

Institute for the Psychological Sciences

A **Virginia Not-For-Profit** Corporation

**EMPLOYEE HANDBOOK
(EDITION II)**

ISSUE DATE: March 2001

© 2001 CCAS, Inc. Licensed for use by Institute for the Psychological Sciences, Inc.
All rights reserved

TABLE OF CONTENTS

1.	WELCOME NEW EMPLOYEE!	1
2.	EMPLOYMENT-AT-WILL	2
3.	INTRODUCTORY PERIOD	2
4.	EMPLOYEE CONDUCT AND WORK RULES	2
5.	COMPLIANCE WITH FEDERAL, STATE AND LOCAL LAWS	3
6.	EQUAL EMPLOYMENT OPPORTUNITY POLICY	4
7.	POLICY AGAINST HARASSMENT	4
8.	EMPLOYMENT CATEGORIES	7
9.	WORK SCHEDULES	8
10.	ATTENDANCE AND PUNCTUALITY	8
11.	MEAL PERIODS	8
12.	TIME KEEPING.....	8
13.	USE OF PHONE AND MAIL SYSTEMS	9
14.	EMPLOYEE INFORMATION	9
15.	BUSINESS TRAVEL EXPENSES	10

16.	PAYDAYS	11
17.	PAY DEDUCTIONS AND SETOFFS	11
18.	OVERTIME	12
19.	ADMINISTRATIVE PAY CORRECTIONS	12
20.	EMPLOYEE BENEFITS	12
21.	VACATION BENEFITS	13
22.	HOLIDAYS	15
23.	BEREAVEMENT LEAVE	16
24.	SICK LEAVE BENEFITS	16
25.	PAID AND UNPAID PERSONAL LEAVE DAYS	18
26.	MILITARY DUTY LEAVE	18
27.	PREGNANCY-RELATED LEAVE	19
28.	WORKERS' COMPENSATION INSURANCE	20
29.	JURY DUTY LEAVE	20
30.	PERSONAL APPEARANCE	21
31.	SMOKING	22
32.	DRUG AND ALCOHOL USE	22

33.	SAFETY.....	23
34.	CONFLICTS OF INTEREST.....	23
35.	CONFIDENTIALITY	24
36.	TRAINING AND CONTINUING EDUCATION.....	27
37.	EMERGENCY CLOSINGS.....	28
38.	RESIGNATION	28
39.	ADULT / CHILD / IMPAIRED PERSON RELATIONSHIPS.....	28
40.	COMMUNICATIONS CONCERNING THE COMPANY	31
41.	LOSS PREVENTION.....	32

1. WELCOME NEW EMPLOYEE!

On behalf of your colleagues, we welcome you to Institute for the Psychological Sciences, Inc. ("the Company") and we wish you every success here.

The Company is a 501(c)(3) non-profit corporation, and is a tax-exempt company in the Roman Catholic Church.

We believe that each employee contributes directly to the Company's growth and success, and we hope you will take pride in being a member of our team. The purpose of the Company is primarily to provide training and education services to Catholic religious and laity.

This handbook was prepared in anticipation of the many questions that you may have concerning the Company and its policies and procedures. As reflected in this Handbook, the Company intends to maintain a work environment in which relations are characterized by respect, courtesy, equitable treatment and in which there are opportunities for participation, challenge, and advancement. Through the development and implementation of this Handbook, the Company seeks to further this objective.

THIS HANDBOOK IS NOT A CONTRACT OF EMPLOYMENT AND IS NOT INTENDED TO CREATE ANY EXPRESS OR IMPLIED PROMISES TO EMPLOYEES OR GUARANTEE ANY FIXED TERMS. THE HANDBOOK DOES NOT IN ANY WAY ALTER THE "EMPLOYMENT-AT-WILL" RELATIONSHIP BETWEEN THE COMPANY AND ITS EMPLOYEES (SEE SECTION 2 BELOW). EMPLOYMENT-AT-WILL MEANS THAT EITHER THE EMPLOYEE OR THE COMPANY MAY TERMINATE THE EMPLOYMENT RELATIONSHIP FOR ANY REASON AT ANY TIME, WITH OR WITHOUT NOTICE.

Something to keep in mind as you read through this Handbook is that the policies and procedures described herein supersede all previous handbooks, memoranda or other announcements applicable to employees and are for employees' information only. The Company reserves the right to modify, revoke or suspend any or all of the policies and procedures outlined here. Generally, you will be informed about any changes, but changes may also be made without notice.

This handbook is the property of the Company. Accordingly, the handbook must be kept strictly confidential and must be returned to the Company in the event that employment is terminated.

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

2. EMPLOYMENT-AT-WILL

A condition of employment with the Company is the employee's entering into a written agreement with the Company on a form provided to the employee by the Company. Such agreement will confirm that employment with the Company is by mutual consent of the employee and the Company consequently the employment relationship can be terminated by either the employee or the Company at any time with or without notice and with or without cause. The at-will nature of an individual's employment with the Company may only be modified in writing by a document signed by the employee and by the President of the Company.

3. INTRODUCTORY PERIOD

The introductory period of 30 days 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 Company uses this period to evaluate employee capabilities, work habits, and overall performance. Either the employee or the Company may end the employment relationship at will at any time during or after the introductory period, with or without cause or advance notice.

During the 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 Company-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.

4. EMPLOYEE CONDUCT AND WORK RULES

To ensure orderly operations and provide the best possible work environment, the Company expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization and to inform their supervisor of problems and observations concerning employee conduct and work rules

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 time keeping records or other documents
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating Company-owned vehicles or equipment
- Fighting or threatening violence in the workplace
- Boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to damage of Company-owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Sexual or other unlawful or unwelcome harassment or misconduct
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- Excessive absenteeism or any absence without notice
- Unauthorized disclosure of business "secrets" or confidential information
- Violation of personnel policies
- Unsatisfactory performance or conduct
- Failure to report to the proper supervisor knowledge of another employee's failure to abide by any of the work rules defined above.

This policy regarding employee conduct and work rules does not in any way limit or modify the employment-at-will relationship between the Company and the employee set forth in this handbook.

5. COMPLIANCE WITH FEDERAL, STATE AND LOCAL LAWS

Employees shall obey all federal, state and local laws and ordinances. Employees shall report all violations of law for which they have been convicted (other than minor traffic violations), or for which they are subject to arrest, or where there are criminal charges

pending, to the highest ranking member of management within seven days of such conviction, arrest or criminal charges. Failure to report any such instance is subject to disciplinary action up to and including termination. Report of such conviction, arrest or pending charges shall not necessarily result in immediate termination of employment.

6. EQUAL EMPLOYMENT OPPORTUNITY POLICY

The Company is strongly committed to the principle of equal employment opportunity for all individuals. The Company believes equal opportunity is not only consistent with good business practices but, of equal importance, is also a moral concern and obligation for each of us.

Consistent with the Company's commitment to equal employment opportunity, the Company's policy is to comply with all federal, state and local laws concerning employment discrimination. Accordingly, the Company will make all employment decisions for employees and applicants without unlawful discrimination on the basis of race, color, religion, sex, national origin, age, disability or any other status protected by law. This equal opportunity policy applies to all employment practices including recruitment, hiring (or failure or refusal to hire), employment, assignment, working conditions, training, compensation, benefits, promotions and terminations and other obligations and privileges of employment.

Because the Company is an institution of the Roman Catholic Church, the Company reserves the right to employ only those persons who demonstrate an openness and respect for the Roman Catholic Church and its institutions and who have a sincere interest in furthering the Company's mission within the Church. For jobs in which membership in the Roman Catholic Church is a bona fide occupational qualification reasonably necessary to the normal operation of the Company's business, the Company reserves the right to employ only persons who are members of the Roman Catholic Church.

7. POLICY AGAINST HARASSMENT

The Company intends to provide a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal opportunities and prohibits discriminatory practices, including sexual harassment.

In compliance with federal, state and local laws and consistent with our policy of equal employment opportunity, the Company strictly prohibits harassment of any employee or applicant for employment in any form, whether based on a person's race, color, religion, sex, national origin, age, disability or any other status protected by law. This policy includes prohibition of any form of sexual harassment in the workplace. The Company will not tolerate sexual advances, requests for sexual favors or any other verbal or physical conduct of a sexual nature that harasses other employees.

This policy applies to all employees, regardless of their position at the Company. Harassing behavior is unacceptable in the workplace itself and in other work-related settings such as business trips or business-related social events.

Definition of Unlawful Sexual Harassment

For purposes of this policy, sexual harassment is defined as unwelcome or unwanted verbal or physical conduct of a sexual nature when:

- the employee's submission to such conduct is made either explicitly or implicitly a term or condition of the individual's employment;
- the employee's submission to or rejection of the conduct is used as the basis for decisions affecting hiring, evaluation, promotion or other aspects of employment; and/or
- this conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile or offensive work environment.

Examples of sexual harassment include, but are not limited to: unwanted sexual advances, demands for sexual favors in exchange for favorable treatment or continued employment; repeated sexual jokes told or carried out after the joker has been advised that such jokes are embarrassing or offensive; repeated unwelcome flirtations, advances or propositions; coerced sexual acts; verbal abuse of a sexual nature; graphic, verbal commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling, touching, pinching, assault, suggestive, insulting, or obscene comments or gestures; and/or displays in the work place of sexually suggestive objects or pictures.

Procedures for Reporting Harassment

The Company urges each employee to report all incidents of harassment to his or her immediate supervisor, any department head, the highest ranking member of management, or any other supervisor with whom the employee feels comfortable. The Company encourages employees to report complaints promptly so that rapid and constructive action may be taken as soon as possible.

The Company's encouragement of employees to make complaints of harassment does not foreclose employees from choosing to pursue informal means of resolving workplace disputes. For example, an employee who believes he or she is being harassed may wish simply inform the offender that the conduct is unwelcome and request that the conduct stop immediately. The Company recognizes, however, that it may be difficult or impossible to confront an offender directly. If for any reason the employee is unable to raise the issue with the offender, or the unwelcome behavior continues, the employee should report the conduct to the appropriate member of management immediately.

Investigation of Complaints of Harassment

The Company will investigate all complaints of harassment. In all cases, the supervisor shall document the interview and ask the complainant to sign the record. All claims whether or not signed by the complainant shall be investigated by the Company.

The complaint will be investigated in a confidential manner so as to protect the privacy of the persons involved. Confidentiality will be maintained to the extent practical and appropriate under the circumstances.

Upon completion of the investigation, the investigator will communicate its findings and intended actions to the complainant and alleged harasser. The Company will discipline any employee who is determined, after an investigation, to have engaged in harassment. Discipline may include verbal or written warning, reprimand, withholding of a promotion, demotion, reassignment, suspension with or without pay, compensation adjustment or discharge.

Protection Against Retaliation

The Company will not retaliate against any employee who makes a report of sexual or other harassment or who otherwise participates in an investigation of a harassment complaint. The Company will discipline any employee found to be engaging in any retaliatory actions.

False Accusations

The Company recognizes that false accusations have serious effects on innocent persons. If, after investigation, it is clear that a person who has accused another of violating the Policy Against Harassment has maliciously or recklessly made a false accusation, the accuser will be subject to appropriate discipline, up to and including discharge. It is important to note, however, that the fact that a complaint is not substantiated or is determined not to constitute a violation of the Policy Against Harassment does not mean that the complaint was maliciously or recklessly made.

Offensive Material

It is prohibited by the Company while in the facilities or activities of the Company, to possess, distribute or have access to pornographic material or similar material, regardless of the media in which the said material may be found (stamped, electronic, recorded, etc.). Any employee or volunteer found to have violated these policies will be subject to disciplinary action, which may include discharge.

8. EMPLOYMENT CATEGORIES

It is the intent of the Company 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 Company.

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 Company management.

In addition to the above categories, each employee will belong to one other employment category:

REGULAR FULL-TIME EMPLOYEES are those who are not in a temporary or introductory status and who are regularly scheduled to work the Company's full-time schedule.

REGULAR PART-TIME EMPLOYEES are those who are not assigned to a temporary or introductory status and who are regularly scheduled to work less than the full-time work schedule, but at least 1000 hours in a twelve month period (normally equivalent to 20 hours per week).

PART-TIME EMPLOYEES are those who are not assigned to a temporary or introductory status and who are regularly scheduled to work less than 1000 hours in a twelve month period (normally less than 20 hours per week). While they do receive all legally mandated benefits (such as Social Security and workers' compensation insurance), they are ineligible for other benefit programs (if any).

TEMPORARY EMPLOYEES are those who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change. While temporary employees receive all legally-mandated benefits (such as workers' compensation insurance and Social Security), they are ineligible for other benefit programs (if any).

CASUAL EMPLOYEES are those who have established an employment relationship with the Company but who are assigned to work on an intermittent and/or unpredictable basis. While they receive all legally mandated benefits (such as workers' compensation insurance and Social Security), they are ineligible for other benefit programs (if any).

9. WORK SCHEDULES

Work schedules for employees vary throughout our organization. The Company 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.

10. ATTENDANCE AND PUNCTUALITY

To maintain a safe and productive work environment, the Company expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on the Company. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify the Company 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.

11. MEAL PERIODS

All Regular Full-Time Employees and Regular Part-Time Employees are provided with one meal period of 30 minutes to one hour in length each workday as determined by the Company for each particular employment position and the needs of the Company. The Company will schedule meal periods to accommodate operating requirements. Employees will be relieved of all active responsibilities and restrictions during meal periods and will not be compensated for that time.

In the interest of hygiene meals should be eaten in those locations that have been specifically designated by the Company, not in offices, classrooms or in the halls.

12. TIME KEEPING

Accurately recording time worked is the responsibility of every nonexempt employee. Federal and state laws require the Company 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. They should also record the beginning and ending time of any split shift or departure from work for personal

reasons. The supervisor may require that overtime work be approved before it is performed depending on the demands of the particular department.

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.

13. USE OF PHONE AND MAIL SYSTEMS

Personal use of telephones for non-business calls should be restricted to emergencies and serious needs. All long distance calls for personal reasons must be approved by the supervisor.

The mail system is reserved for business purposes only and all mail received by the Company may be opened and processed. As with the traditional mail system, the use of electronic mail systems (including Outlook and internal LANs) and internet access (if any) is reserved for business purposes only and the Company reserves all rights to gain access to, and monitor the proper use of, such electronic mail systems and internet usage. Employees should refrain from sending or receiving personal mail (electronic or otherwise) at the workplace. For further details about the use of electronic mail, please refer to the electronic mail policy set forth in a subsequent section of this handbook.

To assure 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.

14. EMPLOYEE INFORMATION

Maintenance of Records

The Company will maintain records with respect to each employee while such individual is affiliated with the Company. If an employee's relationship with the Company is terminated, the Company shall maintain such employee's records for a reasonable period of time, which period shall be determined by the Company in its sole discretion and in accordance with law.

Employees are responsible for notifying their supervisors of any change in personal information (address, telephone number, etc.) originally provided with employment application. This shall ensure that communication between Company and employee remains possible.

Disclosure of Information

In certain instances it may be necessary to disclose information about current and/or former employees. All requests for information regarding an employee shall be referred to the highest ranking member of the Company's management who shall be responsible for response.

If an employee should require a copy of any employment information on file (such as earnings, attendance, etc.) for private loan applications, civil evidence, etc. he/she should contact the Business Manager to sign an Information Release Form so the Company may provide that information. The Company shall not release any information without receiving a signed copy of this form.

Requests for References

All requests for references shall be forwarded to the highest ranking member of the Company's management who may respond to any requests for reference or employment verification.

Bulletin Boards

Bulletin Boards are used by the Company to keep you informed of items that may affect your employment and maintained by the Business Manager. Employees shall not use them for personal use and are responsible for reading notices which are effective when posted unless otherwise noted. A file of previously posted notices will be maintained by the Business Manager for your review during business hours.

15. BUSINESS TRAVEL EXPENSES

The Company 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 Company.

Employees whose travel plans have been approved should make all travel arrangements through the Company's designated travel agency.

When approved, the actual costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives will be reimbursed by the Company. 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 Company. Vehicles owned, leased, or rented by the Company may not be used for personal use.

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

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

Abuses of this business travel expense 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. The Company will take a pay setoff from the salary of any employee proven to have overcharged the Company for travel expenses, in the amount of such overcharged.

16. PAYDAYS

All employees are paid biweekly on every other Friday unless otherwise required by state law. Each paycheck will include earnings for all work performed through the end of the previous payroll period. The regular pay period is Sunday through Saturday. Paychecks for each pay period are distributed on the Friday following the end of the pay period.

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.

17. PAY DEDUCTIONS AND SETOFFS

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

The Company may offer 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.

Pay setoffs are pay deductions taken by the Company, usually to help pay off a debt or obligation to the Company or others.

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

18. OVERTIME

When operating requirements or other needs cannot be met during regular working hours, employees will be given the opportunity to volunteer for overtime work assignments. The supervisor may require that all overtime work receive the Company's prior written authorization.

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

Employees who work overtime without receiving prior authorization from the Company may be subject to disciplinary action, up to and including possible termination of employment.

19. ADMINISTRATIVE PAY CORRECTIONS

The Company 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 and in writing bring the discrepancy to the attention of the Company so that corrections can be made as quickly as possible.

20. EMPLOYEE BENEFITS

Eligible employees at the Company may be provided with a wide range of benefits. A number of programs cover all employees in the manner prescribed by law (such as Social Security, workers' compensation, state disability, and unemployment insurance -- except in those States where the Company is exempt from paying unemployment tax because of its non-profit status such as, among others, Connecticut and New Hampshire). Any questions regarding the availability of benefits prescribed by law should be directed to the Business Manager.

Benefits eligibility is dependent upon a variety of factors, including employee classification.

The following benefit programs may be available to eligible employees:

Bereavement Leave
Holidays
Jury Duty Leave
Personal Leave
Pregnancy Related Leave
Sick Leave Benefits (Short-Term Disability if required by law)
Vacation Benefits
Witness Duty Leave
Military Duty Leave
Life Insurance
Group Medical Insurance
 The Company currently pays 70% of the insurance premium up to \$5,600 annually per employee with family.
401(k) retirement plan
 The Company currently contributes a matching 20 %of the first 6% of salary. Some benefit plans, policies or programs require contributions from the employee.

This handbook briefly highlights each of these benefit plans, policies and arrangements. The terms and conditions of the Company's Group Medical Insurance coverage, life insurance coverage and the 401(k) retirement plan, where applicable, are contained in the applicable plan documents or insurance policies which are distributed to employees upon enrollment and which is available upon written request. Nothing in this handbook should be read to create any contractual obligations beyond the rights and protections afforded in the formal legal documents that govern these plans. In case of a conflict between this handbook and the corresponding plan document or insurance policy, the plan document or insurance policy shall govern. The terms and conditions of other benefits are contained elsewhere in the employee handbook. Employees with questions regarding their eligibility for any employee benefits are encouraged to ask the members of management responsible for human resources.

As with all other terms of this employee handbook, the Company reserves the right to modify or terminate any or all of the above employee benefits plans, policies or programs at any time with or without advance notice. With respect to the Group Medical Insurance, this right includes, but is not limited to, modification of copayments, deductibles and employee contributions. With respect to the 401(k) retirement plan where applicable, this right includes, but is not limited to, the Company's right to change or eliminate the Company match, which it plans to review on an annual basis.

21. VACATION BENEFITS

Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Employees in the following employment classification(s) are eligible to earn and use vacation time as described in this policy:

Regular Full-Time Employees
Regular Part-Time Employees

The amount of paid vacation time employees receive each year increases with the length of their employment as shown in the following table:

Regular Full Time Employees	Regular Part Time Employees
<p>First Year¹</p> <p>After 2 months 1 working day</p> <p>3 months 1 working day</p> <p>4 months 1 working day</p> <p>5 months 1 working day</p> <p>6 months 1 working day</p> <p>7 months 1 working day</p> <p>8 months 1 working day</p> <p>9 months 1 working day</p> <p>10 months 1 working day</p> <p>11 months 1 working day</p>	<p>First Year²</p> <p>After 3 months 1 working day</p> <p>5 months 1 working day</p> <p>7 months 1 working day</p> <p>9 months 1 working day</p> <p>11 months 1 working day</p>
First year through Fourth year: 10 working days	First Year through Fourth Year: 5 working days
Fifth year: 15 working days	Fifth year: 10 working days
Tenth year: 20 working days	Tenth year: 15 working days

Once employees enter an eligible employment classification, they begin to earn paid vacation time according to the schedule. They can request use of vacation time after it is earned. Vacation time is calculated on a calendar year. The Company reserves the right to schedule vacation time for eligible employees consistent with business schedules and/or seasonal needs.

Paid vacation time can be used in minimum increments of one day. To take vacation, employees should request one month in advance approval from the Company. Requests will be reviewed based on a number of factors, including business needs and staffing requirements.

¹ Depending upon date of hire, eligible employee shall receive vacation time according to this table until the commencement of the next calendar year. Vacation days must be used prior to the next calendar year or shall be lost. On January 1 of the next calendar year, eligible employee shall be entitled to ten working days as vacation leave. Years of employment for purposes of additional leave shall be calculated based on anniversary date of employment.

² Depending upon date of hire, eligible employee shall receive vacation time according to this table until the commencement of the next calendar year. Vacation days must be used prior to the next calendar year or shall be lost. On January 1 of the next calendar year, eligible employee shall be entitled to ten working days as vacation leave. Years of employment for purposes of additional leave shall be calculated based on anniversary date of employment.

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

As stated above, employees are encouraged to use available paid vacation time for rest, relaxation, and personal pursuits. In the event that available vacation is not used by the end of the benefit year, employees will forfeit the unused time.

Upon termination of employment, employees will be paid for unused vacation time that has been earned through the last day of work provided that the employee has given at least four week's prior notice of departure and returns the employee handbook and any other job related material which may be in the employee's possession unless otherwise stipulated by law in the state of employment.

22. HOLIDAYS

The Company will grant holiday time off to all employees on the holidays listed below:

- New Year's Day (January 1)
- President's Day
- Holy Thursday (Thursday before Easter)
- Good Friday (Friday before Easter)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Columbus Day
- Thanksgiving (fourth Thursday in November)
- Friday after Thanksgiving
- Christmas Eve (December 24)
- Christmas (December 25)
- New Year's Eve (December 31)

The Company will grant paid holiday time off to all eligible employees who have completed 30 calendar days of service in an eligible employment classification. 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. The eligible employee classification is all Regular Full-Time and Regular Part-Time Employees.

To be eligible for holiday pay, employees must work the last scheduled day immediately preceding and the first scheduled day immediately following the holiday.

A recognized holiday that falls on a weekend shall be observed according to the following table:

If Holidays fall on Friday	If Holidays fall on Saturday	If Holidays fall on Sunday
----------------------------	------------------------------	----------------------------

<u>and Saturday:</u>	<u>and Sunday:</u>	<u>and Monday:</u>
Observe holidays on Thursday and Friday.	Observe holidays on Friday and following Monday.	Observe holidays on Monday and Tuesday

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

If an eligible nonexempt employee works on a recognized holiday, he or she will receive holiday pay plus wages at his or her straight-time rate for the hours worked on the holiday.

Paid time off for holidays will be counted as hours worked for the purposes of determining whether overtime pay is owed.

23. BEREAVEMENT LEAVE

If an employee wishes to take time off due to the death of an immediate family member, the employee should notify the Company immediately.

Eligible employees may receive two days off with pay to attend the funeral and make any necessary arrangements associated with the death. The eligible employee classification is Regular Full-Time Employees.

Paid bereavement leave is non-transferable and may be used exclusively for the death of a member of the immediate family, as defined below, and does not accrue from year to year. Additional unpaid time off may be granted upon request if business needs permit.

Approvals of bereavement leave will occur in the absence of unusual operating requirements. Any employee may, with the Company's approval, use any available paid leave for additional time off as necessary.

The Company defines "immediate family" as the employee's spouse, parent, child, sibling; the employee's spouse's parent, child, or sibling; the employee's child's spouse; grandparents or grandchildren.

24. SICK LEAVE BENEFITS

The Company provides paid sick leave benefits to all eligible employees for periods of temporary absence due to illnesses or injuries. The eligible employee classifications are all Regular Full-Time Employees and Regular Part-Time Employees.

Regular Full-Time employees will be allotted sick leave benefits at the rate of five (5) days per year (.42 of a day for every full month of service). Regular Part-Time employees will be allotted sick leave benefits at the rate of two and one half (2.5) days per year (.21 of a day for every full month of service). Sick leave benefits are calculated on a calendar year. Eligible employees must have worked at least one month before being eligible for paid sick leave.

Paid sick leave can be used in minimum increments of one day. Eligible employees may use sick leave benefits for an absence due to their own illness or injury or that of a family member who resides in the employee's household.

Employees who are unable to report to work due to illness or injury should notify the Company before the scheduled start of their workday if possible. The Company must also be contacted on each additional day of absence.

Sick leave 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, such as incentives, commissions, bonuses, or shift differentials.

As an additional condition of eligibility for sick leave benefits, an employee on an extended absence must apply for any other available compensation and benefits, such as workers' compensation. Sick leave benefits will be used to supplement any payments that an employee is eligible to receive from state disability insurance, workers' compensation or Company-provided disability insurance programs. The combination of any such disability payments and sick leave benefits cannot exceed the employee's normal weekly earnings.

The Company reserves the right to require that all employees taking sick leave present a doctor's note certifying the employee's illness and inability to work.

A SIGNED PHYSICIAN'S STATEMENT MUST BE PRESENTED FOR SICK DAYS TAKEN THE DAY BEFORE OR AFTER A THREE-DAY WEEKEND.

Unused sick leave benefits will not be allowed to accumulate from one year to the next.

Unused sick leave benefits will not be paid to employees while they are employed or upon termination of employment.

25. PAID AND UNPAID PERSONAL LEAVE DAYS

After completing one month of service Regular Full-Time employees will be entitled to two (2) paid personal days per calendar year. Regular Part-Time Employees will be entitled to (1) paid personal leave day per calendar year. These paid personal leave days can be used (i) as sick days after exhaustion of the employee's sick day allotment, (ii) as religious holidays which are not otherwise paid holidays of the Company, or (iii) for other reasons such as doctor appointments, household repairs, PTA meetings or personal business appointments. Paid personal leave days not used during a calendar year are forfeited and cannot be carried over to the following year. Paid personal leave days cannot be scheduled or taken once an employee gives notice of intent to leave the Company. The Company will make no payments for paid personal leave days not used in the event employment is terminated.

The Company also provides unpaid personal leaves of absence to eligible employees who wish to take "time off" from work duties to fulfill personal obligations. Employees in the following employment classification(s) are eligible to request personal leave as described in this policy: Regular Full-Time Employees and Regular Part-Time Employees.

Both paid and unpaid personal leave days must be scheduled as soon as the employee knows of the need for such leave and at least one week in advance to the extent possible, and such leave will be granted only with the approval of the employee's direct supervisor.

Unpaid personal leave may be granted for a period of up to 12 calendar days every 12 months. If this initial period of absence proves insufficient, consideration will be given to a written request for a single extension of no more than 15 calendar days. With the Company's approval, an employee may take any available "sick leave" or "vacation leave" 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, the Company will continue to provide health insurance benefits (if any) for the full period of the approved personal leave.

Vacation, sick leave, and holiday benefits, will continue during the approved personal leave period.

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 Company cannot guarantee reinstatement in all cases.

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

26. MILITARY DUTY LEAVE

Employees who enter military service, or are called for training, will be granted a military leave of absence in accordance with law. Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable. Employees will not be paid any salary by the Company while on military leave. However, employees may use any available paid time off for the absence and they may have the right to continue participation in the Company's group healthcare plans, policies or arrangements at their own expense for up to 18 months in accordance with law.

The Company will honor all reemployment and all other military leave rights provided by law. Employees on military leave for up to 30 days are required to return to work for the first regularly scheduled shift after the end of service, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with USERRA and all applicable state laws.

Employees returning from military leave will be placed in the position they would have attained had they remained continuously employed or a comparable one depending on the length of military service in accordance with USERRA. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

Contact the Human Resources Department for more information or questions about military leave.

27. PREGNANCY-RELATED LEAVE

Regular Full-Time Employees are entitled to five (5) days of paid leave in association with the birth of his/her child or the placement of his/her child from adoption. All employees should advise their supervisor of their intent to take pregnancy related leave as soon as possible. Additional time needed shall be considered in accordance with the family and medical leave policy and/or the personal leave policy.

28. WORKERS' COMPENSATION INSURANCE

The Company 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 the Company and file a report 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. Failure to promptly notify of an injury could result in forfeiture of eligibility of coverage.

29. JURY DUTY LEAVE

The Company encourages employees to fulfill their civic responsibilities by serving jury duty when required. The Company will pay employees serving jury duty to the extent required by law in the State of employment. The Company also will not make a deduction from the salary of an exempt employee for any work week in which the employee provides less than five days of jury service. In those States where there is no mandatory pay policy, employees may request unpaid jury duty leave for the length of absence. If desired, employees may use any available paid time off (for example, vacation benefits).

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

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

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

Vacation, sick leave, and holiday benefits will not be affected during unpaid jury duty leave.

Shortly after serving as a juror, an employee may receive a check from the government for jury service. The check should be endorsed over to the Company to the extent the employee receives his or her regular pay from the Company for any period of jury service.

30. PERSONAL APPEARANCE

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image the Company presents to the community.

During business hours, employees are expected to present a clean and neat appearance and to dress according to the requirements of their positions. For example, employees should not report to work with inappropriate hair colors. Employees who appear for work inappropriately dressed will be sent home and directed to return to work in proper attire. Under such circumstances, employees will not be compensated for the time away from work. The Company will decide when the employees appear inappropriately dressed. Good judgment should be used in determining what clothing is appropriate for the workplace.

The following guidelines have been established to clarify what is expected in terms of dress:

APPROPRIATE
OFFICE ATTIRE FOR MEN:

Slacks
Shirts with Collars and Sleeves
Ties
Working Uniforms
Suits
Shoes or Boots

APPROPRIATE
OFFICE ATTIRE FOR WOMEN:

Blouses with Sleeves
Dress Skirts or Split Skirts
Dresses
Suits
Working Uniforms
Dress Slacks
Shoes or Boots

EXAMPLES OF
INAPPROPRIATE
OFFICE ATTIRE FOR MEN:

Jeans
T-Shirts
Shorts
Ball Caps
Tennis Shoes
Tight Pants
Sandals
Sweats
Tank Tops
Mesh Tops
Ear or visible body rings

EXAMPLES OF
INAPPROPRIATE
OFFICE ATTIRE FOR WOMEN:

Tight Skirts
Mini Skirts
Shorts
Tight Slacks
Low-cut Blouses
Strapless or Spaghetti Strap Blouses
T-Shirts
Tank Tops
Sandals
Sweats
Ball Caps
Tennis Shoes

31. SMOKING

In keeping with the Company's intent to provide a safe and healthful work environment, smoking in the workplace is prohibited except in those locations that have been specifically designated as smoking areas, if any. In situations where the preferences of smokers and nonsmokers are in direct conflict, the preferences of nonsmokers will prevail.

This policy applies equally to all employees and visitors.

32. DRUG AND ALCOHOL USE

It is the Company's desire to provide a drug-free, healthful, and safe workplace.

While on the Company premises and while conducting business-related activities off the Company 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 on this policy or issues related to drug or alcohol use in the workplace should raise their concerns with the Company.

33. SAFETY

The Company is dedicated to providing a safe and healthful work environment for employees and visitors. The Company shall implement, administer, monitor, and evaluate those safety measures which it deems best fit the demands of the workplace.

The Company provides information to employees about workplace safety and health issues through regular internal communication channels such as supervisor-employee meetings, bulletin board postings, memos, or other written communications, as well as more informal situation on the job.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the Company. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify the Company or the appropriate supervisor. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

34. 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 Company 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 Company for more information or questions about conflicts of interest.

Transactions with outside firms must be conducted within a framework established and controlled by the executive level of the Company. Business dealings with outside firms should not result in unusual gains for those firms. Unusual gain refers to bribes, product bonuses, special fringe benefits, unusual price breaks, and other windfalls designed to ultimately benefit either the Company, the employee, or both. Promotional plans that could be interpreted to involve unusual gain require specific executive-level approval.

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 Company'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 an employee has any influence on transactions involving purchases, contracts, or leases, it is imperative that he or she disclose to an officer of the Company 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 Company 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 Company.

As an employee of the Company, you represent the Company to those with whom you come into contact. Your conduct should reflect favorably upon both you and the Company. All employees who desire to work at an extra or weekend job while employed by the Company must request and obtain written approval from the highest ranking member of management before accepting such employment. Any employee who has any outside employment without written approval will risk having their employment with the Company terminated.

35. CONFIDENTIALITY

Confidentiality

As an employee of the Company there is a duty and obligation to maintain the confidentiality of all business conducted within the Company. Except as otherwise consented to by the Company in writing, no employee should at any time disclose or use, either during or subsequent to employment, any information, knowledge or data received or developed during his or her employment at the Company or which the Company has received in confidence from others, except for the Company's benefit in the conduct of its business activities.

All originals and copies of any documents (including but not limited to all notes, memoranda, correspondence, notebooks, records, electronically stored data, recordings or videotapes) in an employee's possession or control pertaining to work done by an employee or under an employee's supervision during the course of employment, are the sole property of the Company. Accordingly, employees shall turn over to the Company upon leaving the employ of the Company all such originals and copies. Upon leaving the employ of the Company, employees will not take any originals or copies of any papers or documents without first obtaining the consent in writing of the senior member of management of the Company, nor will an employee at any time without the prior written authority of the senior member of management of the Company publish alone or with others any article, paper or other matter in any publication relating to or arising out of employment with the Company.

Even discussions regarding confidential information within the Company should be kept at an absolute minimum and only with those who have a "need to know" the confidential information. If the employee receives a request for confidential information and is uncertain as to whether the information may be used or disclosed to anyone, the employee should consult with his or her immediate supervisor.

An employee may be required to sign a nondisclosure agreement as a condition to becoming employed by the Company. Any employee that improperly uses or discloses confidential information will be subject to disciplinary action, up to and including discharge or legal action.

Covert Recording Prohibited

Tape recording or video recording of any conversation or meeting without the knowledge and consent of all participating in the conversation or meeting is strictly prohibited. This prohibition applies to all conversations and meetings, whether conducted in person or over the telephone. Violation of this policy will subject the employee to disciplinary action, up and including termination.

Electronic Security Policy

Network

It is important that appropriate measures be employed for maintaining the security of electronically stored data. Electronic data includes information stored on computer hard disks, network directories, electronic mail messages and floppy diskettes. This electronic information is the property of the Company. It is the responsibility of each employee to protect this data by adhering to the following electronic information security guidelines. Failure to adhere to these guidelines may result in disciplinary action.

- a. To avoid unauthorized access to proprietary and confidential information, employees should not disclose their network login or electronic mail password to *others*. If it becomes necessary to give your password to the

network operator in the course of solving a computer problem, change your password immediately after the problem has been resolved.

- b. Sign off the network before leaving your desk for extended periods of time and before leaving for the day. Do not leave the office while signed on to the network.

Computer Files

- a. The Company reserves the right to access, use, examine, and/or disclose specific files when it has a legitimate need to do so, or to satisfy a legal obligation. This right extends to files that are password-protected. Employees have no privacy expectations in any computer files.
- b. All data stored on the network, on his/her hard drive, or on floppy disks remains property of the Company and is not to be copied or removed from the Company in any manner.
- c. It is a violation of policy to access computer files in someone else's user directory or on someone else's hard drive unless (1) you have permission to do so from the creator of that file or (2) a determination is made by the highest ranking member of management that access is reasonably necessary to protect the interests of the Company or some other third party.

Electronic Mail

- a. E-Mail messages are Company records, and the E-Mail system is provided by the Company for business use only. It is against policy to send non-business related messages to some or all E-Mail users. Furthermore, it is against policy to send any E-Mail message that contains obscene material, racial or sexual comments or which, in any way, violates the non-discrimination policy.
- b. E-Mail users do not have any reasonable expectation of privacy with regard to the E-Mail messages they send or receive. The Company reserves the right to access, examine, use and/or disclose the contents of messages sent or received by E-Mail users for any reason and without the permission of the employee.
- c. It is a violation of policy to send an E-Mail message under the name of another person (*e.g.*, by sending an E-Mail message from a computer that is logged on to the network by someone else) unless you have received permission from that person. It is a violation of policy to access any E-Mail message of which you are not the intended recipient unless (1) you have received permission from the intended recipient or (2) a determination is made by the highest ranking member of management that

access is reasonably necessary to protect the interests of the Company or some other third party.

- d. The E-Mail system may not be used to send copies of documents in violation of copyright laws, to send chain letters, or to otherwise violate the law.
- e. The E-Mail system is not intended to store documents and messages on a long-term basis. Generally, after reading or responding to each E-Mail message in your mailbox, you should either delete it, print it, or save it as a file or in a folder. To ensure that the E-Mail system is not being utilized as a long-term storage device, the following policy is in effect:

E-Mail messages stored in any user's mailbox that are more than 90 days old may be deleted and purged from the E-Mail system. Messages deleted by this purging process cannot be recovered. Therefore, it is essential that all messages that you wish to keep be saved as files or placed in archive folders.

Computer Software Usage

Any duplication of licensed software, except for backup or archival purposes, is a violation of the federal Copyright Act. In general, if a licensed copy of a software program is loaded on the hard disk of one computer, that copy of the program may not be used on any other computer.

36. TRAINING AND CONTINUING EDUCATION

The Company strongly encourages and endorses the continued training and education of its employees.

Professional Education

Some states require professionals to complete continuing education to maintain their licenses to practice their profession and these laws may apply to accountants, health care providers, educators or others employed by the Company. Employees whose professions require participation in and/or successful completion of continuing education programs shall participate in and complete such programs so as to maintain their licenses and/or good standing in their profession.

Training Seminars

Employees are required to attend training sessions as scheduled by the Company.

Orientation

When necessary, orientation sessions shall be conducted with each employee to explain and discuss these, as well as other, policies and procedures.

37. EMERGENCY CLOSINGS

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

When operations are officially closed due to emergency conditions, the "time off" from scheduled work will be unpaid. However, with the Company's approval, employees may use available paid leave time, such as unused vacation benefits.

38. RESIGNATION

Resignation is a voluntary act initiated by the employee to terminate employment with the Company. Although advance notice is not required, the Company requests the consideration of at least four week's written resignation notice from all employees. The Company reserves the right to terminate employment before the date given in the resignation notice.

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.

39. ADULT / CHILD / IMPAIRED PERSON RELATIONSHIPS

Abuse or Neglect of Children or Impaired Persons

Abuse, whether physical, sexual or emotional, and neglect are matters of serious concern for all persons involved in the care and education of children and impaired persons. Abuse or neglect of children or impaired persons is strictly forbidden and will not be tolerated by the Company. Any employee found to have abused or neglected a child or impaired person will be subject to disciplinary action which may include discharge. Further, the Company will report, or facilitate the reporting of, even suspected abuse or neglect to the appropriate authorities and cooperate in any subsequent investigation.

There has been a significant amount of media attention given to the subjects of abuse and neglect. Actions or behavior which may be completely innocent may nonetheless appear inappropriate to, or be misconstrued by, others. The Company is aware of the sensitivity and complexity surrounding the issues of neglect, and physical, emotional and sexual abuse and requires the cooperation of all employees in implementing this policy and its procedures. To assist in the protection of children and impaired persons, and to help avoid misconceptions, false, substituted or exaggerated accusations of abuse, employees

should be alert for suspicious and unusual behavior and, absent extenuating circumstances, adhere to the following guidelines for conduct. These guidelines are not intended to provide a complete list of acceptable behavior.

1. In dealing with children or impaired persons, two or more adults should be present.
2. Do not appear in front of a child or impaired person unless appropriately clothed.
3. Do not change clothes in the same room as, or in view of, a child or impaired person.
4. During activities which involve changing clothes, putting on bathing suits or taking showers, children and impaired persons should be supervised by two or more adults of their same sex.
5. Do not touch a child or impaired person during a religious ceremony or rite except as prescribed by the Church.
6. Adults should avoid riding alone in a car with a child or impaired person.
7. Do not strike or touch a child or impaired person as a means of administering discipline or punishment.
8. No child or impaired person should be permitted to stay away from home overnight, at school or otherwise, without the written consent of the custodial parent.
9. No child or impaired person should be taken on any type of trip or excursion without the written consent of the custodial parent.
10. No child or impaired person should be left alone or in the care of a minor.
11. No child or impaired person should be allowed to engage in hazardous activities.
12. Unless specifically appointed to do so, no one without due qualifications (*e.g.*, medical nurse), shall prescribe the use of medication, administer medication or provide medical attention (other than in emergency situations where the child's or impaired person's life is in imminent danger). To the extent practicable, medical attention permitted under this provision shall be administered only in the presence of another adult.
13. No child or impaired person is to be denied food, water or shelter.

14. No runaway child or impaired person is to be given sanctuary without making a timely report concerning the child's or impaired person's safety and whereabouts to the custodial parent, or the authorities. For purposes of this provision, timely shall mean within eight hours.
15. Do not use derogatory language when addressing a child or impaired person.
16. Do not touch a child or impaired person against his or her will.
17. Do not touch a child or impaired person on any portion of their body that would be covered by a bathing suit.
18. Do not permit a child or impaired person to visit in your quarters.
19. Be alert for suspicious or unusual behavior.
20. If necessary to meet with a young or impaired person alone, do so in a place that is away from the ears of others, but in view.
21. Respect a child's or impaired person's boundaries of comfort relative to physical and emotional displays of affection.
22. Children and impaired persons may seek to routinely spend time with or express affection to an adult they admire. Encourage children and impaired persons to be balanced in their association with others.

Reporting of Abuse or Neglect

Unfortunately, there is no known or sure system to guarantee against the presence of an individual capable of abusing or neglecting another person. Should you observe or reasonably suspect neglect or abusive conduct or receive the report of a child or impaired person concerning abuse or neglect, regardless of where the abuse or neglect may have occurred, when or by whom, it is your responsibility to make a report of the abuse to the Company's highest ranking member of management or Administrator. In many states, a person having cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect is required by law to immediately report their belief to appropriate authorities. Failure to report in a prompt fashion may result in civil or criminal action or penalties. Professionals who are licensed or certified by the state and employees who, in the normal course of their duties, have direct contact with children, have heightened responsibilities and a non-delegable duty to report upon first suspicion that a child has been or may be abused or neglected. To facilitate reporting and to help prevent neglect, physical, mental or sexual abuse from occurring, the following procedures and guidelines are to be followed:

1. If an individual witnesses or reasonably suspects the mistreatment or abuse of a child or an impaired person, the individual shall promptly notify the Company's highest ranking member of management or Administrator. The individual may be asked to memorialize his or her report in writing.
2. Upon notification of abuse or neglect or suspected abuse or neglect, the Company will make a report to the appropriate authorities, or assist the person providing notification to the highest ranking member of management in complying with statutory reporting requirements.
3. In the event the person suspected of abuse or neglect is affiliated with the Company, until the matter has been resolved in full, the person accused shall be removed from any situation where he or she is in contact with children or impaired persons.
4. In such instances where a person affiliated with the Company has been accused, if after a complete investigation, the charges are determined to be false, the accused shall be replaced in his or her normal duties.
5. Employees who are found to have engaged in abusive actions involving children, impaired persons or others will be subject to discipline, including written or verbal warning, counseling, suspension, reassignment, demotion, or termination. In addition, employees engaged in abusive behavior may be subject to prosecution and civil or criminal liability.

40. COMMUNICATIONS CONCERNING THE COMPANY

Dealing with Law Enforcement Inquiries

Any inquiry by a law enforcement agency regarding any subject is to be considered a matter of importance. In order to ensure the required coordination, and the furnishing of accurate and complete information, as well as to protect the rights of the Company, its employees and others, no information concerning the Company, its business, employees, volunteers or students, whether oral or written, and no Company records or files, should be furnished except after prior review, advice and approval of the Company's highest ranking member of management. The Company's highest ranking member of management or, in his absence, the Administrator shall be notified immediately of any such inquiry. It is the policy of the Company to cooperate with the appropriate governmental authorities in connection with any investigation conducted by them in the proper performance of their duties. The individual contacted by a law enforcement agency should indicate to such agency a willingness to cooperate and should state that established procedures require that such cooperation be provided only with counsel present.

Dealing with Civil Lawsuits, Subpoenas, Deposition Notices or Criminal Indictments

Should an employee be served with legal papers which initiate a civil suit, request the production of documents or his/her deposition, or provide notification of a criminal indictment in connection with Company business, the employee shall immediately inform the Company's highest ranking member of management or, in his absence, the Administrator. Legal papers may have important consequences and require prompt attention. The highest ranking member of management or, in his absence, the Administrator, shall be provided with a copy of the original document as soon as practicable.

Dealing with the Media

Employees are requested to keep the highest ranking member of management informed of media inquiries and contacts. Inquiries involving the Company and its activities, should be referred to the Company's highest ranking member of management. Requests for media interviews should be coordinated with the highest ranking member of management.

41. LOSS PREVENTION

To assist in providing a safe and healthful work environment for employees, visitors, students and others, each employee is expected to obey safety rules and to exercise caution in all activities. Safety is not only the responsibility of the Company's highest ranking member of management and the Company's supervisors, each employee also shares in this responsibility. Employees are to exhibit safe work attitudes, safety consciousness and an alertness to hazards. Safety rules applicable to specific programs and activities sponsored by the Company and those disseminated during meetings, bulletin board postings, memos, or other written communications, as well as more informal communications shall be followed, absent overriding need under the circumstances. Employees must immediately report any unsafe condition to the Company's highest ranking member of management or, in his absence, the Compliance Officer. Employees who violate safety guidelines, who cause hazardous or dangerous situations, who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including immediate termination of employment and loss of benefits.

Dealing With Accidents and Potential Claims

The following procedures shall be adhered to by all employees upon the occurrence of an accident or potential claim.

1. All accidents that result in injury, regardless of how insignificant the injury may appear, and all potential claims, no matter how small, are to be reported as soon as possible to the highest ranking member of management. If the initial report is oral, a written report should be submitted to the highest ranking member of management as soon as is practicable. Incidents which should be regarded as potential claims include the following:
 - a. Job related injuries to Company employees or volunteers.
 - b. Job related illnesses suffered by Company employees or volunteers.
 - c. Injuries to third parties arising out of, related to, or incident to Company activities.
 - d. Damage to property belonging to parties other than the Company, arising out of, related to or incident to Company activities.
 - e. Any damage to real and/or personal property belonging to the Company.
 - f. Any other claim of any type where liability may be asserted against the Company.

Emergency Procedures

1. Emergency Telephone Numbers

Fire Department	911
Police Department.....	911
Medical Emergency	911

2. Medical Emergencies

- a. Should immediate medical care be necessary as the result of injury or illness, the Business Manager or, in his absence, the highest ranking member of management, or a person designated by the Director, shall be responsible for transporting the injured or ill person to a hospital or medical facility. Under no circumstances should a person requiring medical attention be allowed to travel unattended to a hospital or medical facility.

- b. If an illness or injury is serious enough that the injured person should not be moved, the proper medical emergency service shall be immediately contacted.