

## TABLE OF CONTENTS

<u>Section</u>	<u>Page</u>
At Will Statement	1
Mission Statement	1
<i><u>Employment Policies</u></i>	
Non-Discrimination Policy	2
Productive Work Environment	2
Fitness for Duty	2
Recruitment and Hiring	3
New Employee Orientation	3
Outside Employment	3
Termination of Employment	3
<i><u>Standards of Conduct</u></i>	
Behavior of Employees	5
Disciplinary Procedure	5
Property Damage	6
Ethics and Confidentiality	6
Personal Appearance	6
Personal Finances	6
Solicitation	6
Personal Telephone Calls	7
Conflicts of Interest	7
<i><u>Hours and Schedule of Work</u></i>	
Working Hours	9
Rest Periods	9
Meals	9
Time Recording	9
Attendance and Punctuality	9
<i><u>Wage and Salary Administration</u></i>	
Overtime Pay	10
Pay Day	10
Business Expenses	10
Company Incentive Plan	10
<i><u>Benefits</u></i>	
Paid Holidays	11
Vacation/Sick Days	11
Leaves of Absence	12
Special Absences	12
Death or Funerals	12

Military Duty	12
Jury Duty	12
Health Coverage	13
401K	13
<i><u>Miscellaneous</u></i>	
Smoking	13
Company Property	13
Safety in the Workplace	13
Worker's Compensation	14
Workplace Violence	14
Problem Solving Procedure	15
Professional Licensure and Certification	15
Performance Evaluations	15
Personnel Records	15
Acknowledgement	16