

## Harassment Policy

We prohibit harassment of one employee by another employee or supervisor for any reason including, but not limited to: veteran status, race, color, religion, marital status, national origin, sex, sexual preference, physical or mental disability and/or age. The purpose of this policy is not to regulate the personal morality of employees. It is to assure that in the workplace no employee harasses another for any reason.

While it is not easy to define precisely what harassment is, it includes: words, signs, unwelcome jokes, pranks, intimidation, physical contact, or violence. Harassment is not necessarily sexual in nature.

Any employee who feels that he or she is a victim of such harassment should immediately report the matter to the Human Resources Manager, their supervisor, or any other member of management. Our company will investigate all such reports as confidentially as possible. Adverse action will not be taken against an employee who reports or participates in the investigation of a violation of this policy (excluding the offender). Violations of this policy are not permitted and may result in disciplinary action, up to and including discharge.

## Basis for Determining Pay

The pay for each position is influenced by three factors:

**The nature and scope of the job...**Special experiences, educational background, and certifications will be taken into account as the nature and scope of the job is evaluated.

**External comparability...**Jobs are compared with external market data. Each job is assigned a range of pay, including a minimum and a maximum. Periodically "Company name" will examine the market conditions to ensure ongoing comparability. Changes in pay ranges will be made as needed and as the company can afford, to maintain market comparability.

**Individual Performance...**An individual's pay within this range will depend on his sustained performance over time. Each year every employee will have a performance review with his or her supervisor. During that review, significant performance events that occurred throughout the year will be discussed.

*The overall performance rating will influence any wage/salary adjustments. Through individual performance and by increasing job responsibilities and moving to higher level jobs, you can have significant impact on your pay. As the variables affecting pay are not under the Company's control, it may also be necessary to freeze or adjust salaries or salary ranges downward.*

## E-mail Policy and Other Communications

The company has established a policy with regard to access and disclosure of electronic mail and other communication messages created, sent or received by company employees using the company's electronic mail system and other resources.

**For the purpose of this policy, other communication resources include: telephone, facsimile, and the Internet.**

The company intends to honor the policies set forth below, but must reserve the right to change them at any time as may be required under the circumstances.

The company maintains an electronic mail system and other communications resources. This system is provided by the company to assist in the conduct of business within the company.

The electronic mail and Internet system, telephone system and facsimile machines are company property. Additionally, all messages and files composed, sent, or received on these systems are and remain the property of the company. They are not the private property of any employee. "Company name" monitors the use of such tools through the telephone bills as well as through the computer logs. Violators of this policy will be subject to disciplinary action up to and including termination.

The use of the electronic mail and other communication systems is reserved solely for the conduct of business at the company. It may not be used for personal business. This includes the use of the Company's "800" numbers. They are to be given only to customers for use in conducting business with "Company name." On occasion, you may make arrangements with your supervisor to access the Internet outside of your scheduled work time. In such case, you are responsible for the content of such information. Its content should not fall outside of this policy.

The electronic mail system may not be used to solicit or persuade for commercial ventures, religious or political causes, outside organizations, or other non-job-related solicitations. This includes, but is not limited to buying and selling personal items using the Company's e-mail or other communication systems.

The electronic mail system is not to be used to create any offensive or disruptive messages. Among those which are considered offensive, are any messages which contain sexual implications, racial slurs, gender-specific comments, or any other comment that offensively addresses someone's age, sexual orientation, religious or political beliefs, national origin, or disability. Such action may result in immediate termination.

The electronic mail and Internet system shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization. The 1986 Electronic Communications

Privacy Act allows employers to monitor employees via telephone or an electronic mail system. The company reserves and intends to exercise this right to review, audit, intercept, access and disclose any messages created, received or sent over these systems for any purpose. The contents of electronic mail properly obtained for legitimate business purposes may be disclosed within the company without the permission of the employee.

The confidentiality of any message should not be assumed. Even when a message is erased, it is still possible to retrieve that message. Further, the use of passwords for security does not guarantee confidentiality. All passwords must be disclosed to the company when requested or they will be made invalid and cannot be used. Notwithstanding the company's right to retrieve and read any electronic mail messages, such messages should be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any e-mail messages that are not sent to them. Any exception to this policy must receive prior approval by the employer.

Employees shall not use a code, access a file, or retrieve any stored information, unless authorized to do so. Employees should not attempt to gain access to another employee's messages without the latter's permission. Any employee who discovers a violation of this policy shall notify their manager. Any employee who violates this policy or uses the company's communication systems for improper purposes shall be subject to discipline, up to and including discharge.

You will be asked to sign an Acknowledgment Form signifying your agreement with this policy.

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