

THE _____ COMPANY
PERSONNEL MANUAL

THE _____ COMPANY

Equal Employment Opportunity Policy

The _____ Company is an equal opportunity employer. All recruitment, hiring, transfers, promotions and separations are based on merit, equal opportunity and job-related factors without regard to race, ethnicity, age, color, religion, sex, national origin, disability, economic circumstances, HIV infection, AIDS-related complex or AIDS, or veteran status.

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INTRODUCTION

We are glad you have joined The _____ Company team. You have been asked to come aboard because we think you have the potential to be an asset to our company. It is the contributions of the team that will help us achieve the high standards of excellence The _____ Company has set.

This handbook is designed to acquaint you with The _____ Company and provide you with information about working conditions, employee benefits, and some policies affecting your employment. However, the contents of this handbook and the policies and procedures described in it are presented as a matter of information only.

Nothing set forth in this handbook is intended to create an express or implied contract. An employment-at-will relationship exists between The _____ Company and its employees; in other words, employment with The _____ Company is voluntarily entered into, and the employee is free to resign at will at any time, with or without cause and with or without notice. Similarly, The _____ Company may terminate the employment relationship at will at any time, with or without cause and with or without notice. Only the President of The _____ Company has the authority to establish Employment Agreements with employees.

As The _____ Company grows, the need may arise to change policies described in the handbook. The _____ Company, therefore, reserves the right to revise, supplement, or rescind any portion of the handbook from time to time as it deems appropriate, in its sole and absolute discretion.

Policies contained herein are summaries and are not all inclusive. Your familiarity with this information will enhance both your personal and professional experience with The _____ Company. The management of The _____ Company is committed to an open door policy for employees and strongly urges you to address any concerns that arise with your supervisor.

EMPLOYMENT — APPLICANTS & NEW EMPLOYEES

All new employees shall be on a probationary period for the first three (3) months of employment.

After three (3) months of employment all new employees are subject to review by his or her supervisor. Thereafter, a new employee, subject to the needs of the company, may be made a regular full-time employee, may be terminated, or may have his or her probationary period extended an additional three (3) months.

An employee whose probationary period is extended will be subject to another review by his or her supervisor upon completion of six (6) months of service and, upon review and subject to the needs of the company, may be made a full-time employee at that time, or may be terminated at that time.

No probationary period will be extended beyond six months and no employee shall become a regular full-time employee except upon satisfactory review by his or her supervisor.

ABSENCE FROM WORK

Any employee absent from work without permission must notify his or her supervisor as early as possible, but in no case later than an hour after the beginning of the work day.

The absent employee must directly call his or her supervisor, unless injury or serious illness make it impossible. Under no circumstances shall a message of this importance be left with a Telephone Operator, Receptionist, or other non-management employee.

Any employee absent without permission for a full working day without so notifying Management, will be suspended for three (3) days without pay.

ACCIDENTS AND INJURIES

Any employee injured on the job or in a company vehicle shall inform his or her supervisor immediately, so that medical attention may be provided and compensation procedures activated, if required.

Any employee involved in an accident without personal injury, shall report all details at once to his or her supervisor.

AUTHORIZED LEAVE - DEATH

The _____ Company will grant paid leave to any regular, full-time employee relating to death as follows:

- | | |
|------------------------------------------------|--------|
| A) Death of husband, wife or child: | 5 Days |
| B) Death of father, mother, brother or sister: | 3 Days |
| C) Death of father-in-law or mother-in-law: | 3 Days |
| D) Death of grandparents: | 3 Days |

AUTHORIZED LEAVE - JURY DUTY

The _____ Company will only in an emergency ask an employee to be excused from impanelment.

During the period of impanelment, the employee will be paid the difference between his or her normal eight-hour (8) day or forty-hour (40) hour week and the Jury fees received.

The employee serving on Jury Duty shall return to his place of work when he/she is excused from the Jury Panel for any period of one hour or more within his/her normal working hours.

AUTHORIZED LEAVE — MILITARY

Any regular, full-time employee with a valid military obligation requiring two (2) weeks of active duty in the U.S. Armed Forces will be excused and paid the difference between the employee's normal forty-hour (40) week wages and one (1) week of his military pay for one-half (1/2) of such period of military duty up to one week maximum.

AUTHORIZED LEAVE - PROFESSIONAL APPOINTMENTS

The Company encourages all employees to schedule doctor, dentist, and other professional appointments at times other than normal working hours.

If, however, it is not possible to schedule such appointments after normal working hours, an employee, with notice and permission of his or her supervisor, may leave work during working hours for up to one half day. With the permission of his or her supervisor, the employee may make up a maximum of two hours of this time within one week of the absence. Any time not made up will be subject to sick leave.

AUTHORIZED LEAVE - SICK LEAVE

Any regular, full-time employee, after the 90-day probationary period, will be granted a three-day bank of sick leave.

The Company will pay sick leave only for bona fide illness and reserves the right to telephone the employee at his/her home during this absence, and/or his/her physician, or to require a doctor's written note if the employee is off work on a Monday, Friday, or more than one day.

ALCOHOL AND CONTROLLED SUBSTANCE

No employee shall have in his or her possession, or use while at The _____ Company, or while in any vehicle provided by or otherwise associated with the company, any alcoholic beverage or controlled substance. Violation of this provision shall result in suspension without pay or dismissal for cause, at the sole discretion of Management.

COMPLAINTS AND SUGGESTIONS

The _____ Company considers each employee a high priority. If any employee has questions, suggestions, or occupational problems, they should discuss them with his or her supervisor or he should feel free to contact the President, who maintains an "Open Door Policy."

All such discussions shall be confidential, upon the employee's request.

EMPLOYEE REVIEW

Each employee shall be reviewed by his or her supervisor twice a year; to set goals, to evaluate the employee's progress and attitude, and to enable the employee to express his/her views to management.

HOLIDAYS

The _____ Company grants six (6) full-day holidays annually:

New Year's Day,
Memorial Day,
Independence Day,
Labor Day,
Thanksgiving, and
Christmas.

In addition, most years will have one (1) paid half-day holiday on Christmas Eve. On such a half-day holiday, employees will report for work at 8:00 a.m. and will be dismissed at 12:00 p.m. (A half-day holiday will not be observed nor paid when Christmas falls on Sunday or Monday). Any full holiday falling on a Sunday will be observed on the following Monday and will be paid. Any full holiday falling on Saturday will be observed on Friday and will be paid.

An employee must have completed thirty (30) days service with The _____ Company to be eligible for paid holidays.

HOUSEKEEPING

Each employee is expected to keep his or her work area clean and orderly whether a general area, warehouse, or office desk.

In addition to his or her work station, each employee has the responsibility to maintain good housekeeping throughout the premises.

PAY PERIODS

All employees on wage-hour or salary are paid every other Friday, or bi-weekly.

Employees on commission receive a bi-weekly advance of amount, subject to charge-backs, coinciding with and included in the regular bi-weekly payroll. Commission is later reconciled at the end of a given month and paid accordingly.

Paychecks should be deposited or cashed within thirty (30) days of issuance.

The _____ Company will pay in advance only on authority of the President.

WAGES, SALARIES, COMMISSIONS AND OTHER COMPENSATION

The President of The _____ Company, subject to all applicable laws and with assistance from Department Supervisors, determines all compensation policies.

Compensation policies may be changed at any time as necessary for the welfare of the Company.

An employee's compensation is reviewed annually, on or about his anniversary date or in January.

An employee's compensation is a confidential matter between the employer and the employee.

Any discussion of the compensation of any employee except with the President and/or supervisor violates the employer-employee agreement with The _____ Company.

PAYROLL DEDUCTIONS

The _____ Company collects the following from payroll deductions as required by law, which are forwarded to various governmental units:

- a. Social Security Tax
- b. Federal Income Tax
- c. Ohio Income Tax
- d. City Income Tax

The Company also makes deductions for the single portion of the employee's medical-hospital insurance for employees electing family coverage.

PURCHASE OF COMPANY MERCHANDISE

Any employee of The _____ Company may purchase materials for his or her personal use from the Company and will be charged cost plus 5%, plus Sales Tax.

Any employee abusing this privilege will not be permitted to purchase in the future.

TERMINATION OF EMPLOYMENT

The _____ Company requires an advanced notice of not less than two (2) weeks from any employee desiring to terminate his/her employment with the Company, to be given to his/her supervisor.

If the employee gives such notice and is, at that time in good standing, The _____ Company will buy out his or her unused, accrued vacation, provided the company reserves the right, at its sole option, to grant such vacation during said two-week notice period in lieu of a buy-out. (No other benefits are subject to buy-out or any other compensation of any kind upon termination.)

VACATIONS

Regular, full-time employees are entitled to two (2) week's paid vacation annually, beginning with the first anniversary of full-time employment. Vacation is mandatory and at least one continuous week must be taken each year.

Vacation may be taken at the choice of the employee, subject to scheduling availability and subject to approval by his/her supervisor.

Vacations may not be accumulated from year to year, except with permission of the President.

Part-time employees are eligible for vacation after one (1) year of continuous part-time employment on a pro-rated basis.

Employees shall make his or her request for the preferred vacation period during his or her annual February Goal Setting & Review session with his or her supervisor.

WORKING HOURS - GENERAL & OVERTIME

The _____ Company has established regular working hours on an 8:00 a.m. to 5:00 p.m. schedule, Monday through Friday, with a one-hour lunch period daily. Designated departments may have a different schedule to accommodate our customers.

At times, a department may be assigned to work longer or shorter hours due to exceptional circumstances - or business activity.

Whenever feasible, Management will use employees expressing a desire for the extra work, although Management may, with adequate notice, call on any employee for after-hour, Saturday, or Sunday assignments.

Company Policy (to comply with governing laws) will pay one and one-half times the regular hourly rate for actual hours of work performed in excess of forty (40) hours per week.

The formula also applies to employees being required to work on Sunday or Holidays.

Before working over forty hours or on Sunday or holidays, the employee must inform his or her supervisor and obtain authorization.