. I understand that this Employee Handbook supersedes and replaces any and all prior Employee Handbooks and any inconsistent verbal or written policy statements.

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

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

THIS ORGANIZATION IS AN AT-WILL EMPLOYER. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS EMPLOYEE HANDBOOK, THE ORGANIZATION OR I MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE. NOTHING IN THIS EMPLOYEE HANDBOOK OR IN ANY DOCUMENT OR STATEMENT, WRITTEN OR ORAL, SHALL LIMIT THE RIGHT TO TERMINATE EMPLOYMENT AT-WILL. NO OFFICER, EMPLOYEE OR REPRESENTATIVE OF THE ORGANIZATION IS AUTHORIZED TO ENTER INTO AN AGREEMENT—EXPRESS OR IMPLIED—WITH ME OR ANY EMPLOYEE FOR EMPLOYMENT FOR A SPECIFIED PERIOD OF TIME UNLESS SUCH AN AGREEMENT IS IN A WRITTEN CONTRACT APPROVED BY THE BOARD OF DIRECTORS AND SIGNED BY THE CHAIR OR THE EXECUTIVE DIRECTOR OF THE ORGANIZATION.

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

I have read and understand the Vacation Policy in this Employee Handbook.

Initials _____ Date _____

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

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

NAME _____

DATE _____

EMPLOYEE SIGNATURE _____