



# EMPLOYEE HANDBOOK

## INTRODUCTORY STATEMENT

This handbook is designed to introduce you to The Ideal Group, Inc. and its affiliates (The Ideal Group or Ideal). It provides you with information about working conditions, employee benefits, and selected policies affecting your employment. This handbook should be consulted as a resource on employment matters. However, The Ideal Group reserves the right to change, modify, or alter policy at any time or as is necessary.

You should read, understand, and comply with all provisions of the handbook. It describes many of your responsibilities as an employee and outlines the programs developed by Ideal to benefit employees.

The provisions of this handbook are in accordance with local, state and United States federal law. Policies may be adapted for employees governed by federal governments other than the United States.

One objective of this handbook is to communicate certain principles regarding the Company and your employment. These principles provide an environment that encourages both personal and professional growth.

- All employees have a right to fair treatment. No discrimination or harassment of any kind will be tolerated.
- Focus on quality, timeliness and cost effectiveness. Customer service has generated our past success and will be the foundation of our future successes.
- Ideal employees at all levels must be encouraged to develop and use their best resourcefulness and judgment in fulfilling their responsibilities. They are encouraged to submit new ideas to improve our effectiveness in providing customer service.
- The success of our business is dependent upon the ability of all employees and departments to work together toward common goals.
- Visit the Ideal Employee Portal for commonly used forms and information.  
[http://www.weareideal.com/employee\\_intranet/employee\\_access\\_portal.html](http://www.weareideal.com/employee_intranet/employee_access_portal.html)

## TABLE OF CONTENTS

- **SECTION 1 EMPLOYMENT POLICIES**
  - Nature of Employment
  - Equal Employment Opportunity
  - Immigration Law Compliance
  - Disability Accommodation
  - Employment of Family Members
  - Employee Background Checks
  
- **SECTION 2 COMPANY STANDARDS**
  - Standards of Corporate Conduct
  - Use of Company Funds and Assets
  - Conflicts of Interest
  - Reciprocity
  - Falsification and Retention of Records
  - Employee Conduct and Work Rules
  - Gift Acceptance
  - Personal Appearance
  - Drug and Alcohol Use
  - Drug Testing
  - Racial, Sexual and Other Unlawful Harassment
  - Company/Personnel Record Security
  - Safety
  - Security Inspections
  
- **SECTION 3 VEHICLE POLICY**
  
- **SECTION 4 ELECTRONIC COMMUNICATIONS POLICY**
  
- **SECTION 5 WORK HOURS AND COMPENSATION**
  - Employment Categories
  - Work Schedules
  - Overtime
  - Break Time
  - Time Keeping
  - Pay Advances
  - Pay Deductions and Garnishments
  - Business Travel and Entertainment Expenses

- **SECTION 6 BENEFITS**
  - Health Care Benefits
  - Life Insurance
  - 401k Program
  - Vacation
  - Personal Days
  - Holidays
  - Bereavement Leave
  - Jury Duty
  - Medical Disability Leave/Family and Medical Leave (FMLA)
  - Personal Leave
  - Military Leave
  - Parking
  
- **SECTION 7 EMPLOYMENT TERMINATION**
  - Employment Termination
  - Benefits Continuation (COBRA)



# SECTION 1 EMPLOYMENT POLICIES

## **NATURE OF EMPLOYMENT**

This handbook is intended to provide employees with a general understanding of our personnel policies. Employees are encouraged to familiarize themselves with the contents of this handbook to answer common questions concerning employment with The Ideal Group. The “Company”, “The Ideal Group”, or “Ideal” also includes any of their affiliates and joint ventures.

However, this handbook cannot anticipate every situation or answer every question about employment. Associates encountering situations not addressed specifically by the handbook should apply the overall philosophy and ethical standards observed by honorable people everywhere. Situations that are not covered may be referred to a supervisor.

The handbook is neither an employment contract nor is it intended to create contractual obligations of any kind. The Ideal Group is an at will employer and, as such, Ideal or the employee may terminate employment, with or without cause, at any time.

In order to retain necessary flexibility in the administration of policies and procedures, Ideal reserves the right to change, revise, or eliminate any of the policies and/or benefits described in this handbook. The only recognized changes from the stated policies are those authorized and signed by the Chief Executive Officer of this organization.

## **EQUAL EMPLOYMENT OPPORTUNITY**

The Ideal Group affords equal opportunity to all qualified persons and does not discriminate against any employee on the basis of race, color, creed, religion, age, sex, national origin, ancestry, disability, or any other legally protected status in accordance with applicable local, state, and federal laws. This policy covers all areas of employment including recruitment, hiring, compensation, promotion, transfer, disciplinary action, layoff, discharge, training, and all other terms, conditions, or privileges of employment.

## **IMMIGRATION LAW COMPLIANCE**

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

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

## **DISABILITY ACCOMODATION**

Ideal is committed to complying fully with the Americans with Disabilities Act (ADA), ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis. Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the position. Reasonable accommodation will be made available to all disabled employees to perform necessary job functions. All employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

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

Ideal does not discriminate against qualified employees or applicants because they are related to or associated with a person who has a disability. Ideal will follow any state or local law that provides individuals with disabilities greater protection than the ADA.

Ideal is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.

## **EMPLOYMENT OF FAMILY MEMBERS**

Hiring officers may not hire or supervise a family member or a family member of a line supervisor without the advance approval of the President. For the purposes of this policy, family members are defined as any individuals related by blood, adoption, marriage or living in the same household. This applies to all categories of employees, including regular full time, part time, temporary, and contract employees.

If a change in an employee's family relationship results in a violation of this policy, the situation may be corrected through the transfer, resignation, or discharge of one or more of the related employees. Any exceptions must be approved in writing by the President and provided to the Human Resources Manager.

## **EMPLOYEE BACKGROUND CHECKS**

Candidates applying for a position with Ideal may be required to submit to a background check depending on the nature of the position. Change in job status may also require a current employee to undergo a background check. The results of this process may deem an employee ineligible to fill certain job positions within the company. The employer will protect the confidentiality of any results received through this process.



# SECTION 2

# COMPANY STANDARDS

## **STANDARDS OF CORPORATE CONDUCT**

The Ideal Group, Inc. and its affiliates are building a solid reputation in our industry and amongst local, national and international business communities as an organization dedicated to integrity in its business relationships. As The Ideal Group continues to evolve and grow within the business environment in which we operate, it is important that each employee of The Ideal Group realizes his/her actions represent our company in all internal activities and outside business relationships.

The Management of The Ideal Group has always adhered to the principle of honesty on behalf of our company. Confidence in The Ideal Group's good reputation was built by the ethical actions of the members of management. Ideal constantly faces the challenge of maintaining our reputation in an industry and world where business associates and competitors may not operate under the same principles.

As outlined in this handbook, The Ideal Group has formalized its policies and procedures so as to assure all business activities are conducted in a fair and ethical manner. However, no policy manual can be all-inclusive or applicable to every situation. Therefore, each employee must use his/her judgment as a guide when confronted with a questionable situation. If we act on the idea something is wrong only if it is expressly forbidden in a policy manual, then the Company's reputation will be seriously and permanently damaged. We must demand of ourselves that we conduct our actions not only by the letter, but also in the spirit of the law. We realize our actions reflect both on our personal reputations and the Company's reputation. Damage to the Company's reputation through illegal, unethical, or even questionable actions could cause serious consequences.

Through sound management practices, The Ideal Group is committed to conducting all of its business dealings within the letter of the law in the global areas in which it operates. Activities taken for granted in areas because of local practice, but which would otherwise be questionable, will not be tolerated nor participated in by any Ideal Group employee. Employee actions and relationships with other organizations in which an illegal bribe is given or received are strictly forbidden. The Company funds belong to the stockholders, not management. Business expenses are reimbursable only to the extent that they are reasonable and directly related to company business. All company financial statements shall accurately reflect the financial position of The Ideal Group. Each employee will treat all individuals he or she interacts with, whether co-workers or business associates, with respect and fairness.

Each manager, supervisor and employee from the most senior officer down through the organizational chain is responsible not only for his or her own actions, but for encouraging subordinates and co-workers to conduct all business activities with the highest standard of integrity in mind. Conducting business while following higher standards may not always be the easiest way to achieve a desired result. However, by holding ourselves and our organization to these standards, we will appreciate the achieved results more knowing the Company's reputation was not compromised or sacrificed in any way.

Just as each of us is responsible for contributing to the continual financial growth and success of The Ideal Group, we are also equally responsible for protecting and enhancing the Company's good name and reputation. The Management of The Ideal Group is confident in each employee's commitment to these responsibilities. In the same way, we hold ourselves to the highest standard of providing that service in a

File Location: C:\Documents and Settings\kray\Local Settings\Temporary Internet Files\Content.Outlook\YKR17ERS\Ideal Group Employee Handbook.doc

direct and ethical manner. This will continue to make The Ideal Group the standard of preferred service in our industry.

Any employee who participates in practices contrary to this policy will be subject to disciplinary action, up to and including possible discharge.

## **USE OF COMPANY FUNDS AND ASSETS**

The Ideal Group's assets are to be used solely for the benefit of the company and only for valid business purposes. The assets of The Ideal Group are not only physical plants, equipment, inventory, company funds, or office supplies. They include technologies, concepts, business strategies and plans, financial data, and other information about our business. These assets may not be improperly used to provide personal gain for employees or others. Employees may not transfer any of the assets to other people, except in the ordinary course of business. Assets no longer needed by the company may be sold to employees with approval of a Company Executive.

## **CONFLICTS OF INTEREST**

Employees should avoid any outside financial interest that might influence their work, company decisions or actions. They should also avoid outside employment or activities that materially decrease the performance, impartiality, judgment, effectiveness, or productivity expected from employees. In other words, employees should avoid situations where private interests conflict or interfere with their duty to be loyal to Ideal. Conflicts can arise from situations that benefit the employee or directly or from situations that have a negative impact on Ideal.

Examples of conflicts include, but are not limited to, the following situations:

- Using your position to hire family members or friends, including subcontractors
- Using your position to influence purchasing decisions for business you own or that are owned by family members or friends, so that the company pays more than from other sources
- Using your position to influence purchasing decisions to get events tickets, services, or goods for personal consumption
- Having a personal or family interest in an enterprise that has material business dealings (i.e. competitors, suppliers, customers) with the company
- Making use of company time or resources for private personal interests
- Making use of company time or resources to benefit your private business interests

If you are uncertain as to whether you may have a conflict of interest, you should consult Human Resources or a Company Executive. If you have a conflict of interest or are engaged in a transaction that could be considered as such, you must immediately report it to the same.

## **RECIPROCITY**

In my instances, The Ideal Group purchases goods or services from a supplier who also buys goods or services from us. This practice is normal and acceptable. However, any form of pressure for reciprocity is not. Suppliers must not be asked to buy our products or services in order to become or continue to be a supplier to The Ideal Group.

## **FALSIFICATION AND RETENTION OF RECORDS**

No fraudulent, false or artificial entries shall be made in any company records nor in any public record for any reason, nor should permanent entries in The Ideal Group's records be altered in any way. No payment or receipt on behalf of the company may be approved or made with the intention or understanding that any part of the payment or receipt is to be used for a purpose other than that described in the documents supporting the transaction. "Slush funds" or similar off-book accounts, where there is no accounting for receipts or expenditures on corporate books, are strictly prohibited.

Disposal or destruction of The Ideal Group's records and files is not discretionary with any employee, including the originator of the records. Legal and regulatory practice requires the retention of certain records for various periods of time, particularly in the tax, personnel, health and safety, environment, contract, and corporate structure area. In addition, when litigation or a government investigation or audit is pending or imminent, relevant records must not be destroyed until the matter is closed. Destruction of records to avoid disclosure in a legal proceeding may constitute a criminal offense.

## **EMPLOYEE CONDUCT AND WORK RULES**

To assure orderly operations and provide the best possible work environment, The Ideal Group expects employees to follow rules of conduct that will protect the interests and safety of all employees and the employer.

The performance standards listed below are not all-inclusive. They provide a general understanding of The Ideal Group's expectations regarding employee conduct. Violations of these standards may result in disciplinary action, including suspension or termination of employment.

- Theft, abuse, or misuse of company property
- Falsification of company, employment, or time keeping records
- Working under the influence of alcohol or illegal drugs or working under the influence of prescription drugs that impair one's ability to perform job duties safely and accurately
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- Threatening, harassing, or inflicting bodily harm to fellow employees
- Noisy or disruptive activity in the workplace
- Negligence or improper conduct leading to damage of employer-owned, employee-owned, or customer-owned property

- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Racial, sexual, or other unlawful harassment
- Possession of dangerous or unauthorized materials in the workplace. Ideal has a zero-tolerance policy for weapons on any company property (including the parking lot) or anywhere that company business is conducted. Weapons include, but are not limited to, guns, knives or swords with blades over four inches in length, explosives, and any chemical whose purpose is to cause harm to another person. This policy is in effect regardless of whether an employee possesses a concealed weapon permit or is allowed by law to carry a weapon. If on a customer's premises and their weapons regulations are more stringent than Ideal's, the customer's policy will take precedence.
- Excessive absenteeism or any absence without notice
- Unauthorized disclosure of business "secrets" or confidential information, including protected health information as defined by HIPAA
- Engaging in unauthorized personal business during work hours
- Unsatisfactory performance or conduct
- Violation of any company policies, rules, or practices

Employment with this organization is at the mutual consent of The Ideal Group and the employee. Either party may terminate that relationship at will, with or without cause, at any time.

## **GIFT ACCEPTANCE**

Employees or any member of an employee's immediate family may not accept gifts of money under any circumstances, nor may they solicit non-monetary gifts, gratuities, or any other personal benefit or favor of any kind from suppliers or customers. Employees and members of their family may accept unsolicited, non-monetary gifts from a business firm or individual doing or seeking to do business with The Ideal Group only if the gift is of nominal value or the gift is primarily of an advertising or promotional nature.

Gifts of more than \$300 may be accepted if protocol, courtesy or other special circumstances exist. However, all such gifts must be reported to your manager or the Human Resource Department. They will determine if the employee may keep the gift, return it, or whether it should more appropriately become Company property.

## **PERSONAL APPEARANCE**

The Ideal Group maintains dress standards appropriate to an employee's job classification while promoting a business-like atmosphere. The following dress standards outline company expectations for each job classification. If you believe that your job warrants an alternate treatment than that detailed below, please contact your supervisor for management approval.

Production employees located in shop or warehouse

- Acceptable wear includes: Tee-shirts, sweatshirts, slacks, jeans, socks, and steel-toe boots. Clothing may not bear logos or writing that may be offensive to others. Clothing should be of the appropriate fit to maintain safety standards. Appropriate safety attire (i.e. safety glasses, respirators) should be worn at all times.
- Unacceptable wear includes, but is not limited to: Clothing that is suggestive or revealing, Capri or cropped pants, leggings, sleeveless clothing, sneakers or athletic shoes, spandex clothing.

Project Managers, sales, and administrative personnel should adhere to a business casual dress standard. “Business casual” is meant to combine the professionalism and credibility of business attire with the comfort of casual clothing. Business casual is different from at-home or weekend wear. Although it is not possible to compile a complete list of acceptable and unacceptable clothing, we should always strive to dress in a way that maintains a business appearance and promotes a positive company image and high level of professionalism. If you are unsure whether a certain look is appropriate, it is best to choose something else.

- Acceptable business casual wear includes:
  - For men: Polo or casual shirts with a collar, dress shirts, sweaters, turtlenecks, dress or casual slacks, socks (required), shoes.
  - For women: Polo or casual shirts with a collar, blouses, sweaters, turtlenecks, dress or casual slacks, skirts or dresses, hosiery (required). Open toe shoes are acceptable only with closed heels.
- Unacceptable business casual dress includes, but is not limited to: clothing that is suggestive or revealing, t-shirts, jeans of any color, overalls of any type, capri or cropped pants, leggings, cargo pants, sleeveless clothing, sneakers or athletic shoes, athletic wear of any kind, camouflage clothing, spandex clothing, and hats of any kind during working hours. Spiked or overly strappy high heeled shoes, sandals, and flip flops are unacceptable footwear. Open toe shoes are not allowed in the shop or warehouse areas under any circumstances.

For all business meetings, our client’s practices and expectations should be followed. If you are planning to conduct any business meeting with visitors or clients, whether on-site or off-site, your clothing should reflect that of the individuals with whom you are meeting.

Some Ideal Group companies allow jeans on Fridays only provided that a charitable donation of \$2 is collected from each employee wearing jeans. Appropriate shirts and footwear must be worn with jeans per the above requirements. If there is a business meeting or visitor scheduled for Friday, notice may be given that jeans are not permitted for that day. A supervisor will inform employees of company-specific guidelines.

A supervisor will advise production employees of the appropriate clothing and safety wear specific to their job duty.

## **DRUG AND ALCOHOL USE**

Ideal provides a drug-free, healthy, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on The Ideal Group property and while conducting business-related activities away from Ideal locations, no employee may use, possess, distribute, sell, or be under the influence of illegal drugs or alcohol. Working while under the influence of prescription drugs that impair one's ability to perform job duties safely and accurately is also prohibited.

Employees attending business-related functions where alcohol is served are expected to maintain professional decorum at all times. Ideal will reimburse employees for reasonable fares incurred to ensure their safe travel after entertaining customers.

Employees with drug or alcohol problems are encouraged to participate in a rehabilitation or treatment program through The Ideal Group's health insurance benefit coverage.

An employee who tests positive for any drug or who refuses to undergo a drug screen will need to attend a required rehabilitation or treatment program.

A positive result on a drug and/or alcohol screen will result in the following disciplinary program:

- First Offense – Required Rehabilitation or Treatment Program.
- Second Offense – Termination of Employment.

## **DRUG TESTING**

In keeping with Ideal's commitment to provide a safe workplace, employees and job applicants may be required to provide body substance samples (e.g. blood, urine, breath) to determine drug and alcohol use. The employer will protect the confidentiality of all drug test results. Drug tests may be conducted in any of the following situations:

Pre-employment - As a pre-qualification to assuming a position, potential employees may be required to provide a body substance sample for drug testing.

Post Accident - Any employee who is involved in an injury at the workplace requiring a clinic visit will be required to provide a body substance sample.

Fitness for Duty - A test may be required if marked and observable changes in employee performance, appearance, behavior, speech, etc. provides reasonable suspicion of the influence of drugs or alcohol.

Random Testing - Subject to any limitations imposed by law, a refusal to provide a body substance sample under the conditions described above may result in disciplinary action.

Ideal enforces a zero-tolerance policy on illegal drug use whether in the workplace or on an employee's personal time. This policy includes illegal drugs as well as medically prescribed marijuana. Failure of a drug test will result in disciplinary action as noted above. Questions concerning this policy or its administration should be directed to the Human Resource Manager.

## **RACIAL, SEXUAL AND OTHER UNLAWFUL HARASSMENT**

The Ideal Group is committed to providing a work environment that is free of discrimination and unlawful harassment. Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon an individual's protected status, such as sex, color, race, ancestry, national origin, age, disability, or other legally protected group status. Harassment includes jokes, slurs, negative stereotyping, intimidating acts, written or graphic materials in the workplace, or other conduct hostile toward individuals of a protected status.

Sexual harassment, directed towards a person of the same or opposite sex, includes sexual offers, innuendo, suggestive comments, printed or visual material of a sexual nature, physical contact, or any other conduct creating an intimidating, hostile, or offensive working environment.

Any employee experiencing or witnessing racial, sexual, or other unlawful harassment should promptly report the matter to his or her supervisor. If the supervisor is unavailable or the employee believes it would be inappropriate to contact that person, the employee should immediately contact the Human Resource Manager. Employees can raise concerns and make reports without fear of punishment or retaliation.

Any supervisor or manager who becomes aware of possible racial, sexual or other unlawful harassment should promptly advise the Human Resource Manager. The Human Resource Manager will handle the matter in a timely and confidential manner.

Anyone engaging in racial, sexual or other forms of unlawful harassment will be subject to disciplinary action, including suspension and discharge.

## **COMPANY/PERSONNEL RECORDS SECURITY**

Ideal participates in a highly competitive industry where confidential information may create an advantage in the market. Something mentioned in casual conversation with an acquaintance or a former co-worker may provide very useful information for our

competition. Confidential company information should not be discussed outside of Ideal facilities or with individuals other than Ideal team members.

The Ideal Group is required by law to have certain personnel information available. Any change in name, address, telephone number, or change in life insurance beneficiary should be reported to the Human Resource Manager immediately.

Personnel records are considered highly confidential and are available only to people with a valid need to know information contained within. Information contained in these files is not released, except when Ideal is required to do so by law. If anyone wishes to review his or her personnel record, arrangements should be made with the Human Resource Manager.

## **SAFETY**

To provide a safe and healthy work environment for employees, customers, and visitors, The Ideal Group has established a workplace safety program. This program is a top priority of the organization. Management has responsibility for implementing, administering, monitoring, and evaluating this program. The success of the safety program depends on the alertness and personal commitment of all.

Ideal provides information to employees about workplace safety and health issues through regular internal communication channels such as team meetings, bulletin board postings, memos, or other written communications.

Ideal periodically conducts workplace training for employees and supervisors. The training covers potential safety and health hazards, safe work practices, and procedures to eliminate or minimize hazards.

Some of the best safety improvement ideas come from employees. Those with ideas, concerns, or suggestions for improved safety in the workplace are encouraged to raise them with their supervisor or bring them to the attention of Management. If the employee wishes, reports and concerns about workplace safety issues may be made anonymously. All reports can be made without fear of punishment or retaliation.

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

Employees should immediately notify their supervisor of any accidents resulting in injury, regardless of how minor the injury may appear. Such reports are necessary to comply with State laws and initiate insurance and workers' compensation benefits procedures.

## **SECURITY INSPECTIONS**

The Ideal Group maintains a work environment free of illegal drugs, alcohol, firearms, explosives, or other improper materials. The Ideal Group prohibits the possession, transfer, sale, or use of such materials on its grounds. Cooperation of all employees is required in upholding this policy.

Desks, lockers, and other storage devices are provided for employee use, but remain the property of The Ideal Group. An Ideal representative can inspect at any time, either with or without prior notice, desks, lockers, and storage devices, as well as any articles found within them.



**GIFT ACCEPTANCE POLICY ACKNOWLEDGEMENT FORM**

Employees or any member of an employee’s immediate family may not accept gifts of money under any circumstances, nor may they solicit non-monetary gifts, gratuities, or any other personal benefit or favor of any kind from suppliers or customers. Employees and members of their family may accept unsolicited, non-monetary gifts from a business firm or individual doing or seeking to do business with The Ideal Group only if the gift is of nominal value or the gift is primarily of an advertising or promotional nature.

Gifts of more than \$300 may be accepted if protocol, courtesy or other special circumstances exist. However, all such gifts must be reported to your manager or the Human Resource Department. They will determine if the employee may keep the gift, return it, or whether it should more appropriately become Company property.

Since the information and guidelines described in this document are necessarily subject to change, I acknowledge that revisions to the policy may occur. All such changes will be communicated through official notices. I understand that revised information may supersede, modify, or eliminate existing policies.

I have received The Ideal Group, Inc. Gift Acceptance Policy. I understand that it is my responsibility to read and obey the guidelines contained in this policy and any revisions made to it.

**For Informational Purposes Only.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Signed Copy is Included in Personnel File.** Supervisor

\_\_\_\_\_  
Date



## SECTION 3 VEHICLE POLICY

## **OVERVIEW**

Many employees operate company-owned, leased, rental or personal vehicles as part of their jobs. Employees are expected to operate vehicles safely to prevent accidents, which may result in injuries and property loss. It is the policy of The Ideal Group, Inc. and its affiliates (The Ideal Group or Ideal) to provide and maintain a safe working environment to protect our employees and the citizens of the communities where we conduct business from injury and property loss. The Company considers the use of automobiles, trucks, and other licensed vehicles part of the working environment. The Company is committed to promoting a high level of safety awareness and responsible driving behavior in its employees. Our efforts and the commitment of employees will prevent vehicle accidents and reduce personal injury and property loss claims. This program requires the full cooperation of each driver to operate their vehicle safely and to assume the responsibilities covered in the Motor Vehicle Safety Program.

## **ORGANIZATION AND RESPONSIBILITIES**

1. Management is responsible for the successful implementation and on-going execution of this program. Management will implement the Motor Vehicle Safety Program in their areas of responsibility, establish measurement objectives to ensure compliance with the program, and provide assistance and the resources necessary to implement and maintain the program. Management's duties also include investigating and reporting all accidents involving a motor vehicle used in performing company business, taking appropriate action to manage high-risk drivers as defined by this program, and providing driver training either internally or through external means for high-risk drivers.
2. This policy applies to employees who operate vehicles on company business. All employees are responsible for meeting and maintaining the standards of this program. Drivers will always operate a motor vehicle in a safe manner and maintain a valid driver's license and minimum insurance requirements on personal vehicles used in company business.

## VEHICLE USE

1. Company-Owned Vehicles - Employees authorized by Management will be allowed to operate a company vehicle. **Company vehicles are not to be used for personal use.** Only the employee will be allowed to operate the vehicle. No spouse, family members, or any other person will be allowed to operate the vehicle. No person under the age of 21 may drive a company vehicle under any circumstances. Employees must utilize hands-free cell phone technology when operating a vehicle on company time and/or business.
2. Personal Vehicles on Company Business - Employees who drive their personal vehicles on company business must meet the following requirements of this program:
  - A. Maintaining auto liability insurance.
  - B. Maintain current state vehicle licenses and inspections when required.
  - C. Maintain their vehicle in a safe operating condition when driven on company business.
  - D. Proof of insurance (copy of declaration page) will be sent to Human Resources.
  - E. Acceptable Motor Vehicle Report (MVR).
  - F. No 'business use' exclusion on personal insurance policy.
  - G. An employee receiving a monthly vehicle allowance agrees that the vehicle he or she will be using for business purposes will be from a domestic manufacturer and will be maintained in good physical and operating condition.
  - H. Operating a motorcycle on company time and/or business is prohibited. Employees will not be reimbursed for business travel mileage incurred while operating a motorcycle.
  - I. Employees must utilize hands-free cell phone technology when operating a vehicle on company time and/or business.
3. Unauthorized Use of Vehicles - Assigned drivers and other authorized employees will not allow an unauthorized individual to operate a company vehicle without exception. Disciplinary action may be taken for violations of this policy.
4. Contractors and Temporary Hire Employees - Contractors and temporary employees will be treated as company employees and will meet the requirements of this program. Failure to meet all requirements will result in the immediate loss of driving privileges.

## DRIVER SELECTION

1. Driver Evaluation - Employees will be evaluated and selected based on their driving ability. To evaluate employees as drivers, Management will:

- A. Review past driving performance and work experience through previous employers' reference checks.
- B. Review the employee's Motor Vehicle Record (MVR).
- C. Ensure the employee has a valid driver's license.
- D. Ensure the employee is qualified to operate the type of vehicle he or she will drive.

2. Driver Qualification:

- A. The Company has implemented two levels of driver qualification criteria. Use of any or all of these criteria depends on the nature and scope of the driving requirements.
  - 1. State-regulated driver qualification requirements must be met. Regulatory information will be obtained from the State's Department of Transportation and Motor Vehicle Services.
  - 2. Where appropriate, drivers will comply with DOT Commercial Driver License (CDL) regulations.
- B. The following criteria were established to identify high-risk drivers. A driver is unacceptable if the driver's accident/violation history in the past year includes any of the following moving violation convictions:
  - 1. Driving under the influence of alcohol or drugs.
  - 2. Hit and run.
  - 3. Failure to report an accident.
  - 4. Operating during a period of license suspension or revocation.
  - 5. Using a motor vehicle for the commission of a felony.
  - 6. Operating a motor vehicle without the owner's authority.
  - 7. Allowing an unlicensed person to drive.
  - 8. Reckless driving.
  - 9. Speeding (3 or more in a 3-year period).
  - 10. Two preventable accidents in a 12-month period.
  - 11. Negligent homicide arising out of the use of a motor vehicle.
  - 12. Aggravated assault with a motor vehicle.
- C. Drivers who are identified as high-risk or in violation may be subject to several actions from Management including, but not limited to:
  - 1. Driver may be required to attend a Defensive or Safety Driving course on his or her own time and expense.
  - 2. Driver may be required to operate his or her own personal vehicle on company business, without any vehicle reimbursements.
  - 3. Driver may have his or her driving privileges suspended or cancelled.
  - 4. Vehicle reimbursements will be suspended or cancelled for anyone who does not have a valid driver's license.

## **ACCIDENT RECORDKEEPING, REPORTING AND ANALYSIS**

1. The Ideal Group considers elimination of motor vehicle accidents as a major goal. To meet this objective, all accidents involving a company-owned vehicle will be reported to Management for investigation, documentation, and review.
2. Motor vehicle accident recordkeeping procedures consist of the following steps:
  - A. Documentation of causes and corrective action.
  - B. Management review to further corrective action.
  - C. Analysis of accidents to determine trends, recurring problems and the need for further control measures.
3. Implementation of these procedures remains the responsibility of both the Driver and Management.
  - A. Driver - Since the driver is the first person at the accident scene, he or she will begin the information-gathering process as quickly and thoroughly as is possible.
  - B. Management and Human Resources
    1. Will obtain accident data from the driver through written or verbal communications. It is important for Management to determine the nature of the accident, especially if it involves injury or death to the driver, passengers, or other parties.
    2. Will immediately proceed with a formal investigation to determine the causes as well as what can be done to prevent similar occurrences. The accident report will be forwarded to the insurance claims office along with any additional support data (e.g., witness statements, photographs, police reports, etc.).

## **EMPLOYEE ACCIDENT REPORTING PROCEDURE**

Employees will take the following actions when there are injuries to persons and/or damage to other vehicles or property:

1. If possible, move the vehicle to a safe location out of the way of traffic. Call for medical attention if anyone is injured.
2. Call the police. All accidents, regardless of severity, must be reported to the police.
3. Secure the names and addresses of drivers and occupants of any vehicles involved, their operators' license numbers, insurance company names and policy numbers, as well as the names and addresses of injured persons and witnesses. Record this information on the Accident Report form (in the reporting packet).
4. Do not discuss fault with, or sign anything for anyone except an authorized representative of The Ideal Group, a police officer, or a representative of the insurance company.
5. Immediately notify Human Resources if any injuries were involved. If Human Resources is not available, contact your supervisor immediately.

6. Human Resources will contact you to arrange repairs to the vehicle. Do not have the vehicle repaired until you receive approval from Human Resources.

When there is theft of or damage to your vehicle only:

1. If you did not witness the damage to the vehicle, you must notify the local police department immediately.
2. Immediately notify Human Resources or Management.
3. Human Resources will contact you to arrange for repairs or replacement of the vehicle. Do not have the vehicle repaired until you receive approval from Human Resources.
4. Send a copy of the police report along with a memo providing any additional information to Human Resources.

**Note: Accident reporting kits: Every company vehicle should have an accident reporting kit in the glove box. This should include an Auto Accident Report Form and a pen or pencil.**

## **DRIVER TRAINING**

1. Requirements - Drivers hired by The Ideal Group that operate a motor vehicle will have the basic skills and certifications necessary to perform this function as confirmed through the driver selection process.
2. New Employees - New employees, contractors, and temporary hires will receive a copy of this program as part of their initial orientation. A formal orientation program is established to help ensure all drivers are presented with the company policy, understand their responsibilities and are familiarized with the vehicles. Areas that must be addressed with the driver, include:
  - A. Review, understand, and receive a copy of the Vehicle Safety Program.
  - B. Sign the Vehicle Safety Program Acknowledgement Form.
  - C. Understand and sign the Company Vehicle Agreement and/or Personal Vehicle Agreement.
  - D. Review individual Motor Vehicle Report (MVR).
  - E. Understand accident reporting and emergency procedures.
  - F. Review operation and controls of vehicle being operated.
3. License Suspension - Drivers must contact Human Resources if their license is suspended or revoked.
4. Remedial Training - Drivers may be required to attend a safe driving school (National Safety Council Defensive Driving course or equivalent) or an alcohol/drug abuse program on their own time and at their own expense, if a review of the driver's MVR indicates:
  - A. One or more violation convictions within any one-year period, or
  - B. A conviction for driving while under the influence of alcohol or drugs.

The employee's driving privileges may be cancelled and/or may result in employment termination depending on the severity of the conviction.

## **DRIVER SAFETY REGULATIONS**

1. Safety Belts - The driver and all occupants are required to wear safety belts when the vehicle is in operation. The driver is responsible for ensuring passengers wear their safety belts. No one may ride in the bed of a pick-up truck or stake-side truck at any time.
2. Impaired Driving - The driver must not operate a vehicle at any time when his or her ability to do so is impaired, affected, or influenced by alcohol, illegal drugs, prescribed or over-the-counter medication, illness, fatigue, or injury. Any individual required to drive either a company or personal vehicle for business purposes may be subject to disciplinary action, including suspension or termination of employment, for violation of this policy.
3. Traffic Laws - Drivers must follow the federal, state and local motor vehicle regulations, laws and ordinances. A driver operating a company vehicle will be responsible for payment of any citation received for violation of traffic laws.
4. Vehicle Condition - Drivers are responsible for ensuring the vehicle is maintained in safe driving condition.
5. Vehicle Security - Drivers are responsible for the security of company vehicles being operated by them. The vehicle engine must be shut off, ignition keys removed, and vehicle doors locked when the vehicle is left unattended. If the vehicle is left with a parking attendant, only the ignition key is to be left.
6. Motorcycles - Employees are prohibited from using motorcycles when traveling on company business.
7. General Safety Rules for Company Vehicles:  
Employees are not allowed to:
  - A. Pick up hitchhikers.
  - B. Accept payment for carrying passengers or materials.
  - C. Use any radar detector, laser detector or similar devices.
  - D. Push or pull another vehicle or tow a non-company trailer.
  - E. Transport flammable liquids or gases unless a DOT or Underwriters' Laboratories approved container is used, and only then in limited quantities.
  - F. Assist disabled motorists or accident victims beyond their level of medical knowledge. If a driver is unable to provide the proper medical care, he or she must restrict his or her assistance to calling the proper authorities. Your safety and well-being is to be protected at all times.
  - G. Use aggressive driving methods or behaviors in response to other drivers or traffic conditions.
  - H. Smoke in vehicles.
    - I. Use cellular phones for data transactions while driving including, but not limited to, e-mail, text messaging, accessing the internet, or instant messaging.
    - J. Speak on cellular phones, if not using a "hands-free" device while driving

8. Company Property - Employees are responsible for company property such as computers, work papers and equipment under their control.
9. Personal Property - The Company will not reimburse the employee for stolen personal property.

## **DEFENSIVE DRIVING RULES**

1. Drivers must keep a safe following distance at all times. Pick a still object ahead of you to estimate your following distance. Begin counting 1001, 1002, 1003, etc. as the vehicle in front of you passes the still object until you reach the same object. This counts the number of seconds between you and the vehicle ahead of you.
  - A. Drivers of passenger vehicles should keep a two-second interval between their vehicle and the vehicle immediately ahead. The following distance should be increased to at least four seconds during slippery road conditions.
  - B. Drivers of heavy trucks should keep a minimum of a three-second interval when not carrying cargo and at least four seconds when fully loaded.  
Following distance should also be increased when poor conditions exist.
2. Drivers must yield the right of way at all traffic control signals and signs requiring them to do so. Drivers should also be ready to yield for safety's sake at any time. Pedestrians and bicycles in the roadway always have the right of way.
3. Avoid driving in other drivers' blind spots. Attempt to maintain eye contact with the other driver, either directly or through mirrors.
4. Drivers must follow posted speed limits. Reduce speed to a safe-operating speed for the conditions of the road, weather, lighting, and volume of traffic. Tires can slide on wet pavement at speeds as low as 40 MPH.
5. Turn signals must be used to indicate the direction you are heading while entering traffic and before every turn or lane change.
6. View the entire vehicle in your rear view mirror before pulling back into that lane when passing or changing lanes.
7. Be alert of other vehicles, pedestrians, and bicyclists when approaching intersections. Never speed through an intersection on a yellow light. Approach a stale green light with your foot over the brake to improve your ability to stop. Look both ways for oncoming traffic before moving when the traffic light turns green.
8. Keep your wheels facing straight-ahead when waiting to make left turns. You will not be pushed into the lane of oncoming traffic if rear-ended.
9. Leave enough space so you can see the rear wheels of the car in front when stopping behind another vehicle. This allows room to go around the vehicle if necessary. If you are rear-ended, it may prevent you from being pushed into the car in front of you.
10. Avoid backing-up where possible. Keep the distance traveled to a minimum and be very careful when backing-up is necessary.
  - A. Check behind your vehicle. Operators of heavy trucks should walk around their vehicle before backing-up and/or have someone guide you.

- B. Back-up to the driver's side. Do not back around a corner or into an area with low visibility.

## **MAINTENANCE FOR COMPANY OWNED VEHICLES**

Proper maintenance of equipment is an important area of this program. Reduced costs and accidents from vehicle defects are the direct result of a good maintenance policy. All employees operating The Ideal Group's delivery vehicles are responsible for regular inspection of their vehicle. Any problems with the vehicle must be immediately reported to maintenance and your supervisor.

## **COMPANY VEHICLE AGREEMENT**

The undersigned hereby agrees that I will operate company-owned or leased vehicles in a safe manner. I agree to wear my seat belt when the vehicle is in motion and will require other occupants to do so as well. I agree to be responsible for all traffic and parking violations that occur while operating a company vehicle.

I understand that company vehicles are not to be use for personal use. I agree no spouse or any other can operate a company vehicle at any time.

I agree to promptly report all accidents or incidents resulting in injury or damage to a company vehicle or other property, no matter how minor.

I understand I am required to maintain a valid driver's license. Furthermore, I herewith grant The Ideal Group the right to investigate my motor vehicle driving record at anytime. I will provide a copy of my current driver's license to Human Resources.

If my driving record contains two moving violations within a one-year period, my record will be brought up for consideration of remedial training and/or loss of driving privileges.

I understand I am not to modify a company vehicle in any way without written permission. This specifically applies to the installation of cellular telephones, radios, CB's, speakers, etc. Furthermore, trailer hitches and towing trailers are prohibited. I will not take a company vehicle out of the United States without written permission from Human Resources.

I understand the operation of a company vehicle in a safe operating condition is my responsibility. If a company vehicle I am operating becomes unsafe, it is my responsibility to notify my supervisor immediately.

I read and agree to the provisions of this Company Vehicle Agreement and the requirements of the Motor Vehicle Safety Program.

**For Informational Purposes Only. Signed Copy is Included in Personnel File.**

---

**SIGNATURE**

---

**DATE**

---

**PRINT NAME**

**PERSONAL VEHICLE AGREEMENT**

The undersigned hereby agrees that I will operate my vehicle in a safe manner while I am on company business. I agree to wear my seat belt when the vehicle is in motion and will require other occupants to do so as well.

I agree to promptly report all accidents or incidents resulting in injury or damage while acting on company business, no matter how minor.

I understand I am required to maintain a valid driver's license and may be asked to provide a current copy of my insurance certificate. Furthermore, I herewith grant The Ideal Group the right to investigate my motor vehicle driving record at anytime. I will provide a copy of my current driver's license to Human Resources upon request.

I understand to receive a vehicle allowance that I will drive a vehicle from a domestic manufacturer that is maintained in good physical and operating condition.

I read and agree to the provisions of this Personal Vehicle Agreement and the requirements of the Motor Vehicle Safety Program.

**For Informational Purposes Only. Signed Copy is Included in Personnel File.**

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**PRINT NAME**



## VEHICLE POLICY ACKNOWLEDGEMENT FORM

The Ideal Group, Inc. Vehicle Policy describes important information about the Company's expectations regarding vehicle use in the business environment. It is the policy of The Ideal Group and its affiliates to provide and maintain a safe working environment to protect our employees and the citizens of the communities where we conduct business from injury and personal loss.

Since the information and guidelines described in this document are necessarily subject to change, I acknowledge that revisions to the policy may occur. All such changes will be communicated through official notices. I understand that revised information may supersede, modify, or eliminate existing policies.

I have received The Ideal Group, Inc. Vehicle Policy. I understand that it is my responsibility to read and comply with the guidelines contained in this policy and any revisions made to it.

|  |            |
|--|------------|
| <u>For Informational Purposes Only.</u>        | Signature  |
| _____  | Date       |
| <u>Signed Copy Included in Personnel File.</u> | Supervisor |
| _____  | Date       |



**SECTION 4  
ELECTRONIC  
COMMUNICATIONS  
POLICY**

## **PURPOSE**

The Ideal Group and its affiliates (Ideal Group or Ideal) continue to adopt and make use of new means of communication and information exchange. This allows Ideal to remain competitive, better serve our customers, and give our talented workforce the best tools for success. Many of our employees have access to e-mail, cell phones, the Internet, and other electronic communications tools to achieve this goal.

The Ideal Group encourages the use of electronic communications when they can make business more efficient and effective. They can provide valuable information about vendors, customers, technology, and new products and services to assist employees in performing their jobs. The company equipment furnished for this purpose is the property of The Ideal Group and its purpose is to facilitate company business.

This policy cannot lay down rules to cover every specific situation. Instead, the policy provides general principles for guidance.

## **COVERAGE**

This policy applies to all use of company equipment for electronic communications.

Electronic communications include computers, e-mail, the Internet, phones, voicemail, and all other electrical or electronic media or communication methods.

Company equipment includes all hardware and software owned, leased, provided or paid for by the company, accessed from company premises, or which identifies an individual with the Company.

## **PROHIBITED COMMUNICATIONS**

- Distribution or printing of copyrighted documents or software in violation of copyright laws. This includes trade secrets or other confidential information of The Ideal Group, its clients, subcontractors/suppliers, competitors, and employees;
- Offensive or harassing statements or negative language based on race, national origin, gender, age, disability, religion, political beliefs, or any other improper basis;
- Viewing, receiving, downloading, sending, or soliciting sexually oriented materials;
- Operating an outside business, taking business opportunities, or seeking money for personal gain;
- Sending chain letters, gambling, or engaging in any other activity that is unlawful, improper, immoral, or that would reflect unfavorably on you, other people, or The Ideal Group;

- Accessing the Internet through means other than the standard provided connection using company equipment.

## **PERSONAL USE**

The Ideal Group provides access to electronic communications for employees' business use. Occasional use of the Company's equipment for personal, non-business electronic communications is acceptable. However, employees must act responsibly and not abuse this privilege.

The Ideal Group makes a portion of its internal intranet system available for employees to post internal personal announcements to other company employees. For example, offers to buy and sell goods. All such internal personal electronic communications must be posted in the appropriate area on this system. The Ideal Group maintains the right to monitor all postings on the system. Any material deemed to be inappropriate will be removed promptly. The responsible employee will be disciplined in a manner warranted by the offense.

## **SECURITY/APPROPRIATE USE**

Unless authorized, employees may not engage in or attempt to engage in:

- Monitoring or intercepting electronic communications of other persons;
- Hacking or obtaining access to systems or accounts they are not authorized to use;
- Using other people's log-ins or passwords; and
- Breaching, testing, or monitoring computer or network security measures.

No e-mail or other electronic communications can be sent that attempt to hide or misrepresent the identity of the sender.

Electronic communications should not be used in a manner likely to cause network congestion or significantly hamper the ability of other people to access or use the system.

For security and retention purposes, all documents must be saved on the company's network, not on individual computer hard drives (i.e. My Documents, Desktop, etc.).

## **ON-LINE FORUMS**

Messages sent using company equipment could be associated with The Ideal Group. Good judgment should be used to avoid content that may reflect unfavorably on or result in liability to The Ideal Group.

Electronic communications must not provide unauthorized persons The Ideal Group trade secrets or other confidential information. They must not otherwise violate this or any of The Ideal Group policies.

## **WAIVER OF PRIVACY**

The Ideal Group has the right, but not the duty, to monitor or review all aspects of electronic communications using company equipment. This includes, but is not limited to, monitoring sites employees visit on the Internet, monitoring chat groups and newsgroups, reviewing material downloaded or uploaded by employees, and reviewing e-mail sent and received by employees. There is no individual right to privacy in any electronic communication using company equipment.

## **POLICY VIOLATIONS**

Employees who abuse the privilege of using company equipment for electronic communications are subject to disciplinary action. Action taken will be up to and including termination and, if warranted, legal proceedings.

Any questions concerning this policy should be directed to your supervisor.

## **PASSWORD POLICY**

The Ideal Group Password standard is as follows:

- Passwords must be at least six alphanumeric characters long
- Passwords will expire every 45 days and must be reset by the user several days prior to expiration. The network will alert you before this occurs.
- Previously used passwords cannot be reused

Bad password practices include:

- Using the word “password” as the password
- Using names of sons, daughters, other relatives
- Using birthdays
- Using words in a dictionary
- Using “123456” or “1111” or “2222” or any simple numeric string
- Writing passwords down on post-it notes, etc.
- Giving your password to anyone. If someone in IT needs to access your ID and cannot contact you, an administrator will reset the password.

Good password practices include:

An alphanumeric combination of letters and numbers including capitalized letters. For instance, Tgpsitrg23 (comes from the first letters of the phrase “The Green Pigeon Swims In The Rose Garden, 23 is a random number selected and the first letter is randomly capitalized). Tgpsitrg23 could easily have been tgpStrg48 or tGPstrG44. The key is to pick a password you can remember. These types of passwords are very difficult for a computer hacker to crack.

To reset your password for Windows 2000 users:

1. Press the Control, Alt and Delete keys simultaneously
2. Click the “Change Password” button
3. Enter your current password in the “old password” box
4. Enter your new password in the “new password” box
5. Re-Enter your new password in the “confirm new password” box
6. Click OK

If you receive an error, please try using your new password to log on. Contact the IT Department if you cannot log on after changing your password.

## **SOFTWARE POLICY**

The IT Helpdesk and engineers are asked to work on computers with a wide variety of problems. The most difficult are the ‘self-inflicted’ problems caused by users downloading (e.g. from the Internet) or installing their own software on company issued computers. These downloaded files use significant network storage space. If unchecked, this will make our network inoperable.

## **EXAMPLES OF SELF-INFLICTED PROBLEMS**

Users frequently load games, AOL, or personal finance software, etc., on company issued PCs. These applications make significant changes to the operating system settings and can make company applications inoperable to the user.

## **SCREEN SAVERS**

Screen savers seem innocent, but can compromise the stability of any PC.

## **NEWS TICKERS AND INTERNET VIDEOS**

On any given day, as much as 40% of our total Internet usage was devoted to news tickers and Internet video applications. This content includes sports footage and entertainment video clips. The network resources used for these non-business applications are the same as for company applications creating an overuse problem.

## **SOFTWARE LICENSING VIOLATIONS**

Potential software licensing violations are a significant company concern. A recent review of the network revealed a number of programs the Company did not have legal rights to use. Also found were copyrighted music files present in employee directories and desktops. Not only are viruses commonly disguised as these types of applications, they infringe copyright laws.

If The Ideal Group were to be audited, each instance of an unlicensed copyrighted application or file could result in fines and damage our outstanding reputation. According to the US Copyright Act, illegal use or reproduction of software is subject to civil damages of as much as \$100,000 per title infringed, and criminal penalties, including fines of as much as \$250,000 per title infringed and imprisonment of up to five years. There have been several recent instances in the media where software copyright laws were enforced and penalties levied.

## **ALTERING SYSTEM CONFIGURATIONS**

The IT Department also encounters problems where users will “update” or modify their core system configuration. Users believe they are being helpful, but the end result is usually more work for IT and decreased productivity for the user. The solution for changes or updates to the core system is usually a system rebuild, which is very time consuming.

## **COMPANY PROPERTY SECURITY**

Electronic devices provided by the company to facilitate an employee’s job are the responsibility of the employee. Laptops, cell phones, or any other electronic device should not be left in a car, an unlocked office, or other unsecured locations. Violation of this policy may result in disciplinary action, including suspension or termination of employment.

## COMPANY'S POSITION

The IT Department has made major strides to make sure all system applications and settings are optimized for stability and performance. Our users should not download software, install software, or make modifications to their system settings. This policy ensures that Ideal obeys software licensing laws, addresses network storage capacity issues, and promotes a stable network environment. Unauthorized software loaded by users will be removed. If you feel there is a software package that you need or an update that would be beneficial to your responsibilities at The Ideal Group, please contact the IT personnel. We will assist you in acquiring, testing, and installing properly.



**INFORMATION TECHNOLOGY ACKNOWLEDGEMENT FORM**

The Ideal Group, Inc. Password Policy, Electronic Communications Policy, and Software Policy describe important information about the Company's expectations regarding use of office technology.

Since the information and guidelines described in these documents are necessarily subject to change, I acknowledge that revisions to the policies may occur. All such changes will be communicated through official notices. I understand that revised information may supersede, modify, or eliminate existing policies.

I have received The Ideal Group, Inc. Password Policy, Electronic Communications Policy, and Software Policy. I understand that it is my responsibility to read and obey the guidelines contained in these policies and any revisions made to them.

For Informational Purposes Only.

Signature

\_\_\_\_\_

Date

Signed Copy Included in Personnel File.

Supervisor

\_\_\_\_\_

Date



# SECTION 5 WORK HOURS AND COMPENSATION

## **EMPLOYMENT CATEGORIES**

The Ideal Group, Inc. and its affiliates clearly define employment classifications so 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 is retained by both the employee and The Ideal Group.

Each employee is designated as either non-exempt or exempt from federal and state wage and hour laws. Non-exempt employees may earn 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.

In addition to the above categories, each employee will belong to one of the following employment categories:

Regular Full Time employees are those who are not in a temporary or probationary status. They are regularly scheduled to work the organization's full-time schedule. They are eligible for the employer's benefit package, subject to the terms, conditions, and limitations of each benefit program.

Part Time employees are those who are not assigned to a temporary or probationary status. They are scheduled to work less than thirty hours per week. While they do receive all legally mandated benefits (such as workers' compensation and Social Security benefits), they are generally ineligible for the employer's other benefit programs.

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 unless notified of a change. While temporary employees receive all legally mandated benefits (such as workers' compensation insurance and Social Security), they are ineligible for the employer's other benefit programs.

Contract employees are those who are hired through a staffing agency and may have the opportunity to be considered for direct hire by Ideal. The staffing agency is responsible for payroll, taxes, and any applicable benefits while the employee maintains a contract status. Employment beyond any initially stated period does not in any way imply a change in employment status unless notified of a change. If a contract employee is offered and accepts a direct hire position, Ideal will set the employee's anniversary date at his/her original hire date through the staffing agency. The original hire date will be used to determine eligibility for benefits, earned time off, paid holidays, and other service time-based employment issues.

## **WORK SCHEDULES**

The regular work schedule for all employees is eight hours a day, Monday through Friday. Supervisors will advise employees of shift starting and ending times. Staffing needs and operational demands may necessitate changes in starting and ending times for the normal workday. The length of the normal workday may be adjusted as well as

changes in the total hours scheduled for the week. Certain employees may be required to work on Saturdays. Your supervisor will advise you of your schedule.

## **OVERTIME**

When operating requirements cannot be met during regular working hours, office and/or production employees will be required to work overtime. A supervisor may excuse an employee from a required overtime period due to an extenuating circumstance. All overtime work must receive a supervisor's prior authorization. Unapproved overtime will not be paid. Overtime assignments will be distributed as fairly as practical to all employees qualified to perform the required work.

Overtime compensation is paid to all non-exempt employees in accordance with federal and state laws at the following rate(s):

- One and one-half times the base pay rate for all hours over forty in a work week
- Two times the base pay rate for holidays
- Two times the base pay rate for non-holiday (Sunday):
  - An employee **MUST** work every day of the pay period.
  - If Sunday is the 7<sup>th</sup> consecutive day worked in the pay period, he/she will receive double pay.
  - Employees **MUST** work  $\frac{3}{4}$  of their scheduled shift on Saturday to be eligible for double pay on Sunday.

Overtime pay is based on actual hours worked. Time off on sick leave, vacation leave, holidays, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations.

## **BREAK TIME**

To encourage productivity and employee wellness, some Ideal Group companies use a formal employee break schedule. Employees are allowed break time in addition to their normal lunch period. Break time occurs at a time indicated by Management and will be communicated to all Ideal Group employees. Management has the right to revise this schedule at any time to accommodate operational needs. Area supervisors will address company-specific break information.

Taking breaks outside of this time schedule will not be permitted for any reason unless otherwise approved by a supervisor. Engaging in any recreational activities such as talking on the phone, text messaging, instant messaging, Internet surfing, smoking, or any other personal business during the work shift is unacceptable employee conduct. In order to promote safety and the Ideal image, smoking will only be allowed in designated areas.

## **TIME KEEPING**

Accurately recording time worked is the responsibility of every employee. Federal and state laws require The Ideal Group to keep an accurate record of time worked to calculate employee pay and benefits. Time worked is defined as time spent on the job performing assigned duties.

Tampering, altering, or falsifying time records or recording time on another employee's time record may result in disciplinary action, including discharge. It is the employee's responsibility to prepare and sign his/her own time report to certify the accuracy of all time recorded. The supervisor will review and initial the time record before submitting it for payroll processing.

Ideal believes its policies providing income continuation for qualifying absences are generous and fair. Ideal does not have a policy providing pay to non-exempt employees for absences due to snow, car problems, personal business, a sick child or spouse, or other circumstances that may arise. These absences may be handled as follows, depending on your preference and work requirements:

- The time may be made up during the same pay week. Make-up time must be coordinated with a supervisor prior to its occurrence.
- Vacation time or personal days may be used for the absence, if available.
- The time may be taken without pay with a supervisor's approval.
- Excessive absenteeism will be subject to disciplinary action, up to termination.

Employees may not elect to work from home instead of reporting to the office for their scheduled shift. This will be treated as an absence subject to the terms detailed above.

All employees are paid weekly on Friday. Ideal offers and encourages the use of direct deposit for payroll earnings. Each paycheck will include earnings for all work performed through the end of the previous payroll period. If a regular payday falls during an employee's vacation, the employee's paycheck will be available upon his/her return from vacation. Payroll periods are from Monday through Sunday.

## **PAY ADVANCES**

Neither pay advances nor extensions of credit on unearned wages will be provided to employees.

## **PAY DEDUCTIONS AND GARNISHMENTS**

The law requires that The Ideal Group 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 referred to as the Social Security "wage base". The employer matches the amount of Social Security taxes paid by each employee.

Pay garnishments are deductions taken by Ideal to help pay-off a debt or obligation to the employer or others.

If you have questions concerning deductions made from your paycheck, please see the Human Resource Manager for clarification.

## **BUSINESS TRAVEL AND ENTERTAINMENT EXPENSES**

The Ideal Group will fund or reimburse employees for reasonable travel and entertainment expenses incurred during the course of business. The actual costs of travel, meals, lodging, and other expenses directly related to business travel and entertainment are expected to be limited to reasonable amounts. The employee's supervisor must approve all business travel in advance.

This policy includes all business travel and entertainment expenses whether purchased by the company directly, using a company issued credit card, or at personal expense to be reimbursed.

Employees are required to submit a travel agenda to their supervisor at least one week prior to the proposed trip. The travel agenda must include trip information including lodging, car rental, airfare, entertainment plans, and detailed information about the reason for travel. The supervisor may deny any travel requests not following these guidelines. Note: When renting a car, do not purchase the loss damage waiver (LDW) as the company insurance will cover any potential damages.

Expense reports covering all of the month's business-related transactions must be submitted by the end of the same calendar month. Receipts must accompany all expense reports for charges to be reimbursable. The nature of the expense warrants different treatment, as follows:

- Travel receipts must have the location, company name, and business purpose written on the back of the receipt.
- Entertainment receipts must have the number of people entertained, their names, their job positions, company name, and business purpose written on the back of the receipt.
  - Involving only Ideal employees: Entertainment expenses are generally not reimbursed when only company employees are involved. An infrequent expense which is determined to have a necessary business purpose and is held in the best interest of the company may be reimbursed with the appropriate business purpose documentation.
  - Involving non-Ideal personnel: Entertainment expenses involving non-company personnel will be reimbursed when it serves a necessary business purpose. Necessary is defined as one that supports corporate directives or develops business relations with our customers.
- Mileage will be reimbursed for travel beyond the employee's normal commute length or for mid-day travel between locations only. Odometer readings must be included on the expense report. Mileage incurred while operating a motorcycle will not be reimbursed.

All expense reports must be approved by a supervisor and submitted to Accounts Payable for reimbursement. Expense reports and entertainment expenses will not be paid or reimbursed from the petty cash account.

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

Abuse of this Business Travel and Entertainment 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.



# SECTION 6 BENEFITS

## **HEALTH CARE BENEFITS**

Regular full-time employees and family members are offered health care benefits paid in full or largely by The Ideal Group, Inc. and its affiliates. Health care benefits include medical, dental, vision, and disability. The insurance company determines an employee's eligibility date for health care benefits. Ideal's health care providers offer Employee Assistance Programs (EAP) available to all enrolled employees. Specific information regarding current health benefits will be distributed to employees at initial enrollment and annual open enrollment.

The Ideal Group is not responsible for employee's bookkeeping and claim concerns. Ideal is only responsible for remittance of premium amounts to the insurance company.

## **LIFE INSURANCE**

To aid families in times of need, Ideal provides life insurance for regular full-time employees. The premium for this insurance is paid for entirely by The Ideal Group and its affiliate companies. This insurance is limited to employees only. Additional voluntary life insurance may be purchased at the employee's cost. Specific information regarding life insurance will be distributed to employees at initial enrollment and annual open enrollment.

## **401K PROGRAM**

Ideal Group offers an employer-managed 401k Program to assist employees with retirement savings. Open enrollment occurs the first day of every quarter. Regular full-time employees with ninety service days as of the open enrollment date are eligible to enroll. Ideal Group provides a generous employer match to employees electing to participate in the program. While Ideal sponsors the 401k Program, the Company is not responsible for the performance of funds within the program and in no way guarantees any money contributed to the program. Specific information regarding the 401k Program will be distributed to employees at initial enrollment and annual open enrollment.

## **VACATION**

Paid vacation time is available to eligible employees to provide opportunity for rest, relaxation, and personal pursuits. Regular full-time employees are eligible to earn and use vacation time as described in this policy.

Vacation time is paid at the employee's base pay rate at the time of vacation and will not include overtime or any other compensation. Unused vacation time does not carry over into the next year following the employee's anniversary date. Upon termination of employment, employees will be paid for unused vacation time earned through the last day of work.

Paid vacation time can be used in minimum increments of a half-day, equal to four hours. To take vacation, employees should request approval from their supervisor thirty days before the date requested. Management reserves the right to refuse vacation requests due to business needs and staffing requirements.

The amount of paid vacation time employees receive each year increases with the length of their employment and renews each anniversary date.

- On one year anniversary date—Five days
- On two year anniversary date—Ten days
- On three year anniversary date—Ten days
- On four year anniversary date—Ten days
- On five year anniversary date and each anniversary date thereafter—Fifteen days

## **PERSONAL DAYS**

Paid personal days are available to eligible employees for periods of temporary absence due to the employees' personal illnesses, injuries, or medical appointments. Regular full-time employees are eligible to earn and use personal days as described in this policy. Payment of personal days does not require a physician's excuse.

Personal days are paid at the employee's base pay rate at the time of absence and will not include overtime or any other compensation. Unused personal days will not carry over to the next year following the employee's anniversary date. Employees will not be paid for unused personal days while they are employed or at the termination of employment.

Payment of personal days requires the team member to personally notify his/her direct supervisor or available manager before the start of the regularly scheduled workday. Leaving a voice mail message or sending an e-mail is not an acceptable form of contact. The team member must indicate the use of a personal day to the Human Resource Manager or on their time card or time submission.

The amount of paid personal days employees receive renews each anniversary date.

- After 90 day probationary period following hire date—3 personal days
- On each anniversary date thereafter—3 personal days

## **HOLIDAYS**

Ideal will grant paid holidays to all employees on the days listed below.

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

According to applicable restrictions, Ideal will grant paid holiday time off to regular full-time employees with ninety service days. Holiday pay is paid at the employee's base pay rate at the time of vacation and will not include overtime or any other compensation.

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

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

In order to receive holiday pay, it is Ideal's policy that the employee be present and working the scheduled workday prior to and following each holiday unless vacation time has been approved.

Vacation day requests for the day prior to or following each holiday must have supervisor's prior approval. Vacation approvals will depend on the vacation time available to the employee and business needs at the time. Vacation requests made after the holiday has passed will be denied and the holiday will not be paid.

## **BEREAVEMENT LEAVE**

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

An employee will be granted no more than five paid bereavement days to attend the funeral of the employee's spouse, child, parent, or spouse's parent. No more than three paid bereavement days will be granted to attend the funeral of an employee's grandparent, grandchild, sibling, spouse's grandparent, or spouse's sibling.

Bereavement pay is paid at the employee's base pay rate at the time of vacation and will not include overtime or any other compensation.

Ideal Group reserves the right to change, modify, or alter bereavement leave benefits at any time.

## **JURY DUTY**

Ideal encourages employees to fulfill their civic responsibilities by serving jury duty when required. Employees must show the jury duty summons to their supervisor as soon as possible so the supervisor may arrange to accommodate the employee's absence. The employee is expected to report for work whenever the court schedule permits.

Jury duty pay will be calculated on the difference between the employee's pay at Ideal and jury compensation. Ideal will calculate the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence (not exceeding eight hours per day) less the compensation paid for jury duty served.

The employee must submit a statement from the court indicating days worked on jury duty and the compensation paid for that work.

Either Ideal or the employee may request a postponement of jury duty if the employer judges the employee's absence would create serious operational issues.

Ideal will continue health insurance benefits for the full term of the jury duty absence.

Accrual for benefits calculations, such as vacation, sick leave, or holiday benefits will not be affected during unpaid jury duty leave.

## **MEDICAL DISABILITY AND FAMILY AND MEDICAL LEAVE (FMLA)**

The Ideal Group provides an unpaid medical disability leave of absence up to twelve weeks each calendar year to eligible employees who are temporarily unable to work due to a serious health condition or disability.

The Ideal Group provides an unpaid family and medical leave of absence to eligible employees electing to take time off from work duties to fulfill family obligations relating directly to childbirth, adoption, or placement of a foster child or to care for a child, spouse, or parent with a serious health condition, or for certain qualifying situations arising out of a covered military member's active duty status or notification of an impending call or order to active duty status in support of a contingency operation. An employee may also request up to twenty-six weeks of leave in a twelve month period to care for a covered service member recovering from a serious injury or illness incurred in the line of duty on active duty.

For purposes of this policy, serious health conditions or disabilities include inpatient care in a hospital, hospice, or residential medical care facility, continuing treatment by a health care provider, and temporary disabilities associated with pregnancy, childbirth, and related medical conditions.

The Ideal Group regular full-time employees must be employed for a minimum of twelve months and 1,250 hours in the twelve consecutive months immediately before the leave period to qualify.

Employees may use their paid sick days and/or vacation days to the extent available while on leave. The remainder of the leave would be unpaid up to the twelve-week maximum per calendar year. Any combination of Medical Disability Leave and Family and Medical Leave may not exceed this maximum limit with the exception of military leaves. Eligible employees may be entitled to a combined total of up to twenty-six weeks of all types of FMLA leave during the twelve-month period for reasons relating to military duty or injury there from.

For recordkeeping purposes any period of leave, which accrued, paid sick leave, accrued paid vacation leave, Workers' Compensation, or disability leave is used, will be

counted concurrently with the maximum number of twelve weeks per calendar year for medical disability leave.

If this initial period of absence for family and medical leave proves insufficient, consideration will be given to written requests for a single extension of no more than ninety calendar days. Married employee couples may be restricted to a combined total of twelve weeks leave within any twelve-month period for childbirth, adoption, or placement of a foster child, or to care for a parent with a serious health condition.

Eligible employees should make requests for medical disability leave in writing to their supervisors at least thirty days in advance of foreseeable events and as soon as possible for unforeseeable events. The employee must submit a statement from his/her physician stating that the employee is disabled, why the disability prevents the employee from working, and the estimated length of time the employee will be out of work due to disability. Employees requesting family leave related to the serious health condition of a child, spouse, or parent may be required to submit a health care provider's statement verifying the need for a family leave to provide care, the leave's beginning and ending dates, and the estimated time required.

If medically necessary, medical disability leave may be taken intermittently as required when requesting an intermittent or a reduced work schedule. Medical certification is required when requesting an intermittent or reduced workweek schedule. Ideal may temporarily transfer an employee on intermittent leave to another position that better accommodates the recurring leave. The position will have equivalent pay and benefits.

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

Subject to the terms, conditions, and limitations of the applicable plans, The Ideal Group will continue to provide health insurance, long-term disability, and life insurance benefits for any portion of the approved medical disability leave period taken as unpaid leave. Employees are still responsible for any employee contribution required for employee/dependent health insurance coverage.

Benefit accruals, such as vacation, sick leave and holiday benefits will continue during the approved medical disability leave period. Benefits accruals will be suspended during the period of approved family and medical leave until active employment resumes.

So an employee's return to work can be properly scheduled, an employee on medical disability leave is requested to provide The Ideal Group with at least two weeks advance notice of the date the employee intends to return to work. A physician's release stating an employee is medically fit to return to work and setting forth any medical restrictions is required. When a medical disability leave ends, the employee will be placed in the same position, if available, or to an equivalent position for which the employee is qualified.

If an employee fails to report to work promptly at the end of the medical disability leave, The Ideal Group will assume the employee has resigned.

## **PERSONAL LEAVE**

Personal leave without pay may be granted to eligible employees electing to take time off from work duties to fulfill personal obligations which do not qualify under the entitlements provided by the Medical Disability Leave or Family and Medical Leave policies. Regular full-time employees are eligible to request personal leave as described in this policy.

Employees may request a personal leave only after having completed 365 calendar days every two years. If this initial period of absence proves insufficient, consideration will be given to a written request for a single extension of no more than thirty calendar days. Pending the supervisor's approval, employees must take any available vacation leave or sick personal days prior to the effective date of the personal leave of absence.

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

Subject to the terms, conditions, and limitations of the applicable plans, the employer will continue to provide health insurance benefits, long-term disability benefits and life insurance benefits for the full term of the personal leave. Employees are still responsible for any employee contribution required for employee/dependent health insurance coverage.

Benefit accruals such as vacation sick leave and holiday benefits will be suspended during any approved personal leave until active employment resumes. When personal leave ends, the employee will return to the same position or to a similar one for which qualified. If the previous or a comparable position is not available, an effort will be made to offer another position that is available and suitable. Although every reasonable effort will be made to place an employee at the end of a personal leave, the employer cannot guarantee reinstatement.

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

## **MILITARY LEAVE**

A military leave of absence will be granted to employees for military or reserve duty in accordance with applicable law, except those occupying temporary positions.

Employees reporting for active or training duty or to Reserve or National Guard training should submit copies of their military orders to their supervisor as soon as possible.

The leave will be unpaid. However, employees may use any available accrued paid vacation for the absence.

Subject to terms, conditions, and limitations of the applicable plans for which the employee is otherwise eligible, health insurance benefits will be provided by The Ideal Group for up to ninety calendar days of the military leave of absence. Employees are still responsible for any employee contribution required for employee/dependent health insurance coverage. If the leave period extends past ninety days, an employee may continue health insurance benefits for up to eighteen months under The Ideal Group's benefits continuation policy (COBRA).

Benefit accruals such as vacation, sick leave, or holiday benefits will be suspended during any military leave of absence.

Employees on two-week active duty training assignments or inactive duty training drills are required to return to work for the first regularly scheduled shift after the end of training, allowing reasonable travel time. Employees on longer military leave will be reinstated in accordance with all applicable federal and state laws.

Every reasonable effort will be made to return eligible employees to their previous position or a comparable one. They will be treated as if continuously employed for purposes of determining benefits based on length of service, such as the rate of vacation accrual and job seniority rights.

## **PARKING**

Parking lot space is available to all employees at Ideal facilities free of charge. Employees should keep their automobiles locked at all times. Parking spaces may only be reserved for the disabled.

If an employee sees an unauthorized person on Ideal Group property during work hours, please report immediately to your supervisor who will alert the police.

Ideal Group is not responsible for any property loss or damage occurring in the parking lot of our facilities.



# SECTION 7 EMPLOYMENT TERMINATION

## **EMPLOYMENT TERMINATION**

The Ideal Group, Inc. and its affiliates are at will employers. This relationship is based on mutual consent and both the employee and the Company have the right to terminate employment at will, with or without cause, at any time. Terminations are an unavoidable part of personnel activity within any organization and many of the reasons for termination are routine.

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

## **BENEFITS CONTINUATION (COBRA)**

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) provides employees and their qualified beneficiaries the opportunity to continue health insurance coverage under The Ideal Group's health plan when a "qualifying event" would normally result in the loss of eligibility. Common qualifying events include resignation, termination of employment, death of an employee, a reduction in an employee's hours, a leave of absence, divorce or legal separation, and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at the employer's group rates plus an administration fee.

Ideal provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under the employer's health insurance plan. The notice contains important information about the employee's rights and obligations.



## EMPLOYEE HANDBOOK ACKNOWLEDGEMENT FORM

The employee handbook describes important information about The Ideal Group, Inc. and its affiliate companies. I understand that I should consult the Human Resource Manager regarding any questions not answered in the handbook.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur. All such changes will be communicated through official notices. I understand revised information may supersede, modify, or eliminate existing policies. Only the Chief Executive Officer of the organization has the ability to adopt any revisions to the policies in this handbook.

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

**For Informational Purposes Only.**

Signature

Date

**Signed Copy Included in Personnel File.**

Supervisor

Date