



AMADOR RESOURCE CONSERVATION DISTRICT

Board of Directors Meeting Agenda

Monday, 23 September 2024

Time: 4:15pm - 6:00pm **Location:** 12200-B Airport Rd, Jackson CA 95642

Virtual attendance via video conference or telephone is available:

Google Meet: meet.google.com/hyh-zwww-ngn

Telephone: (612) 470-1917 - PIN 294-465-236#

ARCD Directors: Steve Cannon, Emily Taylor, Dan Port, Dr. Kelsi Williams, Amber Gardner

Associate Director: Kent Reeves

Executive Director: Amanda Watson

Approval of agenda for this date, and any and all off-agenda items, must be approved by the Board of Directors Pursuant to Para 5495.2 of the government code. Oral communications by the public for items not appearing on the agenda consideration of “emergency or “subsequent need” items not appearing on the agenda cal. gov` t code 54954.2(b)(2).

Item #	Topic
1	Public Comment: The Board of Directors is limited by State law to providing a brief response, asking questions for clarification, or referring a matter to staff when responding to items not listed on the agenda.
2	Consent Agenda*: The following items are expected to be routine/non-controversial. Items will be acted upon by the Board at one time without discussion. Any Board member may request that any item be removed for later discussion. 1. Approval of Agenda 2. Approval of Past Meeting Minutes: August 2024 3. Financial Reports 4. SAWQA Report
3	Approval of the Warrant Summary* - Dana Simpson
4	SAWQA Project Report – Jill Dampsky & Lindsey Liebig
5	NRCS Report – Jennifer Wood
6	Personnel Policy Review and Approval* – Amanda Watson
7	Approval of CARCD Dues* - Dana Simpson
8	Approval to obtain Company Credit Card* - Dana Simpson
9	Amador County/ARCD Greenwaste Event MOA* - Amanda Watson
10	Fire Plan Bid Review and Contract Award* - Amanda Watson
11	Executive Director Report - Amanda Watson
12	Adjourn
Next ARCD Board of Directors Meeting: Second Tuesday of the Month October 8th 2024 4:15pm- 6pm	

***ACTION ITEM**



Minutes for Regular Meeting of 26 August 2024

Called to order on 26 August 2024 at 4:15 p.m. at 12200-B Airport Road, Jackson, CA

Present were: Directors Cannon, Port, Williams & Gardner

Associate Director: Reeves

Executive Director Amanda Watson, Finance Manager Dana Simpson, Jennifer Wood, John Heissenbuttel

No oral communications

Consent agenda: Motion to approve Consent Agenda by Director Williams, 2nd by Director Gardner. Roll call vote: Port – aye, Gardner – aye, Cannon – aye. Williams – aye. Nays - none Motion passed

Warrants Summary and approval of Warrant 24-083: Motion to approve warrant made by Director Port, 2nd by Director Gardner. Roll call vote: Port – aye, Gardner – aye, Cannon – aye. Williams – aye. Nays - none Motion passed

Board member Registration: Steve Cannon announced that Emily Taylor has resigned from the ARCD board

Consideration of Change in Regular Meeting Time: Motion to change ARCD regular meeting time to the 2nd Tuesday of the month 4:15-6pm, same location by Director Williams, 2nd by Director Port. Roll call vote: Port – aye, Gardner – aye, Cannon – aye. Williams – aye. Nays - none Motion passed

NRCS Report: Wood reviewed the NRCS report (included in the Board Packet)

NRCS Request for Support and Service Center Designation: Watson reviewed the letter and discussed the background and history of the Jackson Local Partnership Office.

Motion to approve the letter to request the NRCS Jackson Local Partnership Office classified as a Service Center with the change to sent to Johnnie Silinoff made by Director Williams, 2nd by Director Gardner. Roll call vote: Port – aye, Gardner – aye, Cannon – aye. Williams – aye. Nays - none Motion passed

Review of FY24-25 SAWQA Budget: Motion to approve SAWQA budget as presented was made by Director Port, 2nd by Director Williams. Roll call vote: Port – aye, Gardner – aye, Cannon – aye. Williams – aye. Nays - none Motion passed

Contract Approval Authorization to Executive Director for Natural Working Lands Hub Coordinator:

Motion to authorize the Executive Director to execute the contract with CARCD for the Natural Working Lands Hub Coordinator was made by Director Williams, 2nd by Director Port. Roll call vote: Port – aye, Gardner – aye, Cannon – aye. Williams – aye. Nays - none Motion passed

Executive Director Report: (see board packet)

Forestry Challenge Sponsorship: Motion to approve \$1500 sponsorship to the Forestry Challenge was made by Director Port, 2nd by Director Gardner. Roll call vote: Port – aye, Gardner – aye, Cannon – aye. Williams – aye. Nays - none Motion passed

Adjourned: Director Cannon adjourned the meeting

Amador Resource Conservation District

Balance Sheet

As of August 31, 2024

	<u>Aug 31, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
101768 · Sac/Ama Water Quality Alliance	460,114.78
101769 · Amador RCD	335,033.49
Total Checking/Savings	795,148.27
Accounts Receivable	
11000 · Accounts Receivable	339,438.68
Total Accounts Receivable	339,438.68
Total Current Assets	1,134,586.95
TOTAL ASSETS	<u>1,134,586.95</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	7,101.95
Total Accounts Payable	7,101.95
Credit Cards	
001 · Amazon Chase	1,020.37
Total Credit Cards	1,020.37
Other Current Liabilities	
24500 · Accrued Time Off	10,357.03
25800 · Unearned or Deferred Revenue	31,312.39
Total Other Current Liabilities	41,669.42
Total Current Liabilities	49,791.74
Total Liabilities	49,791.74
Equity	
30000 · Opening Balance Equity	714,685.99
32000 · Retained Earnings	323,264.79
Net Income	46,844.43
Total Equity	1,084,795.21
TOTAL LIABILITIES & EQUITY	<u>1,134,586.95</u>

Amador Resource Conservation District

ARCD Profit & Loss

July through August 2024

	Jul - Aug 24
Ordinary Income/Expense	
Income	
45000 · Investments	
45030 · Interest-Savings, Short-term CD	4,268.15
Total 45000 · Investments	4,268.15
46400 · Other Types of Income	
46009 · Partnership Contracts	38,533.18
46430 · Miscellaneous Revenue	500.00
Total 46400 · Other Types of Income	39,033.18
47890 · Program Income	
47891 · Grant Income	120,325.14
47894 · Admin Fee (Indirect Cost)	13,180.75
Total 47890 · Program Income	133,505.89
Total Income	176,807.22
Gross Profit	176,807.22
Expense	
50100 · Payroll Expenses	
50100-1 · Payroll Expense	72,651.67
50100-2 · Vacation Expense	3,589.79
50310 · Payroll Tax Expense	5,869.46
Total 50100 · Payroll Expenses	82,110.92
51000 · Insurance	
50600 · Worker's Compensation Insurance	5,989.19
Total 51000 · Insurance	5,989.19
52200 · Office Expenses	
52200-1 · Office Equipment	200.00
52200-5 · Telephone, Telecommunications	204.48
52200-7 · Software	456.78
Total 52200 · Office Expenses	861.26
52300 · Professional Services	
52383 · Bookkeeping	687.00
52385 · HR Support	1,050.00
Total 52300 · Professional Services	1,737.00
52800 · Special Departmental Expenses	
52800-2 · Workshop Expenses	550.00
52822 · Mini Grants	1,500.00
Total 52800 · Special Departmental Expenses	2,050.00
54138 · Contractor Services	
54138-1 · Groundwork Contractor	32,720.90
Total 54138 · Contractor Services	32,720.90
65100 · Other Types of Expenses	
65160 · Grant Supplies/Costs	707.68
Total 65100 · Other Types of Expenses	707.68
Total Expense	126,176.95
Net Ordinary Income	50,630.27
Net Income	50,630.27

Amador Resource Conservation District

SAWQA Profit & Loss

July through August 2024

	<u>Jul - Aug 24</u>
Ordinary Income/Expense	
Income	
45000 · Investments	
45030 · Interest-Savings, Short-term CD	4,675.43
Total 45000 · Investments	4,675.43
47890 · Program Income	
47895 · SAWQA Member Fees	16.19
Total 47890 · Program Income	16.19
Total Income	4,691.62
Gross Profit	4,691.62
Expense	
52200 · Office Expenses	
52200-7 · Software	2,399.00
Total 52200 · Office Expenses	2,399.00
52300 · Professional Services	
52300-5 · Record Keeping	5,658.50
Total 52300 · Professional Services	5,658.50
Total Expense	8,057.50
Net Ordinary Income	-3,365.88
Net Income	<u><u>-3,365.88</u></u>

ARCD	<u>Grant Period</u>	<u>Amount Awarded</u>	<u>Direct Cost</u>	<u>Indirect Cost</u>	<u>Remaining Advance</u>	<u>Expended to Date</u>	<u>Invoiced</u>	<u>Amount remaining</u>
Jackson Creek Watershed 8GG20624	11/15/2021 - 3/31/2025	\$ 3,603,152.00	\$ 3,217,100.00	\$ 386,052.00	\$ 7,884.10	\$ 962,607.21		\$ 2,640,544.79
Chipping 2021 - Round 2 5GG20102	11/2021 - 3/15/2025	\$ 718,292.00	\$ 652,993.00	\$ 65,299.00		\$ 235,197.17	\$ 112,697.51	\$ 483,094.83
Mitchell Mine Fuel Break 2CA05282	6/10/2021 - 6/9/2025	\$ 327,700.00	\$ 297,910.00	\$ 29,790.00		\$ 200,665.03	\$ 52,143.53	\$ 127,034.97
Healthy Soils - Round 2 21-0540-000-SG	10/1/2021 - 6/30/2025 extended	\$ 60,000.00	\$ 50,000.00	\$ 10,000.00		\$ 54,546.73	\$ 9,573.85	\$ 5,453.27
2023 RCPP Round 2	11/1/2023 - 11/15/2025	\$ 262,857.00				\$ 49,290.45	\$ 41,548.46	\$ 213,566.55
NRCS Cooperative Agreement	8/2/2024 - 9/30/2026	\$ 41,910.00	\$ 38,100.00	\$ 3,810.00				\$ 41,910.00
Healthy Soils - Round 3 23-0672-000-SG	11/1/2023 - 10/31/2026	\$ 60,000.00	\$ 54,000.00	\$ 6,000.00		\$ 18,524.49	\$ 5,041.23	\$ 41,475.51
NACD 2022 - Round 5		\$ 100,000.00	\$ 100,000.00		\$ 4,678.29	\$ 95,321.71		\$ 4,678.29
NACD 2024 - Round 6		\$ 75,000.00	\$ 75,000.00		\$ 18,750.00			\$ 75,000.00
WCB Grant - Pollinators	2/14/2023 - 2/28/2027	\$ 251,000.00	\$ 251,000.00			\$ 10,463.39	\$ 6,722.78	\$ 240,536.61
WCB Grant - Wildlife Habitat	12/20/2023 - 2/28/2027	\$ 200,000.00				\$ 6,026.85	\$ 5,447.10	\$ 193,973.15
DOC Grant	2/22/2024 - 3/31/2027	\$ 1,618,366.64	\$ 1,407,275.34	\$ 211,091.30		\$ 11,877.14		\$ 1,606,489.50
Placer HSP Block Grant	12/8/23 - 10/31/27	\$ 92,814.00	\$ 69,610.50	\$ 23,203.50		\$ 13,541.04	\$ 2,190.06	\$ 79,272.96
Defensible Space	12/27/2023 - 03/15/2029	\$ 633,584.00						\$ 633,584.00
Misc Receivables								\$ -
AFSC Staff Time							\$ 100,780.77	
LCRCD Staff Time							\$ 3,293.40	
SAWQA Staff Time								
		\$ 8,044,675.64	\$ 6,212,988.84	\$ 735,245.80	\$ 31,312.39	\$ 1,658,061.21	\$ 339,438.69	\$ 6,386,614.43

*Deferred Rev

*Accounts Rec

SAWQA

	<u>Amount Billed</u>	<u>Amount Received</u>	<u>Amount Due</u>
2024 Member Fees			
2025 Member Fees			

USDA-NRCS Report by Jennifer Wood, District Conservationist, Jackson LPO September 2024

Program Deadlines

- All current FY24 application deadlines have passed. See end of document for contract reporting.
- Applications are accepted year-round. New deadlines begin in November or December.

Partnerships/Planning

Ongoing

- ACRC and CCRCC are requesting from CA NRCS that the Jackson NRCS Office be converted from a Local Partnership Office to a Field Office. This would enable contribution of funds to the office space for NRCS staff. Amador County and the Amador County RCD are currently hosting the Jackson staff free of charge. As ACRC grows, they will be unable to continue to host NRCS staff without direct compensation.
- Attended the Forestry and Fire Forum presented by the Calaveras RCD that is organizing a Prescribed Burn Association. NRCS and UCCE prescribed burn specialists and RCD staff are evaluating the practical value of the NRCS financial assistance program for certified individuals to write Burn Plans.
- The EQIP-RCPP Crisis to Opportunity fund pool plus TA funds provides funding for forested properties with a preference for properties with dead and dying trees within 100 ft of their residence. This program is coordinated through CARCD and the RCDs.
- CSP is a program designed for producers and land stewards that have already had EQIP or who are already meeting a threshold number of resource concerns – already meeting a certain level of stewardship. The application for EQIP and CSP is the same.
- Discussions about using USDA Joint Chiefs funding are still ongoing, but no one was able to submit a proposal for the FY 25 application period. The Joint Chiefs funds EQIP projects on private land to coordinate with work that is underway or ready for implementation on the federal side. In Amador County UMWRA was interested in coordinating near their Phase 1 areas along Tiger Creek or near Silver Lake or Kirkwood. One hurdle is staff capacity to outreach and coordinate landowners. The other hurdle is forestry staff capacity to process applications. This could be a good candidate for multi-landowner equip applications, if that can be figured out.
- NRCS has funds to assist Tribes, whether that is conventional agriculture or traditional stewardship methods to produce food, medicine, fiber, tools, and cultural items. There is a Tribal fund pool specifically for Native American owners and operators. There are funds to hire qualified individuals designated by the tribes to write Indigenous Stewardship Method evaluation guides that assist with planning activities that incorporate traditional ecological knowledge on Tribal owned or operated land.
- The District Conservationist meets monthly with the ED's of all three ACT RCD's to stay coordinated with staffing and programs. Work is continuing on the prototype of a coordinated platform for natural resources programs and resources from the Tuolumne RCD Cooperative Agreement. All 3 RCDs received 2024 Cooperative/Contribution agreements from NRCS. Tuolumne and Amador's Agreements are centered around developing the multi-landowner EQIP contract idea. Calaveras

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received a Contribution Agreement that will provide both NRCS and general Technical Assistance, as well as an Archaeologist that can help with cultural resources surveys for NRCS projects.

Staff

- There is still a Rangeland Management Specialist vacancy (unsure if 5/7/9 or 9/11) assigned to our office. We have a brand new Soil Conservationist but it will be a while before she is up and running. There is a request for additional RMS assistance until that vacancy is filled and we will continue to address our current backlog with all available resources. However new rangeland customers are unlikely to receive assistance in FY '25.

Current Staff

- NRCS - District Conservationist Jennifer Wood, Engineer Bradley Soares, Forester Garrett McFall, Soil Conservationist Marisol Sandoval (NEW!), and Program Support Specialist Leslie Marciel.
- RCD/NRCS Affiliates - ACRCF Forestry Technician Tamryn Zahradka and TCRCF Forester Frank Lewicki.
- Point Blue Conservation Science/NRCS Affiliate – Partner Biologist Sophia Leveque-Eichhorn. 50% time for NRCS planning and support for Amador, Calaveras, Tuolumne, and Mariposa Counties, She is also able to assist with Point Blue programs such as [Roots](#), the [Rangeland Monitoring Network](#), and the [Sierra Meadows Partnership Project](#).
- [ACES](#)/NRCS Resource Conservationist Kent Reeve his helping with rangeland and wildlife practice planning as well as environmental compliance for EQIP and CSP contracts.

Environmental Quality Incentives Program (EQIP), Conservation Stewardship Program (CSP) and Regional Conservation Partnership Program (RCPP)

- Administration of 61 active conservation contracts to treat 29,000 acres is ongoing, with 3.2 million dollars obligated, exclusive of unobligated 2024 contracts.

Summary of FY23 contracts by county

FY '23 Contracts	Amador	Calaveras	Tuolumne
Range	1 EQIP, 1 CSP	1 EQIP, 2 CSP	1 CSP
Forestry	1 EQIP, 1 CSP	1 EQIP	1EQIP
Disaster			1EQIP

Summary of FY24 applications/contracts by county

FY '24 Contracts	Amador	Calaveras	Tuolumne
Range	3 EQIP-IRA, 2 CSP	2 EQIP-IRA	4 EQIP IRA
Forestry	10 EQIP-IRA, 5 RCPP	5 EQIP-IRA, 3 RCPP	5 EQIP-IRA, 1 RCPP, 2CSP
Crop	1 CSP		

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Totals for all 3 Counties for the last 5 Years -- 60% obligated as of 8/5/24*

FY	Acres	Contracts	Funds Obligated
2019	1,559	3	\$245,981
2020	69	5	\$128,480
2021	13,056	13	\$725,074
2022	50	1	\$108,018
2023	7,318	11	\$463,392
2024	2,221	38	\$793,795*
Grand Total	24272.5		\$2,464,739*

*This will be updated for the October report

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AMADOR
RESOURCE
CONSERVATION
DISTRICT

EMPLOYEE HANDBOOK

Revised September 2024

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GENERAL EMPLOYMENT POLICIES

Welcome

Welcome to Amador Resource Conservation District (the "Company").

We are excited you have joined our Company, and we hope you find your position rewarding and our Company to be your employer of choice. Our Company relies on our employees to build and maintain our reputation in our industry. We all work hard to ensure we are providing the best service and outcomes for our customers. By doing so we allow our customers to continue to work with us and provide referrals, in turn this allows us to continue to be successful and grow. We look forward to having you as part of our team.

This handbook is provided with the intent of explaining the terms and conditions of employment of all employees and supervisors. It is the responsibility of each and every employee to review this handbook and to be familiar with its policies. Throughout your employment, and especially as you begin your employment, please consult this handbook and your manager as questions arise.

We look forward to seeing your success with our Company.

Mission / Values

Our mission is to promote natural resource conservation in our district through community education and to provide natural resource technical assistance to our constituents.

At-Will Employment Status

Your employment with us is on an "at-will" basis. This means your employment may be terminated at any time, with or without notice and with or without cause. Likewise, we respect your right to leave the Company at any time, with or without notice and with or without cause.

Nothing in this handbook or any other Company document should be understood as creating a contract, guaranteed or continued employment, a right to termination only "for cause," or any other guarantee of continued benefits or employment. Only the Executive Director has the authority to make promises or negotiate with regard to guaranteed or continued employment, and any such promises are only effective if placed in writing and signed by the Executive Director. If a written contract between you and the Company is inconsistent with this handbook, the written contract is controlling.

Nothing in this at-will statement is intended to interfere with an employee's rights to communicate or work with others toward altering the terms and conditions of their employment, such as communications regarding wages, scheduling or other terms or conditions of employment.

Right to Revise

This handbook contains the employment policies and practices of the Company in effect at the time of publication. All previously issued handbooks, policy, or memoranda inconsistent with the policies set forth herein are superseded.

The Company reserves the right to revise, modify, delete, or add to any and all policies, procedures, work rules, or benefits stated in this handbook or in any other document, except for the policy of at-will employment; however, any such changes must be in writing and must be signed by Executive Director of

the Company. Any written changes to this handbook will be distributed to all employees so that employees are made aware of new policies or procedures and can update their handbooks. No oral statements or representations can, in any way, alter the provisions of this handbook. This employee handbook sets forth the entire agreement between you and the Company as to the duration of employment and the circumstances under which employment may be terminated. Nothing in this handbook or in any other personnel document, including benefit plan descriptions, creates or is intended to create a promise or representation of continued employment for any employee.

Open Door Policy

We want to operate with honest and open communication whenever possible. If you have a basic communication concern or conflict, please address the situation with the other party in a professional, courteous manner to work towards resolution. If you are uncomfortable, if the concern extends beyond basic communication or if the concern is related to a violation of a policy, inform and work with your immediate supervisor.

If your immediate supervisor is unable to resolve the situation or if the concern is with your immediate supervisor, you must inform and work with the Executive Director.

If you continue to experience the same situation or if you feel you need further assistance, you must inform and work with the Executive Director.

This procedure, which we believe is important for both you and the Company, cannot guarantee that every problem will be resolved to your satisfaction. However, the Company values your observations and you should feel free to raise issues of concern, in good faith, without the fear of retaliation.

The Company may take various steps to resolve a concern such as interviews or investigations.

Discrimination, Harassment and Retaliation Prevention Policy

Amador Resource Conservation District is an equal opportunity employer and strives to maintain a working environment where all employees feel comfortable and want to come to work and be successful. The Company is committed to providing a work environment free of harassment, discrimination, retaliation, and abusive conduct.

In addition, the Company prohibits retaliation against individuals who raise complaints of discrimination or harassment or who participate in workplace investigations.

Policy of Non-Discrimination

The Company is committed to the principles of equal employment. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. It is our intent to maintain a work environment that is free of unlawful harassment, discrimination, or retaliation based on an individual's race (including, but not limited to, hair texture and protective hairstyles such as braids, locks, and twists), color, religion, religious creed (including religious dress and grooming practices), national origin, ancestry, citizenship, physical or mental disability, medical condition (including cancer and genetic characteristics), genetic information, marital status, reproductive health decision-making, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender (including gender identity and gender expression), age (40 years and over), sexual orientation, veteran and/or military status, protected medical leaves (requesting or approved for leave under the Family and Medical Leave Act or the California Family Rights Act), domestic violence victim status, political affiliation, reproductive health decision making, off-duty and off-premises use of cannabis, or any other status protected by federal, state, or local laws. The Company is dedicated to the fulfillment of this policy in regard to all aspects of employment, including, but not limited to, recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, termination, and all other terms, conditions, and privileges of employment.

Discrimination can also include failing to reasonably accommodate religious practices or qualified individuals with disabilities where the accommodation does not pose an undue hardship. The implementation of these statutes requires communication and cooperation on the part of both the employee and the employer. Any applicant or employee who requires an accommodation during the hiring process or in order to perform the essential functions of his or her job should request such an accommodation in writing specifying the accommodation he or she needs. If the applicant or employee does not clearly communicate his or her concerns, the Company may not realize that a disability issue is being raised as its management is not medically trained. If it is determined there is a qualifying disability, the applicant or employee and management will then determine whether the qualifying disability impairs or prevents the applicant or employee from performing his or her essential job duties. If it is determined that a qualifying disability will impair or prevent the disabled applicant or employee from performing his or her essential job duties, the Company and the employee must then explore possible accommodations that will allow the applicant or employee to perform his or her essential job duties without creating an undue hardship on the Company.

Reasonable Accommodations

An employee whose religious beliefs or practices conflict with his or her job, work schedule, or with Company policy or practice on dress and appearance, or with other aspects of employment, and who seeks a religious accommodation must submit a request, preferably in writing, for the accommodation to his or her immediate supervisor. The written request must include a description of how the religious practice conflicts with the employee's job duties and the employee's suggested accommodation.

The Executive Director will work with management to evaluate all disability and religious accommodation requests. Requests will be evaluated, and the employee will be involved in an interactive process with the Company to determine whether an accommodation is available that is reasonable and that would not create an undue hardship. An accommodation may be a change in job title, using paid leave or leave without pay,

allowing an exception to the dress and appearance code that does not affect safety or uniform requirements, or for other aspects of employment.

Management and the employee will meet to discuss the request and decision on an accommodation. If the employee accepts the proposed accommodation, the immediate supervisor will implement the decision. If the employee rejects the proposed accommodation, he or she may request a review by Senior Management.

The Company will not retaliate against employees for requesting a reasonable accommodation and will not knowingly tolerate or permit retaliation by management or co-workers.

Pay

Pay disparity between employees of opposite sex or of another race or ethnicity performing substantially similar work, as defined by the California Fair Pay Act and/or federal law, is prohibited. Pay differentials may be valid in certain situations defined by law such as; a seniority system, a merit system, a system that measures earnings by quantity or quality of production or a bona fide factor such as education, training or experience. Employees will not be retaliated against for inquiring about or discussing wages. However, the Company is not obligated to disclose the wages of other employees.

Employees with questions or concerns about discrimination in the workplace are encouraged to bring these issues to the attention of their manager. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in unlawful discrimination will be subject to disciplinary action, including termination of employment.

Unlawful/Prohibited Harassment

In addition to the Non-Discrimination policy, the Company maintains a strict policy prohibiting harassment because of; race (including, but not limited to, hair texture and protective hairstyles such as braids, locks, and twists), creed, color, sex, gender, pregnancy, pregnancy-related medical condition, perceived pregnancy, age, national origin (including possession of a driver's license issued under Vehicle Code section 12801.9), ancestry, religion, religious dress practices, religious grooming practices, physical or mental disability, sexual orientation, gender identity, gender expression, marital status, registered domestic partner status, genetic characteristics or genetic information, medical condition, military and/or veteran status, reproductive health decision-making, perceived membership in a category, association with an actual or perceived member of a category, and/or all other protected characteristics pursuant to applicable federal, state and local law.

This policy applies to all persons involved in the operations of the Company and prohibits such harassment by any employee of the Company, including managers, supervisors and co-workers. The Company also enforces this policy with third parties such as vendors and customers.

Prohibited harassment in any form, including verbal, physical and visual conduct, threats, demands, and retaliation, will not be tolerated. Similarly, harassment via any method such as verbal, non-verbal (gestures), email, text, written, fax or other will not be tolerated.

Sexual harassment may include one or more of the following, but is not limited to:

1. Unwanted sexual advances;
2. Sexual advances, propositions, requests or comments;
3. Threats and demands to submit to sexual requests in order to keep your job or avoid some other loss, offers of job benefits in return for sexual favors;
4. Visual conduct such as leering, sexually suggestive posters, photography, cartoons, drawings, or gestures;

5. Verbal conduct such as epithets, derogatory comments, slurs, jokes, invitations, sexual advances or propositions, graphic verbal commentaries about an individual's body or sexually degrading words used to describe an individual;
6. Sending or otherwise communicating sexually related messages, videos or pictures by any method;
7. Physical conduct such as unwanted touching, impeding or blocking normal movement, or assault;
8. Physical or verbal abuse concerning gender, gender identity or gender expression; or
9. Verbal abuse concerning characteristics such as pitch of voice, facial hair, size or shape of a person's body.

Sexual harassment does not need to be motivated by sexual desire to be unlawful or to violate this policy. For example, hostile acts toward an employee because of his/her gender can amount to sexual harassment, regardless of whether the treatment is motivated by sexual desire. Prohibited harassment is not just sexual harassment but harassment based on any protected category.

Other examples of prohibited harassment or discrimination may include but are not limited to the below when concerning any protected class:

1. Written, verbal or electronic jokes;
2. Inappropriate verbal, graphic or physical conduct;
3. Sending, posting or otherwise communicating harassing or discriminatory messages such as; videos, text messages, instant messages or via social media;
4. Racial or ethnic slurs, epithets or any other offensive remarks;
5. Threats, intimidation or other menacing behavior;
6. Retaliation for reporting or threatening to report harassment; or
7. Other harassing or discriminatory conduct based upon one or more of the protected classes identified in this policy or by federal, state or local regulation.

Prohibited harassment which impairs an employee's working ability or emotional well-being at work violates this policy and will not be tolerated. While such conduct is generally unlawful only if it is severe and pervasive, the Company's policy prohibits all such unlawful harassment even though the harassment may not be sufficiently severe or pervasive to constitute a violation of law.

Employees should also know that if they engage in unlawful harassment, they can be held personally liable for the misconduct.

Reporting Discrimination, Harassment and Retaliation

The Company takes all complaints and concerns of discrimination, harassment and retaliation very seriously. An employee which believes he or she has been discriminated against, harassed, experienced retaliation or has observed discrimination, harassment or retaliation based on a protected class as explained above, should immediately follow these steps:

1. The employee must immediately report, orally or in writing, any complaints or concerns of discrimination, harassment or retaliation to his or her immediate supervisor or any other manager of the Company.

2. If the Supervisor or Manager does not respond timely or if there is continued discrimination, harassment or retaliation concerns, the employee must immediately report complaints or concerns to the Executive Director.

The employee should include the details of the incident or incidents such as; the names of the individuals involved, the names of any witnesses, details of the incident, date, time and location.

Managers receiving complaints or concerns of harassment must immediately report such to the Executive Director to allow for consistent resolution throughout the Company.

The Company will take various steps to resolve a complaint or concern such as; timely response and impartial and timely interviews or investigations involving all parties and conducted by qualified personnel; investigations will be documented and tracked for reasonable progress; and investigations will be closed in a timely manner. Employees will participate in such interviews or investigations to assure accurate evaluation and determine whether the Company's Non-Discrimination, Unlawful/Prohibited Harassment or retaliation policies have been violated. If the Company determines that a policy has been violated, the Company will take timely, remedial action commensurate with the severity of the offense. Action will also be taken to deter any future violation of Company policy.

All information obtained regarding complaints or concerns of discrimination, harassment or retaliation and throughout any interview or investigation process will be kept confidential to the extent possible. Only individuals with a legitimate business need to know in order to allow for proper resolution may receive necessary information related to the complaint or concern.

The Company will not retaliate against any employee for filing a complaint or participating in any investigation. The Company will not knowingly permit retaliation by management or co-workers. Any retaliation must immediately be reported using the process above.

Employees should also be aware that the U.S. Equal Employment Opportunity Commission and the California Civil Rights Department (formerly the Department of Fair Employment and Housing) of the State of California have the authority to investigate complaints of discrimination, harassment and retaliation. The nearest office can be found by visiting www.eeoc.gov and <https://calcivilrights.ca.gov/>. The California Civil Rights Department 2218 Kausen Drive, Suite 100 Elk Grove, CA 95758, 800-884-1684 (voice), 800-700-2320 (TTY) or California's Relay Service at 711 contact.center@dfeh.ca.gov, <https://calcivilrights.ca.gov/> (main website), <https://calcivilrights.ca.gov/shpt/> (online sexual harassment training courses).

The Company also recognizes the detrimental consequences of abusive conduct in the workplace such as a reduction in productivity and morale. Abusive conduct means conduct of an employer or employee in the workplace, with malice, that a reasonable person would find hostile, offensive, and unrelated to an employer's legitimate business interests. Abusive conduct may include repeated infliction of verbal abuse, such as the use of derogatory remarks, insults, and epithets, verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, or the gratuitous sabotage or undermining of a person's work performance. A single act shall not constitute abusive conduct, unless especially severe and egregious. The Company will review all complaints of abusive conduct.

Upon hire, all employees are provided the "Sexual Harassment, The Facts about Sexual Harassment" brochure. If you require another copy, please contact your supervisor or the Executive Director.

Diversity, Equity and Inclusion

We are committed to fostering a diverse workforce, and maintaining a workplace that is equitable, inclusive and safe for all employees. From recruiting practices, to pay and benefits, promotions, and all other aspects of employment with us, an environment of equity is of the utmost importance.

We not only recognize that you, our employees, comprise a wide range of backgrounds and characteristics, but we believe those differences should be celebrated and valued. Whether it's race, religion, gender, national origin, ancestry, color, language, age, marital status, sexual orientation, gender identity, gender expression, physical or mental disability, medical condition, genetic information/characteristics, veteran status, political affiliation or any other characteristic, these are parts of each of you that contribute to your experiences as humans, and ultimately to the knowledge and expertise that make you a valuable asset to the Company.

We are committed and determined that there is access, opportunity and advancement for all individuals. We are always looking for ways in which we can cultivate an inclusive work environment, strengthen our cultural competency, and train our managers and employees to provide opportunities for growth and development.

It is our intention that all our employees, regardless of any particular background or characteristic, are always treated with respect and dignity. Likewise, we expect that as our employees, you treat your coworkers, supervisors and other team members with the same dignity and respect at all times. Disrespect, inappropriate behavior or conduct toward others will not be tolerated and may subject an employee to disciplinary action, up to and including termination.

If you feel you have been mistreated, harassed, or discriminated or retaliated against in violation of the Company's Harassment, Discrimination and Retaliation Prevention policy, please contact your supervisor or Executive Director.

EMPLOYMENT STATUS

Employment Application

We rely upon the accuracy of information contained in the employment application and/or the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

Immigration Reform and Control Act

In compliance with the federal Immigration Reform and Control Act of 1986 (IRCA), as amended, our Company is committed to employing only individuals who are authorized to work in the United States.

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.

If an employee is authorized to work in this country for a limited time period, the individual will be required to submit proof of renewed employment eligibility prior to expiration of that period to remain employed by the Company.

Anniversary Date

The first day you work a scheduled shift as a regular employee will be your anniversary date. This date may be used to determine eligibility for various benefits and calculate tenure.

Employment Classifications

There are a number of classifications into which an employee might fall. These include: Full-time, Part-time, Temporary, Intern and Seasonal.

All employees, regardless of classification, are in an introductory period during the first 90 days of employment. During the introductory period, you will be able to determine if the position is a fit for you as well as your manager will be evaluating your performance and a review will be conducted upon completion of the 90-day introductory period. Completion of the introductory period does not guarantee continued employment for any period or duration; all employees are at-will even after completion of the introductory period.

Employee Classifications:

1. **Full-Time Employees:** A full-time employee is an employee who is assigned a definite work schedule of thirty-two (32) - forty (40) hours per work week. The definition of Full-Time employee may be different for some purposes such as medical benefits.
2. **Part-Time Employees:** A part-time employee is an employee who is regularly assigned a work schedule of fewer than thirty-two (32) hours per work week. Part-time employees are generally not eligible for employee benefits, other than Vacation, Holidays, and paid sick leave, and any benefits required under state or federal law.
3. **Temporary Employees:** Temporary employees are hired to support the company in completing short-term projects or addressing specific business needs for a limited period. Temporary employment is generally not intended to be long-term and will typically conclude upon the completion of the project or assignment. While employed, temporary employees

are eligible to receive **most company-provided benefits** for the duration of their employment, unless otherwise specified by company policy or the terms of the benefit plan.

4. Intern or Seasonal Employees: An intern, or seasonal employee is an employee who falls within one or more of the following categories:
 1. Individuals who are expected to be employed for a short-term project or time frame (generally, six months of employment or less), at the time of hire;
 2. Individuals whose hourly work schedule per week is expected to be irregular or on an as-needed basis;
 3. Individuals who are hired as interim replacements to assist in the completion of a specific project or for time off relief; or
 4. Individuals working as an intern through a school or educational program.

Employment beyond any initially stated period does not in any way imply a change in employment status. Intern, and seasonal employees retain that status until they are notified of a change. These classifications are not eligible for any of the Company's benefit programs, other than paid sick leave, and any benefits required under state or federal law.

5. Inactive Status: Employees who are on any type of leave of absence, work-related or non-work-related, that exceeds any protected state, federal or local leave of absence will be placed on inactive status.

Unless health benefits extension is covered by local, state or federal law, benefits will terminate according to our insurance carrier's policy. Employees on inactive status may be eligible under the Consolidated Omnibus Budget Reconciliation Act (COBRA) or the California Continuation Benefits Replacement Act (Cal-COBRA) to elect to continue their health care coverage at the employee's expense. Contact the Executive Director for more information.

All positions will further be designated as Non-Exempt or Exempt:

1. Non-Exempt: Non-Exempt Employees are entitled to overtime pay and other requirements as required by applicable federal and state law.
2. Exempt Employees: Exempt Employees are not entitled to overtime pay pursuant to applicable federal and state laws.

Employees will be informed of their assigned employment classification upon hire and as modified. Any questions regarding employment classification should be directed to your manager.

WAGES

Wage Information

The Company maintains a compensation program which compensates employees for the position held and their performance in that position. Compensation adjustments may be determined on the basis of performance, adherence to the Company's policies and procedures, the employee's proven ability to meet or exceed the assigned duties and in compliance with State, Federal and Local regulations. In addition, the overall success of the Company will be considered when evaluating compensation increases.

In the event that an employee's compensation is based, in whole or in part, on commissions or piece-rates, the employee will be provided a compensation agreement or plan which explains the details of the commission or piece-rate plan. This agreement will be required to be signed by the employee and a representative of the Company. Such an agreement will remain in effect until any changes are made in writing and signed by both parties.

Workweek and Pay Period

The Company's workweek for wage calculation is midnight on Sunday to 11:59 p.m. on Saturday.

Payroll is on a semi-monthly schedule with checks issued the 5th and the 20th of each month. Timesheets are to be submitted by Noon at the end of each pay period. Should the established pay day fall on a holiday, checks will be issued on the last working day prior to the holiday. Checks may not be picked up by anyone other than the employee unless the Company is authorized in advance and in writing by the employee.

The Company offers direct deposit as a convenience for employees. To begin automatic deposit, employees must complete a Direct Deposit Enrollment form and return it to payroll.

Any errors in your payroll must be immediately reported to your manager.

The Company does not provide payroll advances or otherwise lend any money to employees.

Hours of Work

Employees will be assigned a work schedule based on their position, classification and the needs of the business. An employees' work schedule shall be established in accordance with the needs of the Company and may vary.

Employees are expected to work their scheduled hours and any variation must receive prior approval from management.

All hours worked must be accurately recorded and reported in compliance with the Company's timekeeping policy.

Timekeeping

The Company requires all non-exempt employees to report actual time worked on a hard copy timecard or electronic timecard. Non-exempt employees must accurately record the beginning and end of each shift, including the beginning and ending of the employee's meal break. All times an employee is engaged in work must be reported as hours worked.

Altering, falsifying, or tampering with your own time records, or recording time on another employee's time record, will subject the employee(s) involved to disciplinary action, up to and including termination.

Exempt employees will be required to report any absences in compliance with Federal and State regulations.

Non-Exempt employees are strictly prohibited from performing any “off-the-clock” work. This includes, but is not limited to:

- Accessing your email through any device; laptop, smartphone, or any other device, and responding to or sending work-related emails;
- Logging onto the Company's computers through remote computing access or any other cloud computing or remote services (including SaaS, Webmail, Outlook, GoToMeeting, or any other similar Company provided service);
- Checking voicemails and responding to phone calls or voicemails; or
- Texting others for work purposes.

Employees must report all of their working time, no matter how short in duration. This includes any work performed at work, at home, or anywhere else on behalf of the Company including work performed in hard copy, electronic format or on Company or personal equipment. Employees are required to report all hours worked, including overtime, even if the hours were not previously approved by their manager or management. Violations of this rule will subject the employee to disciplinary action, up to and including termination.

Overtime

Non-exempt employees will be paid overtime where appropriate. Overtime is any work performed beyond 8 hours in a day, beyond 40 hours worked in a week and the first 8 hours worked on the 7th consecutive day of work in the established workweek. Overtime is paid at a rate of 1.5 times the employees' regular rate of pay. Double time is any work performed beyond 12 hours in a day and any hours worked beyond 8 on the 7th consecutive day of work in the established workweek. Double time is paid at a rate of 2 times the employees' regular rate of pay.

Only hours worked are counted when computing overtime. Holiday, vacation, sick, or other forms of compensable hours which are not actually worked are not considered when calculating overtime.

All non-exempt employees must receive prior approval from his or her manager before working any overtime. Violations of this rule will subject the employee to disciplinary action, up to and including termination. All overtime work must be reported on the employee's time card, whether or not prior approval to work the overtime was requested and/or granted.

Paycheck Deductions/Garnishments

The Company is required by law to make certain deductions from your paycheck each pay period. Such deductions typically include federal and state taxes and Social Security (FICA) taxes. All deductions and the amount of the deductions are listed on your pay stub. These deductions are totaled each year for you on your Form W-2, Wage and Tax Statement.

When an employee's wages are garnished by a court order, our Company is legally bound to withhold the amount indicated in the garnishment order from the employee's paycheck. Our Company will, however, honor federal and state guidelines which protect a certain amount of an employee's income from being subject to garnishment.

Should an employee identify an error in their deductions or garnishments, they must immediately report their concern to payroll for further evaluation and correction.

Meal Periods

Each non-exempt employee is authorized and permitted to take a minimum of 30-minute unpaid meal period during each day in which he or she works more than five (5) hours. Managers will inform employees when they are scheduled for a 30-minute unpaid meal based upon their position. Each non-exempt employee must begin his or her 1st meal period before working over five (5) hours and is entitled to a 2nd unpaid meal period before working ten (10) hours. If an employee works over 10 hours, but not more than 12 hours, the employee may voluntarily waive his/her 2nd meal period as long as he/she has taken the first meal period. If an employee works a shift that is less than six (6) hours, the employee may voluntarily waive his/her meal period. However, the shift must be completed in six (6) hours and a meal period waiver must be on file in advance of the employee skipping the meal period in order to take advantage of this exception. The Company does not require its employees to waive meal periods.

Duration of Shift in Hours	0 Meal Breaks	1 Meal Break (Unpaid)	2 Meal Breaks (Unpaid)
0 – 5:00	X		
5.01 – 6:00		X (unless valid waiver)	
6.01 – 10:00		X	
10.01 – 12:00			X (unless valid waiver of second meal break) (first meal break must have been taken)
12.01 +			X (no waiver of either break available)

Rules Related to Meal Periods:

1. Non-exempt employees are provided an unpaid meal break (of at least 30 minutes) **before** working more than 5 hours
2. Non-exempt employees are provided a 2nd unpaid meal break before they work over 10 hours. (Employee can waive this 2nd meal period if they will complete their shift in less than 12 hours and have taken their first meal break.)
3. Employees are relieved of all duty during their meal periods
4. The meal periods are uninterrupted and at least 30 minutes in length
5. Employees are free from the control of the employer during their meal periods
6. Employees are free to leave the premises during their meal periods.
7. Employees are required to clock out for their meal periods and must record the time the meal period started and ended on their timecard

In limited situations, certain designated employees may be required to work an on-duty meal period due to the nature of the employee's duties. Only if the nature of your job duties requires it, and you and the company have agreed to an on-duty meal period in writing, will you be permitted to take an on-duty meal period. In this situation, your on-duty meal period will be paid and treated as hours worked.

Any employee, supervisor, or manager who fails to observe meal period and rest break policies will be subject to discipline, up to and including termination of employment.

If, for any reason, an employee believes that he/she is not being provided or afforded meal breaks in accordance with the rules set forth above, the employee must immediately report the concern to the

Executive Director. No employee will be retaliated against for bringing a complaint related to meal or rest breaks to management's attention.

Rest Periods

Each non-exempt employee is authorized and permitted to take a paid fifteen (15) minute rest period for every four (4) hours worked or major fraction thereof. However, employees whose total daily work time is less than three and one-half (3½) hours are not entitled to any paid rest period. Rest periods should be taken near the middle of the morning and afternoon work periods.

Hours Worked	Number of 15-minute Rest Breaks
0 to 3.49 hours	0
3.5 to 6.0 hours	1
6.01 to 10 hours	2
10.01 to 14 hours	3
14.01 to 18.0	4

Rest periods should not be added to meal breaks nor can they be subtracted from the number of hours you are assigned to work each day. Employees are free to leave the premises during rest periods however must be back by the end of the 15 minutes. Employees who do not adhere to Company policies and state law regarding meal breaks and rest periods will be subject to disciplinary action, up to and including termination.

If, for any reason, an employee believes that he/she is not being provided or afforded rest breaks in accordance with this policy, the employee should immediately report the concern to the Executive Director. No employee will be retaliated against for bringing a complaint related to rest breaks to management's attention.

BENEFITS AND LEAVES OF ABSENCE

Paid Sick Leave

All employees who have worked in California for the same employer for 30 or more days within a year from the start of their employment will be entitled to Paid Sick Leave.

Employees will accrue Paid Sick Leave at a rate of 3.08 hours for every 80 hours worked up to a maximum of 80 hours, with the employee earning a minimum of 24 hours by their 120th day of employment and 40 hours by their 200th day of employment.

Exempt employees are presumed to work 40 hours per workweek for purposes of sick time accrual. If your normal workweek is less than 40 hours, accrual will be based on your normal workweek.

Unused Paid Sick Leave will not be paid out upon separation of employment.

Employees may request Paid Sick Leave by making a written or oral request to their manager for purposes outlined below. Employees may not use more sick leave than they have accrued or receive an advance of sick leave that has not yet been accrued.

If the need for Paid Sick Leave is foreseeable, employees must provide as much notice as possible to their manager. If unforeseeable, provide notice as soon as practical. If known, notice should include the expected length of the absence. Available Paid Sick Leave may be used in no less than one-hour increment.

Sick leave may be taken for the following reasons:

- The diagnosis, care, or treatment of an existing health condition, or preventive care for you or your family member.
- To seek care, psychological counseling, shelter or support services, safety-related measures, or any relief, including restraining orders, to help ensure your own or your child's health, safety, or welfare if you or your child is a victim of domestic violence, sexual assault, or stalking.
- To take a mental health day to care for your mental and emotional well-being.

For purposes of Paid Sick Leave, Family Member means:

- Your children (including biological, adopted, or foster children, legal wards, children of a domestic partner, or children for whom you stand in loco parentis).
- Your spouse or registered domestic partner.
- Your parents or your spouse's or registered domestic partner's parents (including biological, foster, and stepparents; adoptive parents; legal guardians; or persons who stood in loco parentis when you, or your spouse or domestic partner, was a minor child).
- Your grandparents.
- Your grandchildren.
- Your siblings.

- A person designated by you at the time you request paid sick leave. You will be limited to making this designation once per 12-month period for purposes of paid sick leave.

Paid Sick Leave will be paid at the employees' regular rate of pay. Sick leave absences after an employee has exhausted all of their accrued Paid Sick Leave may require evaluation for a leave of absence and/or information from a physician to ensure the employee can safely return to work.

The Company has established the 12-month period for Sick Leave as first day of work through your anniversary date.

If you started employment after the beginning of the leave year, you will be provided a corresponding amount of paid sick leave as required by law.

Sick leave will run concurrently with other types of leave where permitted under applicable law.

Employees who separate employment and return to the employer within 12 months will have the amount of available Paid Sick Leave upon separation reinstated upon rehire.

An employee will not be retaliated or discriminated against for the request or use of Paid Sick Leave as defined.

This Paid Sick Leave policy is intended to comply with California's Healthy Workplaces/Healthy Families Act requirements and should be construed and implemented accordingly.

Paid Sick Leave and Workers' Compensation Benefits

Paid sick leave is a benefit that also covers absences for work-related illness or injury. Employees who have a work-related illness or injury are covered by workers' compensation insurance. However, workers' compensation benefits usually do not cover absences for medical treatment. When you report a work-related illness or injury, you will be sent for medical treatment, if treatment is necessary. You will be paid your regular wages for the time you spend seeking initial medical treatment.

Any further medical treatment will be under the direction of the health care provider. Any absences from work for follow-up treatment, physical therapy or other prescribed appointments will not be paid as time worked. If you have accrued and unused paid sick leave, you may use paid sick leave to receive pay for these absences.

If you do not have accrued, paid sick leave, or if you have used all of your sick leave, you may choose to substitute vacation or further absences from work, related to your illness or injury.

Vacation

Regular employees are eligible to earn and accrue vacation leave as of the employee's first day of employment. Thereafter, eligible employees will accrue vacation leave on a per pay period basis as defined below based on years of employment. Accrual of vacation is based on an employee's anniversary date.

Time Worked for Company	Vacation Accrual Rate per hours worked (Regular Employees)	Vacation Hours Accrued Per Year (Regular Employees)	Max Allowed Hours to be Accrued (2x)
0 days-4 years	3.08 hours per 80 hours worked	80 hours (10 days) <i>(if working a full time schedule)</i>	120 hours (15 days)
5 years- 10 years	4.62 hours for every 80 hours worked	120 hours (15 days) <i>(if working a full time schedule)</i>	180 hours (22.5 days)
10 years or more	6.16 hours for every 80 hours worked	160 hours (20 days) <i>(if working a full time schedule)</i>	240 hours (30 days)

The Company anticipates that each employee will exhaust his or her annually awarded vacation time each year to take time off to relax and enjoy personal endeavors; however, it is recognized that this is not always possible. Unused vacation will accrue and rollover from year-to-year, based on the employee's specific anniversary date.

Employees may accrue no more than a maximum of 1.5x annual accrual times the annual allotment of vacation that the employee is eligible to earn (i.e., this is the cap). Once this cap is reached, you are no longer eligible to earn additional vacation. Once you take some vacation and your balance drops below the cap, you will once again be eligible to earn vacation until you again reach the cap.

All requests should be submitted to the supervisor in writing at least fourteen (14) days prior to the requested time off by using the provided Time off Request form. Preference to employee time off requests will be given in the order in which they are received. No more than two weeks of vacation can be taken at a time. The Company reserves the right to cancel and/or refuse requests for time off of work, whether or not previously granted.

Employees are not permitted to take an advance on vacation that has not yet been earned. A request to take time off without pay, when no accrued time is available, will be considered on a case-by-case basis and may be granted at the discretion of the Executive Director based upon many business factors.

Employees do not accrue vacation leave if they are on a leave of absence for any reason, including, but not limited to, an industrial or non-industrial injury, disability or medical leave or pregnancy disability leave.

The Company maintains records regarding vacation days accrued and used. Employees should check their vacation leave balance on a regular basis to ensure that they have been credited with the correct amount of accrued vacation hours. If it is believed that the accrual amount indicated is in error, then the employee must immediately notify the Administrative and Financial Manager for a vacation account review.

Accrued and unused vacation will be paid out upon separation of employment.

Holidays

Upon hire all regular employees will receive holiday pay for the Company observed holidays:

- New Year's Day
- Martin Luther King Day
- President's Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day & following Friday
- Christmas Eve Day
- Christmas Day
- 2 Floating Holidays

Full-time, Part-Time, and Temporary employees are eligible for two Floating Holidays within a calendar year. Floating holidays are available to new employees after the first 90 days of employment. Use of the floating holiday must be approved in advance by the Executive Director, or the supervisor. As with other benefits, part-time employees receive this benefit pro-rated on their actual work rate. Floating holidays do not roll over into the next calendar year, they must be used for forfeited. Should the employee terminate employment before the floating holiday is used in a calendar year, the holiday is forfeited.

Holidays falling on Saturday will be observed on Friday. Holidays falling on Sunday will be observed on Monday.

Employees on unpaid leaves of absence are not eligible for holiday pay while on a leave of absence or when requested to work during a paid holiday and the employee refuses to do so.

We will pay non-exempt employees holiday pay at their regular straight time hourly rate in effect at the time the holiday is observed. Non-exempt employees will be paid holiday pay equivalent to the number of hours they are normally scheduled to work on the day which the holiday falls up to a maximum of eight hours. Part time employees' pay will be prorated based on the number of hours per week scheduled to work.

Holiday pay is not considered hours worked and does not count toward overtime. You will not receive holiday pay if you are scheduled to work but do not report to work on a designated holiday.

Exempt employees will not receive additional holiday pay, and they will not incur any reduction in pay for a partial week absence due to a Company-observed holiday.

If you recognize alternative holidays for religious purposes, contact the Executive Director to discuss your right to take additional religious holidays without pay.

Retirement

We provide eligible employees after completion of [90 days] with access to a 457(b) Deferred Compensation Plan. which is an excellent means of long-term savings for your retirement. The Company's

contribution, if any, is determined by the employer on an annual basis.

You can obtain a copy of the Summary Plan Description which contains the details of the plan including eligibility and benefit provisions from **the Executive Director**. In the event of any conflict in the description of any plan, the official plan documents, which are available for your review, shall govern. If you have any questions regarding this plan, see the plan administrator.

Pregnancy Disability Leave and Pregnancy Accommodation

It is the policy of the Company to provide pregnancy disability leave to employees in accordance with the California Pregnancy Disability Act.

An employee will be provided pregnancy disability leave for that period of time when she is disabled and unable to work due to pregnancy, childbirth, breastfeeding, and/or related medical condition up to a cumulative maximum of four months' (one-third of a year or 17 1/3 weeks) of leave per pregnancy. The four-month period is defined as the number of days the employee would normally work within four calendar months, if the leave is taken continuously, following the date the pregnancy disability leave commences. For a full-time exempt employee or a full-time hourly employee who works 40 hours per week, the employee is entitled to 694 hours of leave. For hourly employees who work more or less than 40 hours per week, the number of working days/hours of leave is calculated on a pro rata or proportional basis. If an employee's schedule varies from month to month, a monthly average of the hours worked over the four-month period prior to the beginning of the leave will be used to calculate the employee's normal work month.

A pregnant employee is entitled to a reasonable accommodation in the workplace, where medically necessary or advisable and if no undue hardship is caused to the Company. Such accommodation may include a temporary job transfer or temporary reassignment of non-essential job duties. The following rules and policies apply to all requests for pregnancy disability leave, transfer and/or pregnancy accommodation in the workplace.

Employees who need to take pregnancy disability leave must inform the Company when a leave is expected to begin and how long it will likely last. Prior to the commencement of a pregnancy disability leave, the employee must present her health care provider's certificate certifying that she is disabled and unable to work as a result of the pregnancy, childbirth, or related medical condition, and the employee must return to work as soon as her health care provider certifies that she is again capable of working. Pregnancy disability leave begins when ordered by the employee's health care provider. The certification from the employee's health care provider should contain:

- The date on which the employee became disabled due to pregnancy;
- The probable duration of the period or periods of disability due to pregnancy, childbirth and/or breastfeeding; and
- A statement that, due to the disability, the employee is unable to perform one or more of the essential functions of her position without undue risk to herself, the successful completion of her pregnancy, or to other persons.

Such certification must be provided within 15 days of the when the request is made by the Company.

If the need for a leave or job transfer is foreseeable, employees should provide notification at least 30 days before the pregnancy disability leave or job transfer is to begin. If 30 days' advance notice is not possible, notice must be given as soon as practical. Employees must also consult with the Human Resources Department regarding the scheduling of any planned medical treatment or supervision in order to minimize disruption to the operations of the Company.

Upon the request of a pregnant employee and recommendation of the employee's health care provider, the employee's work assignment may be changed if necessary to protect the health and safety of the employee

and her child. Requests for temporary transfers of non-essential job duties will be reasonably accommodated if the jobs and rights of others are not unduly affected and there is no undue hardship to the Company.

While on pregnancy disability leave, an employee's Company-sponsored health benefits will be continued and the employee will be responsible for her share of the regular co-pay as if she were continuing to work. No sick, holiday, or vacation benefits will accrue during a pregnancy disability leave of absence.

Duration of the leave will be determined by the advice of the employee's health care provider, but a pregnancy disability leave may not exceed, cumulatively, four months or 17 1/3 weeks. Pregnancy disability leave includes any period of time of actual disability caused by the employee's pregnancy, childbirth, or related medical condition, including time off for severe morning sickness, prenatal or postnatal care, bed rest, gestational diabetes, pregnancy-induced hypertension, preeclampsia, post-partum depression, and/or loss or end of pregnancy.

Leave does not need to be taken in one continuous period of time and may be taken intermittently, as needed. For employees who take intermittent leave or work a reduced work schedule during pregnancy disability leave, the Company will account for increments of intermittent leave or reduced work schedules using an increment no greater than the shortest period of time the Company uses to account for use of other forms of leave, but not greater than one hour. If the employee's health care provider provides medical certification that an employee has a medical need to take intermittent leave or leave on a reduced work schedule because of pregnancy, the Company may require the employee to transfer temporarily to an available alternative position that meets the needs of the employee. If the Company requires the employee to transfer to an alternative position, the employee will receive the same rate of pay and benefits as those earned in the employee's regular position.

Under most circumstances, upon submission of a medical certification that an employee is able to return to work from a pregnancy disability leave, an employee will be reinstated to her same position held at the time the leave began or to a comparable position, if one is available. However, an employee returning from a pregnancy disability leave has no greater right to reinstatement to the same position (or a comparable position) than if she had been continuously employed with the Company. If an employee returning from pregnancy disability leave cannot be reinstated to her original position, the Company will evaluate the current job vacancies and will endeavor to provide a comparable position for which she is qualified on her scheduled reinstatement date or within 60 calendar days of that scheduled reinstatement date. During this 60-calendar day period, the Company will affirmatively look for comparable vacancies and will provide notice to the employee of available positions in person, by letter, telephone or email, or by links to postings on the Company's website (if the Company devotes a section on the website to job openings.)

Such above stated leave will be unpaid unless Paid Sick Leave is available. If Paid Sick Leave is available, it must be used during Pregnancy Disability Leave. The use of vacation is not required.

Pregnancy Disability Leave may run concurrently with other leaves where applicable and in accordance with State and Federal laws.

Please contact the Executive Director for more information and/or to request use of Pregnancy Disability Leave.

Lactation Accommodation

The Company recognizes lactating employees' rights to request lactation accommodation, and accommodates lactating employees by providing a reasonable amount of break time and a suitable lactation location to any employee who desires to express breast milk for their infant child, subject to exception allowed under applicable law.

If possible, the break time should run concurrently with your normally scheduled break time. Any break time to express breast milk that does not run concurrently with your normally scheduled break time shall be

unpaid.

Subject to exception allowed under applicable law, the lactation location will be private (shielded from view and free from intrusion from co-workers and the public) and located close to your work area. The location will be safe, clean and free of toxic or hazardous materials; have a surface to place a breast pump and other personal items; have a place to sit; and have access to electricity or alternative devices (including, but not limited to extension cords or charging stations) needed to operate an electric or battery-powered breast pump. The Company will also provide access to a sink with running water and a refrigerator suitable for storing milk in close proximity to your workspace. If a refrigerator cannot be provided, The Company will provide another cooling device suitable for storing milk, such as an employer-provided cooler. The lactation location will not be a bathroom or restroom. The room or location may include an employee's private office if it otherwise meets the requirements of the lactation space. Multi-purpose rooms may be used as lactation space if they satisfy the requirements for space; however, use of the room for lactation takes priority over other uses for the time it is in use for lactation purposes.

Employees who desire lactation accommodations should contact the Executive Director to request accommodations. An employee's request may be provided orally, by email, or in writing, and need not be submitted on a specific form. We will engage in an interactive process with you to determine when and where lactation breaks will occur. If we cannot provide break time or a location that complies with this policy, we will provide a written response to your request.

The Company will not tolerate discrimination or retaliation against employees who exercise their rights to lactation accommodation, including those who request time to express milk at work and/or who lodge a complaint related to the right to lactation accommodation. If you believe you have been denied reasonable break time or adequate space to express milk, or have been otherwise been denied your rights related to lactation accommodation, you have the right to file a complaint with the Labor Commissioner.

California Family Rights Act (CFRA)

California's California Family Rights Act (CFRA) provides up to 12 workweeks of unpaid family/medical leave within a 12-month period, under the following conditions:

- You have been employed with the Company for a total of at least 12 months prior to the commencement of leave. The 12 months of employment must have accumulated within the previous seven years (certain exceptions apply).
- You have worked at least 1,250 hours during the previous 12-month period before the need for leave.

Leave may be taken for one or more of the following reasons:

- Your serious health condition that makes you unable to perform your job.
- To care for your family member who has a serious health condition. For purposes of CFRA leave, a "family member" includes your:
 - Spouse
 - Parent
 - Child of any age
 - Registered domestic partner
 - Grandparent
 - Grandchild
 - Sibling

- Parent-in-law
 - A person designated by you at the time you request CFRA leave. You will be limited to making this designation once per 12-month period for purposes of CFRA leave.
- The birth of your child, or placement of a child with you for adoption or foster care.
 - Because of a qualifying exigency related to covered active duty or a call to covered active duty of your spouse, registered domestic partner, child, or parent in the Armed Forces of the United States. (See Qualifying Exigencies Related to Active Duty below).

Please note that incapacity due to pregnancy, prenatal medical care or childbirth is not an eligible reason for CFRA leave. (See the *Pregnancy Disability Leave Policy* for more information).

For additional information about eligibility for CFRA leave, contact the Executive Director.

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For additional information about eligibility for CFRA leave, contact the Executive Director.

Qualifying Exigencies Related to Active Duty

Eligible employees whose spouse, domestic partner, child or parent is on covered active duty or call to covered active-duty status may use their 12-week leave entitlement for certain qualifying exigencies. Qualifying exigencies may include, but are not necessarily limited to, attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

Calculating the 12-month Period

For purposes of calculating the 12-month period during which 12 weeks of CFRA leave may be taken, The Company uses a rolling year measured backward from the date an employee uses any CFRA leave.

Pregnancy, Childbirth or Related Conditions and Baby Bonding

Leave because of a disability for pregnancy, childbirth or related medical condition is not counted as time used under CFRA leave. Employees who take time off for pregnancy disability will be placed on pregnancy disability leave (PDL). (See *Pregnancy Disability Leave* policy for more information.)

Once the pregnant employee is no longer disabled, or once the employee has given birth and exhausted PDL, the employee may apply for leave under the CFRA, for purposes of baby bonding.

Any leave taken for the birth, adoption, or foster care placement of a child does not have to be taken in one continuous period of time. CFRA leave taken for the birth or placement of a child will be granted in minimum amounts of two weeks. However, the Company will grant a request for a CFRA leave (for birth/placement of a child) of less than two weeks' duration on any two occasions. The Company may also grant additional requests for leave lasting less than two weeks at its discretion. Any leave taken must be concluded within one year of the birth or placement of the child with the employee.

Leave Procedures

The following procedures shall apply to CFRA leave:

- Please contact the Executive Director as soon as you realize the need for family/medical leave. If the leave is based on the expected birth, placement for adoption or foster care, or planned medical treatment for your serious health condition or that of a family member, you must notify the Company at least 30 days before leave is to begin. You must consult with your supervisor regarding scheduling of any planned medical treatment or supervision in order to minimize disruption to the operations of the Company. Any such scheduling is subject to the approval of your health care provider or the health care provider of your family member.

- If you cannot provide 30 days' notice, the Company must be informed as soon as is practical.
- If the CFRA request is made because of your own serious health condition, the Company may require, at its expense, a second opinion from a health care provider that the Company chooses. The health care provider designated to give a second opinion will not be one who is employed on a regular basis by the Company.
- If the second opinion differs from the first opinion, the Company may require you, at the Company's expense, to obtain the opinion of a third health care provider designated or approved jointly by you and the employer. The opinion of the third health care provider shall be considered final and binding on you and the Company.

Certification

We require you to provide certification. You will have 15 calendar days from the Company's request for certification to provide it to the Company, unless it is not practical to do so. The Company may require recertification from the health care provider if you request additional leave upon expiration of the time period in the original certification. (For example, if you need two weeks of family and medical leave, but following the two weeks you need intermittent leave, a new medical certification will be requested and required.) If you do not provide medical certification in a timely manner to substantiate the need for family and medical leave, the Company may delay approval of the leave, or continuation thereof, until certification is received. If certification is never received, the leave may not be considered CFRA leave.

If the leave is needed to care for a sick family member, you must provide a certification from the health care provider stating:

- Date of commencement of the serious health condition
- Probable duration of the condition
- Estimated amount of time for care by the health care provider
- Confirmation that the serious health condition warrants your participation

If your serious health condition is the reason for leave, you must provide a certification from the health care provider stating:

- Date of commencement of the serious health condition
- Probable duration of the condition
- Your inability to work at all or to perform any one or more of the essential functions of your position because of the serious health condition

If you are on leave because of your own serious health condition, the Company will also require a medical release to return to work form or certification from your health care provider that you are able to resume work.

Failure to provide a release to return to work from your health care provider may result in denial of reinstatement until the certificate is obtained.

Leave Related to Military Service

A leave taken due to a "qualifying exigency" related to military service must be supported by a certification of its necessity. Special certification requirements apply to leaves related to military service.

Substitution of Paid Leave

Generally, CFRA leave is unpaid. The Company may require, or you may choose, to use accrued paid leave while taking CFRA leave. In order to use paid leave for CFRA leave, you must comply with the Company's normal paid leave policies. For more information on those specific circumstances requiring or allowing the substitution of paid leave contact the Executive Director.

Reinstatement

Under most circumstances, upon return from CFRA leave, you will be reinstated to your original job or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions. However, an employee has no greater right to reinstatement than if the employee had been continuously employed rather than on leave. For example, if an employee on CFRA leave would have been laid off had the employee not gone on leave, or if the employee's job is eliminated during the leave and no equivalent or comparable job is available, then the employee would not be entitled to reinstatement. In addition, an employee's use of CFRA leave will not result in the loss of any employment benefit that the employee earned before using CFRA leave.

Time Accrual

Please contact the Executive Director with any questions regarding accrual of other Company provided paid leave benefits (such as vacation, or sick leave) during unpaid CFRA leave.

Carryover

Leave granted under any of the reasons provided by CFRA and/or FMLA will be counted as family/medical leave and will be considered as part of the 12-workweek entitlement in any 12-month period. No carryover of unused leave from one 12-month period to the next 12-month period is permitted.

Intermittent Leave

You may take CFRA leave intermittently (in blocks of time, or by reducing your normal weekly or daily work schedule) if the leave is for your serious health condition or that of a qualifying family member and the reduced leave schedule is medically necessary as determined by the health care provider of the person with the serious health condition. The smallest increment of time that can be used for such leave is one hour maximum.

See also the discussion of *Pregnancy, Childbirth or Related Conditions and Baby Bonding* above.

Time Off for Jury Duty and Witness Duty and for Victims of Crimes

In the following instances, employees are eligible for time off from work when necessary as described below.

Jury Duty

Employees called to jury duty will be released from work on leave during their period of jury service. An employee called to jury duty must: (1) promptly present to his or her manager a copy of the jury duty summons; (2) report daily for work before and/or after jury duty as is reasonably practicable; and (3) present to his or her manager proof of service upon completion of jury duty.

Exempt employees will be paid for any week when the employee works any part of the work week while serving on Jury Duty. Nonexempt Employee will be paid for up to three (3) days of absence while serving and will be compensated for their regularly scheduled hours on the days which they serve. Employees released from Jury Duty service before the end of their scheduled workday must report to work upon release.

Witness Duty

The Company will also grant unpaid time off for court appearances as a witness when the employee is required to appear as a result of a court-ordered subpoena. Employees must notify their manager of the need for time off for a court appearance as soon as the subpoena is received and present the manager with a copy of the subpoena.

Victims of Domestic Violence, Sexual Assault, or Stalking

Employees who are victims of domestic violence, sexual assault, or stalking are eligible for unpaid leave; however, an employee may use sick, vacation during this unpaid time off consistent with the Company's

time off policy. Leave may be taken when an employee who is a victim of domestic violence, sexual assault, or stalking needs time off work to attend related legal proceedings such as to obtain, or attempt to obtain, a restraining order or other relief to help ensure the health, safety, or welfare of himself or herself or his or her child(ren).

The employee must give his or her manager reasonable advance notice of the intention to take time off for this purpose, unless advance notice is not feasible. If an unscheduled absence for this purpose is necessary, then the employee must provide certification to his or her manager within a reasonable time after the absence. Certification should be in the form of a police report, a court order or other evidence that the employee has appeared in court, and/or documentation from a medical professional, domestic violence or sexual assault victim's advocate, or counselor that the employee was undergoing treatment for injuries or abuse resulting from domestic violence and/or a sexual assault. The Company will also provide reasonable accommodation to employees who are the victims of domestic violence, sexual assault, or stalking to enhance their safety in the workplace. To the extent allowed by law, the Company will maintain the confidentiality of any employee requesting leave for this purpose. In addition, no disciplinary action will be taken against an employee who takes time off work for this purpose.

Crime Victim or Family Member of Crime Victim

An employee is eligible for unpaid leave if the employee needs to attend a judicial proceeding related to certain types of violent or serious crimes if the employee is:

- A victim of the crime, including, but not limited to, felony domestic violence, felony stalking and felony child abuse
- The immediate family member of a victim of the crime (for this purpose, "immediate family member" means spouse, child, stepchild, brother, stepbrother, sister, stepsister, parent, or stepparent);
- The registered domestic partner of a victim of the crime; or
- The child of a registered domestic partner of a victim of the crime.

Before the absence, the employee must give the Company a copy of the notice of each scheduled proceeding that is provided to the victim by the agency responsible for providing notice. When advance notice is not feasible, or an unscheduled absence occurs, no disciplinary action will be taken against the employee if the employee provides the Company with documentation evidencing the judicial proceeding within a reasonable time after the absence. Documentation may come from any of the following:

- The court or government agency setting the hearing;
- The district attorney or prosecuting attorney's office; or
- The victim/witness office that is advocating on behalf of the victim.

An employee may elect to use accrued vacation for any time missed from work for this purpose. The Company will not discharge, discriminate against, or retaliate against any employee because of his/her need to take this unpaid leave. To the extent allowed by law, the Company will maintain the confidentiality of any records provided by the employee requesting leave for this purpose.

Time Off for Voting

In the event that an employee does not have sufficient time outside of working hours to vote in a statewide election, the employee may take off enough working time to enable him or her to vote. Such time off shall be taken at the beginning or the end of the regular working shift, whichever allows for more free time. An employee will be allowed to take off only that amount of time that is necessary to vote. Up to two hours of time off to vote is paid time off (exempt employees will be paid for a full day's work so long as the employee worked at least part of the workweek). Where possible, the employee shall give his or her manager at least two work days' notice that time off to vote is needed. Employees will be required to show proof of voting.

Parental Leaves for Children in School

School Appearance Leave

As required by California law, an employee will be granted unpaid time off as needed to attend to school disciplinary matters involving the employee's child. The employee must give reasonable notice to his or her manager prior to taking the time off work. Also, the employee will be required to present documentation from the school to his or her manager confirming that the visit took place.

Employees must give reasonable notice to their supervisor prior to taking the time off work. Employees will be required to use any accrued and unused vacation time for this leave before taking any unpaid leave.

Bereavement Leave

The Company will provide eligible employees up to five days of bereavement leave in accordance with the California Family Rights Act.

Eligibility

To be eligible for bereavement leave, you must be employed by the Company for at least 30 days prior to the start of leave.

Reasons for Leave

Eligible employees may take bereavement leave for the death of a family member.

As used in this policy:

- **Family member** means your child, parent, grandparent, grandchild, sibling, spouse, or domestic partner.
 - **Child** means a biological, adopted, or foster child; a stepchild; a legal ward; a child of a domestic partner; or a person to whom you stand in loco parentis.
 - **Parent** means a biological, foster, or adoptive parent; a parent-in-law; a stepparent; a legal guardian; or other person who stood in loco parentis to you when you were a child.
 - **Sibling** means a person related to another person by blood, adoption, or affinity through a common legal or biological parent.

Use of Leave

Eligible employees will be provided up to three days of paid leave and two days of unpaid leave in the event of the death of a family member. Employees ineligible for paid leave, but eligible for bereavement leave under the law, will receive five days of unpaid bereavement leave in the event of the death of a family member. The five days of bereavement leave do not have to be taken consecutively. Bereavement leave must be completed within three months of the date of the family member's death. You may elect to use any accrued vacation time or other accrued paid time off that you are eligible to take during the otherwise unpaid bereavement leave.

Bereavement leave will run concurrently with other federal/state laws where permitted by law.

Notice

If your need for leave is foreseeable, provide as much advance notice as possible. If unforeseeable, provide notice as soon as practical.

You may be required to provide reasonable documentation of your need for leave. This may include a death certificate, a published obituary, or written verification of death, burial, or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or government agency. This documentation must be provided within 30 days of your first day of leave.

All information received by the Company regarding your request for bereavement leave will be treated as

confidential and will not be disclosed except to internal personnel or counsel, as necessary, or as required by law.

Retaliation

The Company will not retaliate against employees who request or take leave in accordance with this policy.

Reproductive Loss Leave

The Company will provide eligible employees with unpaid reproductive loss leave in accordance with California law.

Employees who have been employed for at least 30 days will be provided with up to five (5) unpaid days of reproductive loss leave following a reproductive loss event.

Employees who experience more than one (1) reproductive loss event within a 12-month period are limited to unpaid 20 days of reproductive loss leave in a 12-month period.

For purposes of this policy, a reproductive loss event means the day or, for a multiple-day event, the final day of a failed adoption, failed surrogacy, miscarriage, stillbirth, or an unsuccessful assisted reproduction via artificial insemination or an embryo transfer.

Leave may only be taken on regularly scheduled workdays. Leave does not need to be taken on consecutive days. Leave must be completed within three (3) months of the reproductive loss event, except that if the employee is on some other leave from work prior to or immediately following a reproductive loss event, the reproductive loss leave is available for use during the three (3) months following the end date of the other leave.

Reproductive loss leave is unpaid, except to the extent the employee is eligible for paid leave for these purposes under other Company policies. The employee may elect to use accrued vacation/PTO or sick leave to receive pay during any unpaid leave taken under this policy.

Leave provided pursuant to this policy will run concurrently with any other applicable leave of absence for covered reasons, to the maximum extent permitted by applicable law. The substitution of paid time for unpaid leave time does not extend the length of leave and the paid time will run concurrently with the employee's reproductive loss leave entitlement.

Employees must inform their supervisor prior to commencing reproductive loss leave. The Company will maintain the confidentiality of any employee requesting leave under this policy including information provided to the Company related to a request for leave.

The Company will not retaliate against employees who request or take leave in accordance with this policy.

Volunteer Civil Service Leave

Employees required to perform civil service duties, as defined below, will be provided with an unpaid leave of absence when required to perform emergency duty.

1. Volunteer firefighters
2. Reserve peace officers
3. Emergency rescue personnel, defined as any person who is an officer, employee or member of:
4. A fire department, fire protection or firefighting agency of the federal government, California State government, local government, special district or other public or municipal corporation of political subdivision of California.
5. An officer of a sheriff's department, police department or private fire department.
6. Members of disaster medical response teams sponsored or requested by the State.

Employees must inform their manager as soon as they become aware of the need for such a leave of absence.

Military Leave

Employees will be given necessary time off when required to fulfil military obligations of any branch of the Armed Forces of the United States. Employees must inform the District and present the military orders as soon as received and provide advance notice, unless made impossible by military requirement, so proper arrangements may be made.

Employees qualifying for Military leave will be provided with unpaid time off in accordance with State and Federal wage and hour laws. Employees may elect to apply vacation time upon making a written request.

Employees will be reinstated upon completion of Military service in compliance with Federal and State Laws such as Uniformed Service Employment and Reemployment Rights Act. Such laws may impose timing requirements, therefore; it is important that the employee maintain communication with the employer on anticipated leave and return dates.

Personal Leave of Absence

The Company views each employee as essential to the operations of daily business. For this reason, no automatic personal leaves of absence are provided by the Company. A request for a personal leave of absence will be considered on a case-by-case basis. Important factors in determining whether the request will be granted include the employee's length of service to the Company, existing workloads, the job position of the employee, and the reason for the request (with sicknesses and emergencies beyond the control of the employee being considered more favorably). A personal leave of absence will be granted only after the employee's accrued vacation benefits have been exhausted. No personal leave of absence shall exceed four (4) weeks. (The exception to this limitation is a disability (non-pregnancy) leave of absence, which will be evaluated according to applicable state and federal law.)

During a personal leave of absence, no benefits, including health insurance benefits, will accrue. However, an employee who receives health insurance benefits through the Company may be given an opportunity to maintain his or her health insurance at his or her full expense under Consolidated Omnibus Budget Reconciliation Act (COBRA). The employee should check the applicable insurance policy and other plan documents for the extent of coverage or conversion provisions or restrictions imposed.

The Company will make reasonable efforts to return an employee on a personal leave of absence to the same or similar job held prior to the leave, subject to the Company's staffing and business requirements. If an employee's former position is unavailable when he/she is ready to return from an approved leave, every effort will be made to place the employee in a comparable position for which he or she is qualified. If such a position is not available, the employee will be offered the next suitable position for which he or she is qualified that becomes available, which may result in a decrease in pay.

An employee requesting a Personal Leave must provide a written request one month in advance of the first day of requested leave.

Workers' Compensation

Employees must report immediately all job-related injuries to their manager, regardless of the severity of the injury. In accordance with state law, the Company provides insurance coverage for employees in case of work-related injury. The workers' compensation benefits provided to injured employees may include: medical care; monetary benefits to replace lost wages; and assistance to help qualified injured employees return to suitable employment. To ensure receipt of any workers' compensation benefits to which an

employee is entitled, the employee must:

- Immediately report any work-related injury, illness or accident to his/her manager;
- Seek medical treatment and follow-up care (if required), with the health care provider designated by the Company; and
- Complete a written Employee's Claim for Workers Compensation Benefits (*DWC 1 Form*) and return it to the Executive Director.

Upon submission of a medical certification that an employee is able to return to work after a worker's compensation leave, the employee under most circumstances will be reinstated to his or her same position held at the time the leave began, or to an equivalent position, if available. An employee returning from a workers' compensation leave has no greater right to reinstatement than if the employee had been continuously employed rather than on leave. For example, if the employee on Workers' Compensation leave would have been laid off had he or she not gone on leave, or if the employee's position has been eliminated or filled in order to avoid undermining the Company's ability to operate safely and efficiently during the leave, and no equivalent or comparable positions are available, then the employee would not be entitled to reinstatement.

Workers Compensation Leave will run concurrent with any other applicable leave of absence such as FMLA, CFRA or any others in accordance with federal and state regulations.

An employee's return depends on his or her qualifications for any existing openings. If, after returning from a workers' compensation disability leave, an employee is unable to perform the essential functions of his or her job because of a physical or mental disability, the Company's obligations to the employee may include reasonable accommodation, as governed by the Fair Employment & Housing Act and/or the Americans with Disabilities Act.

The Corporation provides medical treatment for work-related injuries through a medical provider network that the Corporation has chosen to provide medical care to injured employees because of their experience in treating work-related injuries. This information is posted in the employee break room.

EMPLOYMENT ADMINISTRATION

Attendance and Punctuality

Regular attendance and punctuality are expected of all employees. We count on you to be present at work during your assigned shifts, unless you have been excused or there is an emergency or unexpected illness or injury. Your absence will be considered “excused” only if you have received prior approval from your supervisor to use your available leave time to cover your absence or your absence is protected under applicable law. You are to remain on duty except during meal and rest periods. Doctor appointments and/or other personal matters should be scheduled during non-work hours whenever possible.

If the need for an absence is foreseeable, you must provide reasonable advance notification. If you will be unexpectedly absent for any portion or all of a work day for any reason, you must notify your supervisor at least one (1) hour prior to your starting time, or as soon as possible in light of the circumstances. If your supervisor is not available, you must speak to the Executive Director. It is acceptable to leave a voicemail, send a text message, or email if you are unable to reach your manager directly.

If you are absent more than one (1) day, you must provide the same notice each day of absence, unless we have previously approved a specific date for your return to work. If you are absent for two (2) consecutive days without proper notification, we will assume that you have voluntarily resigned your position.

Subject to applicable law, we may require a doctor’s certificate for extended absence due to illness or injury. We also may require a doctor’s certification that you have been released to return to work before you are permitted to return after an illness or injury.

You should not automatically assume that an absence is permissible merely because you have sufficient paid time off benefits available to cover all or a portion of your absence. We may determine that your absences are excessive if, based upon all the facts and circumstances, it is found to be disruptive to the Company, your co-workers or our customers or to cause an undue hardship to the Company.

Excessive unauthorized absenteeism or abuse of this policy negatively impacts your job performance and may result in disciplinary action, up to and including termination. **Absences protected by local, state and federal law, including paid sick time, do not count as a violation of the attendance policy.**

Performance Management throughout Employment

The Company uses disciplinary action to counsel and coach employees such as when for example their work performance, behavior, conduct, attitude and/or compliance with safety rules or other workplace guidelines is unacceptable. Disciplinary action is used to ensure that there is clear communication to the employee regarding: (1) the performance deficiency, problem or issue; (2) the Company’s expectation that the deficiency or problem will be promptly remedied; and (3) the consequences to the employee if the performance deficiency, behavioral problem or workplace issue is not adequately and timely remedied. Disciplinary action will be documented, verbal discipline may not require the signature of the employee, written disciplinary action will be presented to the employee and the employee will be asked to sign acknowledging receipt of a copy of the discipline. Disciplinary action records will be retained in an electronic and/or paper format.

Management reserves the right and sole discretion to determine the appropriate level or action taken based upon many factors. In some circumstances, termination may occur without any form of prior disciplinary action.

Performance Reviews

Employees will receive a performance review in the month of their anniversary date, then once each year. The performance review will be a reflection of performance, adherence to policy and contribution to the Company during the prior 12 months. Both employee successes and deficiencies will be identified during the performance review.

Your performance evaluation may review factors such as the quality and quantity of the work you perform, your knowledge of the job, your initiative, your work behavior, and your behavior toward others. The performance evaluations are intended to make you aware of your progress, areas for improvement, and objectives or goals for future work performance. Favorable performance evaluations do not guarantee an increase in wages or promotions. Wage increases and promotions are solely within the discretion of the Company and depend upon many factors in addition to performance.

After any review, you will be asked to sign the evaluation report simply to acknowledge that it has been presented to you, that you have discussed it with your supervisor, and that you are aware of its contents.

Certifications and Education

Employees in some positions may be required to hold and maintain certain certification(s). It is the responsibility of each employee to track their own certification requirements and maintain a valid and current certification. Failure to maintain required certifications may lead to termination of employment.

Should continuing education be required or beneficial in some positions, the Company may contribute to the cost of such education. The employee must receive written approval from the Executive Director prior to registering for any such education or program if the employee would like the Company to consider contributing to the cost of the program.

Seating

The Company will provide suitable seats to working employees when the nature of the work reasonably permits the use of seats. When employees are not engaged in the active duties of their employment and the nature of the work requires standing, an adequate number of suitable seats shall be placed in reasonable proximity to the work area and employees shall be permitted to use such seats when it does not interfere with the performance of their duties.

Employee Records

Information in employee files is a confidential record of their employment with Company and is the property of the Company. The contents of employee files are not available to any sources outside the Company unless authorized by the employee in writing or if required by law, e.g., in response to a subpoena.

Upon written notice, an employee is allowed to review his or her own employee file in the Company's office and in the presence of the Executive Director or a designee of the Executive Director. Alternatively, an employee may request a copy of his or her own employee file. You may be charged the actual cost for copying your employee file. In terms of timing, a current or former employee will be permitted to inspect/obtain a copy of his/her employee file within 30 calendar days from the date the written request is made.

Employee Data Changes

It is the responsibility of each employee to advise payroll of any change in name, address, telephone number, marital status or registered domestic partner status, name(s) and number(s) of dependents, and individuals to be contacted in the event of an emergency. If employee information changes, a new form W-4 and an employee data sheet should be filed so that the personnel records can be updated.

Expense Reimbursement

The Company will reimburse employees for any out-of-pocket expenses reasonably incurred on behalf of the Company. Employees must receive prior approval before incurring such expenses. Receipts and an expense report must be submitted for reimbursement.

Employment References and Verification

All requests for employment references and verification must be directed to the Executive Director. No other manager, supervisor, or employee is authorized to release references or any employment information regarding current or former employees.

By policy, the Company will provide references only with written permission from the employee. Otherwise, the Company discloses only the dates of employment, the title of the last position held, and whether the employee is currently employed. The Company complies with lawful employment information requests by taxing authorities, government agencies, and law enforcement.

Workplace Search Policy

The Company may provide office furniture and electronic devices including, but not limited to, computers, cellular phones/camera phones and handheld wireless devices for the convenience and use of its employees at Company's expense. Employees should remember that all such equipment remain the sole property of the Company. Accordingly, the Company reserves the right to conduct random or periodic searches for work-related purposes, including searches for unauthorized possession of Company property and for illegal drugs, alcohol, or contraband on the Company's premises. Such searches may be of Company property, such as desks, file cabinets, and office equipment. If an employee has personal property that he or she prefers to keep private, the employee should not bring that property into the workplace. Furthermore, the Company reserves the right to review and/or record all data or phone calls maintained on electronic equipment including computers, land lines, the voicemail system, cell phones, PDAs, notebooks, laptops and/or notepads owned by the Company.

Such an inspection can occur at any time, with or without advance notice or consent, and will be limited to the extent necessary to affect the work-related purpose for the search. Such an inspection may be conducted during, before or after working hours by any manager or person designated by Company management. Results of the search will only be disclosed to those persons within the Company who have a business need to know or otherwise to the extent required by law. Employees who fail to cooperate in any inspection will be subject to disciplinary action, including possible suspension or discharge. The Company is not responsible for any articles that are placed or left in a desk or elsewhere on Company premises that are lost, damaged, stolen or destroyed; or for any data lost or deleted from a computer or disk. Therefore, employees are discouraged from bringing large sums of cash or other valuables with them to work.

The Company may conduct electronic surveillance, both on company property and in company vehicles, through the use of visual recording devices for loss prevention and risk management purposes. Video surveillance will not include sound recording.

Electronic Communications and Company Provided Technology

The Company provides various forms of electronic communication, including, but not limited to, e-mail, Internet access and voicemail. These devices are provided for each employee in communication with others at the Company and externally to help improve productivity, shorten the decision-making cycle, and meet the needs of our customers. All electronic devices, including software and hardware, remain the sole property of the Company and are intended for Company business.

Electronic communications/media may not be used in any manner (including accessing and viewing) that

would be discriminating, harassing or obscene, or for any other purpose which is illegal or against Company policy.

Employees should have no anticipation of privacy with respect to Company-provided voice mail, e-mail, text-messages, instant messages, or any other computer or electronically based communications – regardless of whether such information is stored on the Company's systems or by an outside provider. All systems and all information on those systems can be accessed, recorded and reviewed by management without prior notice at any time and for any reason, with the exception of personal cell phones, which will not be monitored without a compelling legal requirement or explicit employee consent.

No programs/applications may be uploaded or downloaded into Company systems without permission. This rule protects the Company in two important respects: first, it helps avoid licensing issues; second, it protects Company data from the importation of unwanted viruses and/or inappropriate material.

Any use of these systems which are not work-related including, but not limited to, instant messaging, blog review or maintenance, message board participation, electronic social networking (i.e. Myspace, Facebook, Snapchat, YouTube, Twitter, Instagram) and photo sharing is restricted. The Company reserves the right to inspect the usage of these electronic communications/ media, even though such usage is not during work time.

Personal Property

The Company is not liable for damage, loss or security of personal property. Personal items of monetary or emotional value should not be brought into the work area.

EMPLOYEE CONDUCT

Customer Relations

Customers are critical. Without satisfied customers, the Company's reputation, integrity and our positions are in jeopardy.

Employees are expected to be polite, professional, courteous, prompt, and attentive to every customer. If you encounter an uncomfortable situation that you do not feel capable of handling, you should call your supervisor immediately.

Customers are to be treated courteously and given proper attention at all times. Never regard a customer's question or concern as an interruption or an annoyance. You must respond to inquiries from customers, whether in person by telephone or by email, promptly and professionally.

All correspondence and documents, whether to customers or others, must be neatly prepared and error-free. Attention to accuracy and detail in all paperwork demonstrates your commitment to those with whom we do business.

Never argue with a customer. If a problem develops, or if a customer remains dissatisfied, follow department procedure and/or ask your supervisor or manager to intervene.

Conflicts of Interest

Employees are not to place themselves in a position which conflicts with the interests of the Company. This not only includes publicly speaking on behalf of the Company without authorization but also receiving gifts, gratuities, favors, fees, compensation, or discounts which, if known, would be viewed as a kickback or inducement for inappropriate conduct. For guidance on identifying and avoiding potential conflicts of interest, please refer to the Conflict-of-Interest Code 700 form.

Outside employment may be permitted, excluding instances that may conflict or interfere with the interests of the company. Any violation of this policy may lead to discipline up to and including termination.

Personal Relationships in the Workplace

The employment of friends and relatives in the same area of an organization may cause conflicts of interest and appearances of impropriety. In addition, personal conflicts may impact the working relationship of the parties. Although the Company does not prohibit the hiring of friends and relatives of existing employees, the Company is committed to monitoring situations in which friends or relatives work in the same area. In the event of an actual or potential conflict or issue, the Company's response may include reassignment or termination of one or both of the individuals involved. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with an employee is similar to that of persons who are related by blood or marriage, or one who is a domestic partner.

The Company is committed to maintaining a professional work environment where their supervisors treat all employees fairly and impartially. Accordingly, supervisors are not allowed to date, or become romantically or intimately involved with, employees who report to them directly or indirectly. Also, spouses and immediate family members are prohibited from working in job positions where they directly report to, or are reported to, by their spouses or family customers. Personal relationships very often cause problems in the workplace, such as a lack of objectivity towards the subordinate's job performance, the perception of favoritism by other employees (whether justified or not), and potential sexual harassment complaints should a couple break up.

The Company seeks to avoid misunderstandings, complaints of favoritism, claims of sexual harassment, and employee dissension that may result from personal or social relationships amongst employees. Therefore, the Company asks that if you become romantically involved with another employee that you disclose your relationship to an appropriate supervisor with whom you feel comfortable and/or to the Executive Director. This information will be kept as confidential as possible. For purposes of this provision, "romantically involved" will be interpreted broadly. The Company reserves the right to take necessary and appropriate action to resolve any potential conflict of interest arising out of romantic involvement among employees. Depending on the facts of the situation, such action may include reassignment or termination of one or both of the employees involved. The Company reserves the right not to transfer employees based on conflicting business considerations.

Unprofessional behavior in the workplace, such as sexually related conversations, inappropriate touching (i.e., kissing, hugging, massaging, sitting on laps) of another employee, and any other behavior of a sexual nature, is prohibited.

Confidential Information

The protection of confidential, proprietary business information and trade secrets is vital to the interests and success of the Company. Such confidential information includes, but is not limited to, the following examples:

- ✓ Client and consumer proprietary, secret or personal information
- ✓ Financial information of the Company or clients
- ✓ Marketing strategies and information related to strategic planning
- ✓ Pending projects and proposals
- ✓ Proprietary production processes, patent and trademark data
- ✓ Personnel/payroll records
- ✓ Internal communications related to Company proprietary information
- ✓ Information obtained about a customer or a customers' business or business practices

Confidential information about the Company and its customers, employees, managers of the business, directors, and officers should not be divulged to anyone unless that person has a clear right to have the information. When in doubt whether certain information is or is not confidential, prudence dictates not to disclose without first clearly establishing that such disclosure is authorized. The basic policy of caution and discretion in handling confidential information extends to both internal and external disclosure. Confidential information available to one employee of the Company should be shared with other employees only when a legitimate business need to know exists.

In addition, the posting on the Internet of confidential information, trade secrets or proprietary information is forbidden, including in blogs and in e-mail communications.

No data, documents or information regarding the business of the Company should be removed from the premises except as necessary to accomplish a specific Company purpose. When the need to use or reference such documents is completed, such documents and all copies thereof should be returned to the offices of the Company. Upon termination of employment, all information and data of the Company must be returned. Any copies or electronic storage of Company data must be destroyed and deleted. Use of such information or data for any purpose other than the specific business of the Company is strictly prohibited.

Employees accessing business information remotely must take all reasonable precautions to ensure that no business information is viewed or accessed by non-employees, including family members or others sharing the employee's household. Employees who improperly use or disclose trade secrets or confidential business information will be subject to disciplinary action, including termination of employment and legal action, even if they do not actually benefit from the disclosed information.

Company Use of Employee Personal Information

The Company collects personal and employment information on applicants and employees to comply with state and federal laws requiring employers to maintain records, to process payroll, to administer health insurance benefits and/or retirement plans, and to manage employee job performance.

Solicitation

Persons who are not employees of the Company shall not be allowed to solicit for any reason, whether on behalf of clubs, charities, political parties, labor unions, religious organizations, or for any other purposes, on Company premises. Any employee who observes an outsider soliciting on Company premises must immediately report the occurrence to management. No employee shall use working hours (working hours shall not include meal periods and rest periods) to solicit other employees who are on working time for any reason. No solicitation materials of any type may be passed out by any employee, or sent electronically, at any working areas at any time or in any non-working areas during working time.

Use of Company Telephone

The Company's telephones are intended for the use of serving our customers and in conducting the Company's business. Personal usage during business hours is discouraged except for extreme emergencies. All personal telephone calls should be kept brief. To respect the rights of all employees and avoid miscommunication in the office, employees must inform family members and friends to limit incoming personal telephone calls during working hours.

Cell Phone Policy

While at work, employees are expected to exercise discretion in using mobile devices. Personal calls or other communication or mobile device activity during work hours can interfere with employee productivity, safety and may be distracting to others. Employees are encouraged to make any necessary personal calls or handle other mobile device activity during breaks and meal periods and to ensure that friends and family members are aware of the Company's policy. Mobile devices may not be used to defame, harass, intimidate or threaten any other employee, customer or other individuals employees may come into contact with while working. Employees are prohibited from using their cell phones in any illegal, illicit, or offensive manner with other employees, customer or other individuals the employee may come into contact with while working. The Company will not be liable for the loss or destruction of personal cellular phones brought into the workplace.

Employees will be provided a stipend for using their personal cell phone for work business. Employees that are issued a company cell phone are not to use their personal cell phone for any work business and will not receive a stipend.

Telecommuting

Telecommuting provides employees with an opportunity to work from an alternative work environment instead of in the primary location of the Company. Telecommuting must be pre-approved by an employee's supervisor.

The Company retains the right in its sole discretion to designate positions that are appropriate for telecommuting and approve employees for telecommuting. Telecommuting does not change the conditions of employment or required compliance with all Company policies and procedures. An employee's ability to work remotely is in the sole discretion of the Company. Telecommuting is a privilege and may not be appropriate for all employees.

Telecommuting Safety

The Telecommuter is solely responsible for ensuring the safety of their alternative work environment. However, because the Company is legally obligated to provide its employees with a workplace that is free from hazards that might cause serious harm or injury, the Company reserves the right to periodically inspect the Telecommuter's home work space. Any such inspection will be preceded by advance notice and an appointment will be scheduled. Telecommuters are protected by the Company's workers' compensation insurance. As such, Telecommuters are required to immediately report any injuries that occur while working.

The Telecommuter shall be liable for any injuries that occur to third parties at or around the Telecommuter's alternative work environment.

Security/Confidentiality/Conflicts of Interest

Consistent with the Company's expectations of information security for employees working at the office, telecommuting employees will be expected to ensure the protection of proprietary company and customer information accessible from their home office. Steps include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment. Employees that are able to telecommute are not to place themselves in a position which conflicts with the interests of the Company. Employees are not to accept simultaneous employment with any concern that does business or competes with our company, or accept employment with any other concern if that employment would interfere with your work schedule or duties as an employee of our company.

Hours of Work

Unless otherwise agreed upon by the employee and their manager, hours and days of work will not change and there should be no time worked outside of the agreed-upon work schedule; this includes such activities as checking and responding to work-related emails. Employees agree to apply themselves during work hours. In addition, all non-exempt employees must receive prior approval from his or her manager before working any overtime. Telecommuting is not intended as a substitute for illness, child care or care for another adult. If an employee is ill, they are expected to utilize accrued and unused Vacation or Sick Time to recoup. If a child or adult needs care during work time, another responsible individual is expected to be present.

Attendance at Meetings

Telecommuters are expected to attend all required meetings unless there has been prior approval from your supervisor.

Dress and Appearance

The Company's image and the nature of our work call for cleanliness and observance of the rules of good hygiene. Presenting a neat, well-groomed appearance is important because employees represent the Company. All employees are to be well-groomed, neatly attired and dressed appropriately for our business and the employee's position in particular. A daily regimen of good grooming and hygiene is expected of everyone. Please ensure that you maintain good personal hygiene habits. No dress code can cover all possibilities, so employees must exert a certain amount of judgment in their choice of clothing to wear to work. Employees are also expected to conduct themselves in an orderly and considerate manner. Your language, attire and grooming should be in keeping with the Company's business atmosphere.

Employees must be dressed to safely perform work and maneuver, both when working in the field and in the office environment.

The Company permits employees to display tattoos or body piercings while working within the following guidelines. Factors that the Company will consider to determine whether piercings or tattoos may pose a conflict with the employee's job or work environment include:

- Personal safety of self or others, or damage to Company property.

- Productivity or performance expectations.
- Offensiveness to co-workers, customers, vendors or others in the workplace based on racial, sexual, religious, ethnic, or other characteristics or attributes of a sensitive or legally protected nature.
- Corporate or societal norms.
- Customer complaints.

If the Company determines an employee's tattoos or piercings may present such a conflict, the employee will be encouraged to identify appropriate options, such as removal of excess or offensive jewelry, covering of tattoos, transfer to an alternative position, or other reasonable means to resolve the conflict. To protect employees and clients with allergies or scent sensitivities, we ask that you minimize wearing or using discernible perfume, cologne, essential oils, scented hair products, or other scented products.

A daily regimen of good grooming and hygiene is expected of everyone. Please ensure that you maintain good personal hygiene habits. While at work, you are required to be clean, dressed appropriately and well groomed.

To assure a safe and appropriate working environment, we will actively monitor these dress standards. If you do not comply with these requirements, we may ask you to leave work and return in proper attire, and you will not be paid for this time. We reserve the sole discretion at all times to determine whether your attire is appropriate for the workplace.

This policy is not intended to discriminate against or treat individuals differently on the basis of hairstyles, hair textures, and/or other traits historically associated with race. Consult your supervisor if you have any questions about appropriate business attire.

The Company recognizes the importance of individually held religious beliefs to persons within its workforce. The Company will reasonably accommodate a staff member's religious beliefs in terms of workplace attire unless the accommodation creates an undue hardship. Accommodation of religious beliefs in terms of attire may be difficult in light of safety issues for staff members. Those requesting a workplace attire accommodation based on religious beliefs should be referred to the Executive Director.

Company Equipment and Supplies

As part of their jobs, employees will be using machinery, tools, and other equipment owned by the Company. Employees must handle the equipment carefully -- abusing equipment will not be tolerated. Employees must immediately report any problems concerning the safety or performance of Company equipment, and make every effort to maintain the equipment in good condition. Company equipment must only be used for Company-authorized work. Employees may not remove Company equipment from the premises without prior authorization from a manager.

Only authorized persons may purchase supplies in the name of the Company. No employee whose regular duties do not include purchasing shall incur any expense on behalf of the Company or bind the Company by any promise or representation without prior written approval.

Social Media Policy

The use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media.

Guidelines

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social

networking or affinity web site, web bulletin board or a chat room, or app, whether or not associated or affiliated with the Company, as well as any other form of electronic communication.

Know and Follow the Rules

Understand and follow the policies regarding workplace conduct and communications contained in this Employee Handbook. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

Be Respectful

Keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers or by utilizing our management's open door policy than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage customers, members, employees, or suppliers, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, creed, color, sex, gender, pregnancy, pregnancy-related medical condition, perceived pregnancy, age, national origin (including possession of a driver's license issued under Vehicle Code section 12801.9), ancestry, religion, religious dress practices, religious grooming practices, physical or mental disability, sexual orientation, gender identity, gender expression, marital status, registered domestic partner status, genetic characteristics or genetic information, medical condition, military and/or veteran status, perceived membership in a category, association with an actual or perceived member of a category, and/or all other protected characteristics pursuant to applicable federal, state and local law.

Be Honest and Accurate

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Never post any information or rumors that you know to be false about the Company, fellow employees, clients, customers, suppliers, or individuals working on behalf of the Company or competitors.

Post Only Appropriate and Respectful Content

Maintain the confidentiality of the Company's trade secrets and confidential information. Trades secrets may include information regarding the development of systems, processes, products, know-how, technology, projects, client lists, or marketing plans. Do not post internal reports, policies, procedures or other internal business-related confidential communications.

Respect financial disclosure laws. It is illegal to communicate or give a "tip" on inside information to others so that they may buy or sell stocks or securities.

Express only your personal opinions. Never represent yourself as a spokesperson for the Company. If the Company is a subject of the content you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of the Company, fellow employees, customers, clients, suppliers or people working on behalf of the Company. If you do publish a blog or post online related to the work you do or subjects associated with the Company, make it clear that you are not speaking on behalf of the Company. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of "Amador Resource Conservation District."

Using Social Media at Work

Refrain from using social media while on work time or on equipment we provide, unless it is work-related

as authorized by your manager. Do not use your Company email addresses to register on social networks, blogs or other online tools utilized for personal use.

Retaliation is Prohibited

The Company prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

If you have questions or need further guidance, please contact the Executive Director.

Blogging Policy

Employees are prohibited from engaging in blogging during work hours or while using Company-provided equipment, technology, smartphone, tablet device, or any other technology provided to the employee for use during the employee's employment. Employees personal blogging (including but not limited to use of Facebook, Snapchat, LinkedIn, Instagram, Blogger, Tumblr, or any other blog, app, or website of any kind whatsoever) while not on working time and while not using Company equipment should be aware that they must adhere to the Company's confidentiality policy and that they must avoid the disclosure of trade secrets or other confidential information regarding the Company. When you post something on the internet even after work hours, assume that everyone you know including the Company, its management, and your colleagues at work will view it. Use common sense and your professional judgment.

Further, when sharing information about the Company, you may be required to disclose you are an employee to comply with state and federal regulations.

Media Communication

Employees are not authorized to engage in any form of communication with members of media or any publication on behalf of the Company regarding Company proprietary and/or confidential information. Employees are not to engage in providing any statements or information to members of the media or any other publication relating to disclosure of Company proprietary or confidential information. Only the Executive Director of the Company is authorized to engage in such communication. Should an employee be asked to engage in such activity, they must refer the asking party to the Executive Director of the Company.

Animals and Pets

Animals or pets, other than service animals for disabled employees or visitors, are not allowed on the premises, except by permission of management.

Smoking (Including Electronic Cigarettes) and Use of Chewing Tobacco

The use of tobacco or non-tobacco, but related products, including cigarettes, chewing tobacco and vapor or e-cigarettes, is only permitted in authorized and designated locations outdoors. Employees are strictly prohibited from using these products while conducting work at a customer location or when otherwise in the presence of a customer.

Housekeeping

All employees are expected to keep their work areas and partner vehicles clean and organized. The way in which you maintain partner vehicles and Company property will be addressed during your performance review. Employees using common areas such as lunchrooms, locker rooms, and restrooms are expected

to clean up after themselves. We appreciate the help of employees in maintaining the cleanliness of our facilities.

Bulletin Boards and Postings

Bulletin boards may be used to provide various types of information pertaining directly to you and your job, including benefits, work schedules, business information, posters and special notices. It is your responsibility to read the information that may be posted. Certain information changes frequently, so you should check the bulletin board on a routine basis. Only authorized personnel are permitted to approve postings and/or removal of postings.

Company Driver, Drivers Licenses, and Driving Record

Employees in positions where the operation of a motor vehicle is an essential duty of the position must present and maintain a valid driver's license and acceptable driving record, and proof of proper insurance coverage. Changes in your driving record must be reported to your manager immediately.

Employees are expected to abide by all motor vehicle rules and regulations, including use of handheld devices. Parking and moving violations are the responsibility of the employee. Moving violations, parking tickets and accidents must be reported immediately.

Should an accident occur, employee is to get to a safe location and call any emergency personnel as necessary. The employee must obtain the other driver's information to include; name, address and insurance information. An employee must report the accident to their manager immediately, when appropriate, after an accident. A police report should be filed and the employee must provide information provided by the enforcement agency to their manager.

Employees are responsible for the cleanliness of the Company vehicle and should perform weekly inspections of the vehicle to ensure safe and proper functionality. Any concerns about the vehicle must be reported immediately to a manager.

Only Company employees are to be transported in Company vehicles. Under no circumstance may non-employees be transported unless it is a business purpose and permission has been obtained from the Executive Director.

Each operator and passenger in a Company motor vehicle or anyone in a private vehicle used for Company business must use seat belts while the vehicle is being operated on or off the premises of the Company.

For safety and security, all Company owned vehicles may be equipped with a Global Positioning System (GPS). Such device may provide data regarding; location, speed, idle time, starting and stopping of the vehicle, etc. Questions concerning vehicle monitoring should be directed to the Executive Director. Questions concerning the proper use of any vehicles should be directed to your manager.

Any employee who abuses the privilege of driving company vehicles will be subject to corrective action, up to and including termination of employment. If necessary, the Company will also advise law enforcement officials of any illegal conduct.

Smoking is prohibited in Company vehicles.

Violations of this policy may result in immediate termination of your employment.

Policy Against Texting and/or Emailing While Driving

Regardless of the circumstances, employees whose job responsibilities include regular or occasional driving may not use, send, read or review text messages, e-mails, access the internet or perform any other

activity on a handheld device while driving. Employees who are charged with traffic violations resulting from texting, e-mailing or other use of a handheld device while driving will be solely responsible for all liabilities that result from such actions. Violations of this policy will result in disciplinary action, up to and including termination of employment.

Additional Standards of Conduct

Employees who violate any of the Company's rules or standards of conduct shall be subject to disciplinary action, including the possibility of employment termination.

It is impossible to list all examples of conduct which would be considered inappropriate in the workplace. Some of the general types of actions which are inappropriate are listed below. This list is not intended to be comprehensive and is by example only:

- Falsification of employment records, employment information, or other Company records.
- Recording the work time of another employee or allowing any other employee to record your work time, or allowing falsification of any time card, either your own or another's.
- Theft or deliberate or careless damage of any Company property or the property of any employee or customer.
- Provoking a fight, fighting, or threatening violence during working hours or on the Company's property.
- Carrying firearms or any other dangerous weapons on the Company's premises at any time.
- Being under the influence of alcohol and/or drugs during working hours or at any time on the Company's property, or possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace.
- Deliberate destruction of any Company property or the property of any employee or client.
- Insubordination, including, but not limited to, the use of abusive or threatening language towards anyone, or the failure or refusal to perform work as requested.
- Excessive tardiness and/or absenteeism, or unreported absence from work.
- Unauthorized use of Company equipment, time, materials, facilities, or the Company's name.
- Sleeping on the job.
- Failure to observe work schedules, including rest and lunch periods.
- Engaging in criminal conduct whether or not related to job performance.
- Causing, creating or participating in a disruption of any kind during working hours or on the Company's property.
- Failure to timely notify an available supervisor or manager when unable to report to work.
- Failure to obtain permission to leave work for any reason during normal working hours.
- Removing or borrowing the Company's property without prior authorization.
- Failure to provide a physician's certificate when requested or required to do so.
- Wearing extreme, unprofessional or inappropriate styles of dress while working.
- Using abusive or profane language at any time on the Company's premises.
- Violation of any safety, health, or security rule or any other Company rules.

- Working overtime without authorization or refusing to work assigned overtime.
- Committing a fraudulent act or a breach of trust under any circumstance.
- Working for others during a leave of absence without advance written permission.
- Sexual or other unlawful or unwelcome harassment of co-workers, customers, or visitors.
- Unauthorized disclosure of Company trade secrets or confidential information.
- Unsatisfactory performance or conduct.
- Violation of any policy in this Handbook.

Discipline, up to and including termination will be administered for a violation of these rules. The Company reserves the right to utilize whatever disciplinary measures, including termination upon first offense, it deems appropriate under the circumstances. No statement in this list or elsewhere in the Employee Handbook is intended to or should be taken to affect the at-will employment relationship between the Company and its employees. Similarly, no policy, statement or other language contained in this policy or elsewhere in this handbook is intended to unlawfully restrict an employee's rights to communicate or work with others toward altering the terms and conditions of their employment, such as communications regarding wages, scheduling or other terms or conditions of employment.

WORKPLACE SECURITY AND ANTI-VIOLENCE

Safety

The Company is firmly committed to maintaining a safe and healthy working environment. All employees of the Company are expected to be safety conscious on the job at all times and to comply with all safety and health requirements established by management or federal, state or local law. Managers are responsible for inspecting work areas, becoming familiar with all safety and health procedures, instructing employees in matters of health and safety, identifying unsafe conditions, and reporting any accidents.

Employees must report any concerns of unsafe conditions or hazards to a manager immediately, even if you believe you have corrected the problem. Employees must also immediately report any injuries in the workplace, regardless of how minor or insignificant the injury may appear. If you suspect a concealed danger is present on Company premises, or in a product, facility, piece of equipment, process or business practice for which the Company is responsible, bring it to the attention of a manager. The manager or designated individual will perform an assessment and arrange for the correction of any unsafe condition or concealed danger immediately. Refer to the Company's Injury and Illness Prevention Program (IIPP) for specific procedures.

To best protect the health and safety of our staff, employees are expected to stay at home when exhibiting any symptoms of illness. If an employee comes to work, and becomes ill, they are expected to inform their manager as soon as possible, and make any necessary arrangements. The Company reserves the right to send home an employee who is exhibiting symptoms of illness, or has confirmed being ill, to protect the health and safety of others.

If required under applicable law, the Company will have a written IIPP. If you have not reviewed a copy of this program, please contact the Executive Director. It is your responsibility to read, understand and follow IIPP provisions applicable to your work assignment. The Company also will conduct periodic safety meetings. The Company also provides information to employees about workplace safety and health issues through training sessions, bulletin board postings, memoranda, and other written communications. If required under applicable law, the Company will also maintain a written COVID-19 Prevention Program in compliance with California law, which is available for review by employees and/or authorized representatives.

All employees are encouraged to submit suggestions concerning safety and health matters. No employee will be discharged or discriminated against because of suggestions received. Employees who violate safety standards, cause hazardous or dangerous situations, or fail to report or, where appropriate, remedy such situations may be subject to disciplinary action, including termination of employment.

Workplace Violence

The Company is committed to providing and maintaining a workplace that is secure and free from acts or threats of violence. Security and safety in the workplace are each employee's responsibility. The security of our property and the welfare of our employees require that each employee be constantly aware of potential security risks.

All employees who are issued keys to the office are responsible for their safekeeping. The last employee, or a designated employee, who leaves the office at the end of the business day assumes the responsibility to ensure that all doors are securely locked, the alarm system is armed, thermostats are set on appropriate evening and/or weekend settings, and all appliances and lights are turned off with the exception of the lights normally left on for security purposes. Employees are not allowed on Company property after hours without prior authorization from the Company.

In keeping with our commitment to provide a safe and secure workplace, the Company has established a Workplace Violence Prevention Program that provides “zero tolerance” for actual or threatened violence against co-workers, clients, visitors, and any other persons who are either on our premises or have contact with employees in the course of their duties. Compliance with this anti-violence policy is a condition of employment and will be evaluated together with other aspects of an employee’s performance. Due to the importance of this policy, employees who violate its terms, who engage in or contribute to violent behavior, or who threaten others with violence will be subject to disciplinary action, possibly including immediate termination from employment.

Please refer to the Workplace Violence Prevention Program for more information regarding internal response and reporting procedures for the below circumstances.

Prohibited Behaviors

The following examples of prohibited behavior(s) will not be tolerated and are grounds for disciplinary action up to and including termination:

- ✓ The carrying of firearms, explosive devices, knives or cutting devices other than those customarily used in the performance of an employee’s job duties is prohibited.
- ✓ Threats of physical harm either implicit or implied are prohibited.
- ✓ Intimidation which includes behavior designed to inspire fear in a reasonable person by an implied or direct threat of violence is prohibited.
- ✓ Acts of or threats of violence by any employee are strictly prohibited.
- ✓ Intimidation or threats intended to pressure a person not to report possible violations of this policy are also prohibited.

Similarly acts or threats of violence by non-employees against employees of the Company will not be tolerated and appropriate action will be taken.

Identifying Potentially Violent Situations

If you ever have concerns about a situation which may turn violent, alert any manager immediately. It is better to err on the side of safety than to risk having a situation escalate.

The following are warning indicators of potential workplace violence which must be reported to management:

- ✓ Intimidating, harassing, bullying, belligerent, or other inappropriate and aggressive behavior.
- ✓ Numerous conflicts with customers, co-workers, or managers.
- ✓ Bringing a weapon to the workplace (unless necessary for the job), making inappropriate references to guns, or making idle threats about using a weapon to harm someone.
- ✓ Statements showing fascination with incidents of workplace violence, statements indicating approval of the use of violence to resolve a problem, or statements indicating identification with perpetrators of workplace homicides.
- ✓ Statements indicating desperation (over family, financial, and other personal problems) to the point of contemplating suicide.
- ✓ Direct or veiled threats of harm.
- ✓ Substance abuse.
- ✓ Extreme changes in normal behaviors.

Reporting

Each verbal or physical threat of violence must be treated seriously and reported immediately to your manager. Where a violation of this policy is found, appropriate corrective action will be taken. In situations where you become aware of an imminent act of violence, a threat of imminent violence, or actual violence,

emergency assistance should be sought immediately. Employees can report violations of this policy and raise any questions regarding their obligations under this policy without fear of reprisal of any kind.

- ✓ Please report any information related to the prohibited behavior listed above.
- ✓ Please report if you feel threatened or under threat by any other Company employee, vendor or customer.
- ✓ Please report if you have heard of or witnessed another employee feeling threatened or being threatened by any other Company employee, vendor or customer.
- ✓ Please report any work areas where you feel a lack of adequate lighting is a security concern.
- ✓ Please also report immediately if a perceived lack of security is preventing you from being able to do your job.

This policy is also intended to promote workplace security by addressing situations in which outsiders come onto the property. Be aware of persons loitering on the property for no apparent reason. Immediately notify your manager and/or the Executive Director or the police department when unknown persons are acting in a suspicious manner on or around the property. Immediately notify your manager when any keys or security passes are lost or misplaced. Promptly report to your manager all incidents occurring on the property so that appropriate action can be taken.

Do not enter an area where you feel under threat or where lack of lighting causes you concern. Your security is paramount. Never put yourself in a dangerous situation. Report any security concerns you have to management.

If a security situation arises that causes you to feel that you, other employees or our customers are in imminent danger call 911.

Robbery

Our number one priority is the safety of our employees and customers. If being robbed while at the office or any other location while on work time, follow the below guidelines:

1. Stay calm.
2. Do not resist. Do nothing that will put you or others at risk.
3. Do not argue.
4. Obey the robber's orders.
 - ✓ Let the robber know that you intend to obey.
 - ✓ If you are not sure of what the robber is telling you to do, ask.
5. Give the robber the money and/or items demanded.
6. Do not make any sudden moves. If you must reach for something or move, tell the robber what to expect.
7. Do nothing that will agitate, threaten, surprise, or startle the robber.
8. Do not chase or follow the robber. (This includes customers who walk out without paying.)
9. Focus on remembering details about the individual:
 - ✓ Hair color and length
 - ✓ Age, height, weight and voice
 - ✓ Clothing
 - ✓ Distinguishing marks; e.g., tattoos, scars
 - ✓ Noticeable traits; e.g., limp, accent, glasses, left or right-handed
 - ✓ What did he/she touch so you can preserve it for fingerprints?
 - ✓ Do not touch anything that may have fingerprints
10. Call the police. Do not hang up until they tell you to do so.

Recovery Periods

Employees working in outdoor temperatures shall take recovery periods and seek shade and water as

necessary to avoid heat illness. Should you have any questions regarding recovery periods or heat illness, please refer to the Heat and Illness Prevention Plan or speak with your manager.

DRUG AND ALCOHOL POLICY

The purpose of this policy is to:

- Show our responsibility and commitment to ensure a safe and healthy workplace for all staff.
- Ensure that the staff at the Company can work in an environment free of alcohol and drug use or abuse.
- Outline the company's expectations and requirements for creating and maintaining an alcohol and drug free work environment, and for dealing with substance abuse in the workplace.
- Provide an opportunity to staff members with a substance use problem to get well rather than provide grounds to terminate the employment.
- To establish and maintain a safe, healthy working environment for all employees;
- To ensure the sound reputation of the Company and its employees within the community and the industry;
- To reduce the number of injuries to persons or property; and
- To reduce absenteeism and tardiness and to improve productivity.

This policy applies, at the workplace, to all staff members of the Company and includes visitors and subcontractors inside and outside of normal scheduled working hours.

All individuals working at the Company are expected to report fit for duty for scheduled work and be able to perform assigned duties safely and acceptably without any limitations due to the use or after-effects of alcohol, illicit drugs, non-prescription drugs, or prescribed medications or any other substance.

Off the job and on the job involvements with alcohol or drugs can have adverse effects upon the workplace, the integrity of our work product, the safety of other staff, the wellbeing of our staff families, and the ability to accomplish the goal of an alcohol and drug free work environment. The Company therefore wants to emphasize that it has zero tolerance for staff who arrive at work under the influence of alcohol or drugs, and/or whose ability to work is impaired in any way by the consumption of alcohol or drugs, or who consume alcohol or drugs on Company property.

From time to time, the Company may sponsor social or business-related events where alcohol may be served. This policy does not prohibit the use or consumption of alcohol at these events. However, if you choose to consume alcohol at such events, you must do so responsibly and maintain your obligation to conduct yourself properly and professionally at all times.

The Company strictly prohibits the use, making, sale, purchase, transfer, distribution, consumption, or possession of drugs or alcohol on company property on or off the clock. To this end, the Company reserves the right to conduct searches for drugs or alcohol, including, but not limited to, searches of lockers, desks, packages, etc. which are on Company property or in a Company facility. Any drugs or alcohol found as a result of such a search will be confiscated and the occupant or user of the object searched will be subject to disciplinary action, up to and including termination of employment.

AB 2188 – Marijuana Use

You may not consume or be under the influence of marijuana while on duty or at work.

The Company does not discriminate against employees solely on the basis of their off-duty use of marijuana, in accordance with AB 2188. The Company also does not discriminate against employees based

on a drug test that finds the employee to have non-psychoactive cannabis metabolites in their hair, blood, urine, or other bodily fluids, in accordance with AB 2188.

Roles & Responsibilities

It is the responsibility of all staff to identify concerns about an individual's immediate ability to perform their job and take appropriate steps. Where necessary, they will advise a supervisor who will remove any staff member who is suspected of breaching this policy from Company premises, pending investigation and a decision on appropriate consequences including potential disciplinary action.

Here is some guidance on how to administer this policy; however, not every situation can be predicted.

1. If a staff member, visitor or contractor arrives at the workplace, (on company property) and you have reasonable cause to suspect that they are under the influence of alcohol or drugs, the supervisor shall immediately remove him/her from the work environment. If you have any doubt about whether they are, or are not impaired, you should err on the side of caution and remove him/her from the work environment.
2. Unexpected circumstances can arise when an off-duty staff member is requested to work. It is the staff member's responsibility to refuse the request and ask that the request be directed to another person if the member is under the influence of alcohol or other drugs.
3. Staff who are prescribed medication are expected to ask their doctor if the medication will have any potential negative effect on job performance. They are required to report to their team leader if there is any potential risk, limitation or restriction for whatever reason that may require modification of duties or temporary reassignment, and provide appropriate medical verification on any restrictions in performance of their duties.
4. If a staff member or contractor believes an employee in a more senior position is in violation of this policy, they are encouraged to get a second opinion where possible. They are also expected to notify their leader or production manager.
5. In support of those who may have developed or are developing the disease of chemical dependence, all employees and contractors are required to document and report any violations of this policy. Any staff member, co-worker, contractor or supervisor not complying with this is enabling the dependence. Enabling behavior leads to ongoing health and safety concerns for an addicted individual and those around him or her.

It is the intent of the Company to promote a safe, healthy and productive work environment for all employees. The Company recognizes that the illegal and/or excessive use of drugs and/or alcohol is not conducive to safe working conditions. It is the objective of the Company to have a workforce that is free from the influence of controlled substances (illegal drugs) and alcohol during work hours and at all times on Company premises. The term "Company premises" includes all property, facilities, land, buildings, structures, automobiles, trucks and all other vehicles, whether owned, leased or used by the Company or its affiliates or subsidiaries.

Substance Abuse

The following rules represent the Company's policy concerning substance abuse:

- ✓ The unlawful possession, manufacturing, distribution, dispensation or use of any controlled substance is inconsistent with the Company's objective of operating in a safe and efficient manner and is strictly prohibited. Accordingly, no employee shall engage in the unlawful possession, manufacture, distribution, dispensation or use of any controlled substance (illegal drug) during working hours or at any time on Company premises. No employee shall report to work or continue

to work while under the influence of any drug whose manufacture, sale, dispensation, distribution, use or possession is unlawful.

- ✓ No employee shall use or have in his or her possession on Company premises any prescription medication other than medications currently prescribed by a physician for the employee.
- ✓ The consumption of alcoholic beverages by employees engaged in the operation or maintenance of Company equipment and/or facilities is inconsistent with the objective of operating in a safe and efficient manner. Accordingly, no employee shall use or possess alcoholic beverages on Company premises or during working hours except with the prior written authorization of the Owner of Company. No employee shall report to work or continue to work under the influence of alcoholic beverages. No alcoholic beverages shall be served at any Company function without the prior written authorization of the Owner.
- ✓ The use of marijuana, with or without a prescription or recreational, on or in Company property, during working hours or reporting to work while under the influence of marijuana will not be tolerated.
- ✓ Lockers, desks, storage areas and Company vehicles are Company property and must be maintained according to Company standards. All such areas must be kept clean and are to be used only for work-related purposes. The Company reserves the right, at all times and without further notice, to have Company representatives conduct inspections of any or all employee lockers and other Company property for the purpose of determining if this Policy has been violated.
- ✓ All vehicles and containers, including bags, boxes, purses, lunch pails, brought onto Company premises are subject to Company inspection at any time a Company representative authorized by Company to make such a determination has a reasonable suspicion that a Company rule, policy or regulation has been violated and such an inspection is reasonably necessary in the investigation of such violation(s). Such inspections will be conducted, to the extent reasonably possible, in a manner designed to preserve the dignity of the employee. Inspections will be done in a private area, and will be conducted by a member of the same sex. An employee who refuses to consent to such an inspection may be subject to disciplinary action up to and including termination.

Drug Testing

“Reasonable Suspicion” Based Testing

If the Company has a reasonable suspicion that an employee is (1) intoxicated or under the influence of drugs or alcohol or (2) has used drugs or alcohol on Company premises or during working time, the employee may be directed to undergo an immediate drug and/or alcohol test at an independent licensed laboratory or on Company premises to determine his/her fitness for duty.

Testing methods include, but are not limited to: urine testing, breath test and/or saliva testing or other methods needed necessary per the situation and in compliance with Federal, State and Local regulations and as further dictated by other parties such as if law enforcement should be involved.

A reasonable suspicion may be based upon the employee’s appearance, abnormal coordination, conduct and/or behavior (including, but not limited to, slurred speech, bloodshot eyes, unstable movement, inability to comprehend and respond to questions, physical symptoms of alcohol or drug influence, lapses in performance, and/or the smell of alcohol on one’s breath or person). It can also include abnormal work performance, safety or attendance problems, dangerous safety accidents, or upon other factors constituting reasonable suspicion. Confidentiality of test results will be strictly maintained, with disclosure being made only to those with a need to know. Failure to test or failure to cooperate with and/or timely submit to a test will result in immediate termination.

Reasonable suspicion-based testing may also be directed when an employee is involved in:

- Any accident. If the employee works in a position where an accident may put the public, the employee, or a co-worker in danger of serious harm, then the employee may be tested after any accident. An example of such a position may include but is not limited to a truck driver. If the employee is not employed in such a position, testing as a result of an accident will occur when the accident results in any of the following: (1) the death of a person; (2) permanent or partial disability; or (3) a personal injury requiring medical attention away from the scene of the accident; or (4) damage to Company property, unless the Company has determined that, without any dispute, the incident is totally the fault of others; or
- Any industrial injury. An employee injuring himself or herself on the job or causing injury to another person (employee or third party) shall constitute reasonable suspicion when substance abuse may have been a contributing factor and shall be a basis for requiring the employee to be tested for drugs and alcohol.
- Any physical or verbal altercation. Any physical or verbal altercation with another employee or with a non-employee during working hours or at any time on Company premises unless the Company has determined that, without any dispute, the incident is totally the fault of others.

Refusal to cooperate fully in drug and/or alcohol testing procedures under the circumstances described above will result in immediate termination. If the Company directs an employee to undergo drug or alcohol testing based upon a reasonable suspicion, the employee will be placed on unpaid leave from the time of the initial testing until test results are received and reviewed by the Company. In the event drug and alcohol screen results are negative, the Company will convert the unpaid leave to a paid leave. The Company has a Zero Tolerance Drug and Alcohol Policy. It is the intent of the Company to promote a safe, healthy and productive work environment for all employees. The Company recognizes that the illegal and/or excessive use of drugs and/or alcohol is not conducive to safe working conditions. It is the objective of the Company to have a workforce that is free from the influence of controlled substances (illegal drugs) and alcohol during work hours and at all times on Company premises. The term "Company premises" includes all property, facilities, land, buildings, structures, automobiles, trucks and all other vehicles, whether owned, leased or used by the Company or its affiliates or subsidiaries.

END OF EMPLOYMENT

Resignations

Employees are encouraged to provide as much advance notice of their decision to resign as possible under the circumstances. Although employees have the same right as the Company to terminate the employment relationship at will, at any time, the Company would appreciate at least ten (10) work days' notice of an intention to resign wherever it is possible to do so, in order to prepare final documents and identify and train a replacement. Employees should understand, however, that circumstances may exist where the Company may exercise its right to accept a resignation immediately and to accelerate the final date of employment.

Final Pay

All employees terminated by the Company or who terminate their employment with 72 hours' previous notice of their intention to resign shall receive, at the time of termination, all wages due them, including pay for all accrued but unused vacation. Employees who voluntarily discontinue their employment without giving the Company advance notice of at least 72 hours will be paid all wages and vacation entitlement due to them as soon as possible and in no case later than 72 hours after the time of notice of termination.

Employees who do not report to work or contact their direct manager for two (2) consecutive days on which they are scheduled to work will be considered to have abandoned their position with the Company and will be deemed to have voluntarily resigned from the Company. Final pay will be available to be picked up at the work location unless the employee requests in writing that the final paycheck be mailed to an address designated by the employee.

Upon end of employment, employees are expected to return all Company property in their possession, including keys, vehicles, handbooks, uniforms, credit cards, tools and other equipment.

Exit Interview

The Company may schedule an exit interview with each employee who leaves the Company, regardless of the reason.

ACKNOWLEDGMENTS

Discrimination, Harassment and Retaliation Prevention Policy

Acknowledgment

I, _____ [Employee], hereby acknowledge that I have received a copy of the Amador Resource Conservation District's Discrimination, Harassment and Retaliation Prevention Policy, have read it, understand it, and agree to abide by it.

Dated: _____

By: _____
Employee

Employee Handbook & Employment-At-Will Acknowledgement

This Employee Handbook was designed to help you understand the policies and procedures of Amador Resource Conservation District. We want you to enjoy a rewarding experience with us and your fellow employees. If you have any questions regarding anything about the Company, please feel free to contact the Executive Director.

The material contained herein reflects the policies and practices in effect at the time this handbook was published. It replaces and supersedes all prior employee handbooks. You are expected to know and follow these policies and procedures. Please acknowledge your receipt of this handbook within five (5) working days by detaching this page and returning it signed to the Executive Director.

I _____ (Print Your Name) have received, read, and understand the Company's Employee Handbook. I understand that my continued employment is contingent upon my adhering to the policies and procedures contained in the handbook. If I should need clarification of these policies, I will contact the Executive Director with my questions. I also understand that both the Company and I reserve the right to terminate my employment at will unless specifically modified by written agreement and signed by the Executive Director of the Company. This handbook is not intended to represent any binding employment contract. The Company specifically retains the right to depart from and/or modify these policies by written notice to its employees.

I further understand that nothing in this handbook is intended to unlawfully restrict my right to engage in any rights contained in Section 7 of the National Labor Relations Act as further addressed in the Employee Handbook policy contained in the Introduction section of this employee handbook.

Employee Signature

Date

CARCD Membership Dues Fiscal Year 2024-2025 *Due August 31, 2024*

ORGANIZATION NAME: _____

Membership Dues are calculated based on 2% of budgeted unrestricted expenditures*

<input type="checkbox"/> Full Membership Dues – Maximum	\$7,500.00	When RCD unrestricted expenses are \$375,000 or more
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➔ To be considered a Full Member at the Custom or Minimum dues levels, or a Contributing Member, **documentation must be submitted in the form of the current year adopted budget clearly showing the portion of budgeted expenditures that are supported by unrestricted funds.** If the RCD budget does not specifically note unrestricted expenditures, an explanation of the unrestricted expenditures is required to be attached with the budget.

➔ **Adopted budget required**

<input type="checkbox"/> Full Membership Dues – Custom	\$ _____	When RCD unrestricted expenses are \$7,501 - \$374,999 2% x \$ _____ (unrestricted expenses*)
<input type="checkbox"/> Full Membership Dues – Minimum	\$150.00	When RCD unrestricted expenses are \$7,500 or less
<input type="checkbox"/> Contributing Member	\$ _____	When RCD remits at least 50%, but less than 100%, of amount owed for full dues

ADDITIONAL SUPPORT FOR ADVOCACY

Support for legislative advocacy on a statewide level \$ _____

<input type="checkbox"/> Non-Member Contribution	\$ _____	When RCD remits less than 50% of amount owed for full dues
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TOTAL \$ _____

*Unrestricted Expenditures: Total expenditures less all expenditures used for direct implementation of conservation programs or projects. The portion of budgeted expenses that are subject to the 2% does not include contracts using unrestricted revenue to implement conservation programs or projects. However, it includes all staff salaries/benefits that are not direct-billed to grants or are funded from overhead/indirect funds received from grants or contracts, office rent and utilities, website expenses, insurance, and contracts using overhead or indirect funds for administrative functions such as audit, bookkeeping, legal, etc. Expenses that are funded from overhead or administrative percentages from grants are to be considered funded by unrestricted funds.

Specify email address to receive official notices from CARCD: _____

Upon receipt and acceptance of this completed form and supporting budget (if applicable), CARCD will provide an invoice by email to the organization named above. Payment is due by August 31, 2024.

Email to send invoice to: _____



Memorandum of Agreement

Amador Resource Conservation District - Amador County

Re: Green Waste Funds – October 1st, 2024, through December 31st, 2024

This document provides the terms agreed upon by the Amador Resource Conservation District (ARCD) and the Amador County as listed below:

Amador County Code Enforcement will organize, advertise, and host a week-long green waste event. This event will allow Amador County residents to drop off their green waste at a county-designated location, the green waste will be collected, placed into dumpsters, and transferred to a county recycling facility.

The ARCD will provide funding for a week-long event and the removal of an estimated 38 bins of green waste estimated to equate to 160 tons. The ARCD will provide up to the amount of \$30,000 after the event is completed. If demand exceeds this expectation, Code Enforcement will contact Amador RCD to request additional funding, additional funding is not guaranteed under this agreement.

Recognition: Amador County will include the ARCD logo, CalFire Logo, California Climate Investments Logo, and the following language on associated outreach for these programs: "Partial funding for this program is provided through the support of the Amador Resource Conservation District and the California Department of Forestry and Fire Protection's Fire Prevention Program as part of the California Climate Investments Program". ARCD will include recognition on outreach materials related to the Green Waste Program referencing the partnership with Amador County.

Payment: Within 30 days of the completion of the event Amador County will submit a short description of the work provided that will include specific activities, any photos taken, original outreach material developed, the total number of residents assisted if available, and total tons of green waste removed. At this time ARCD will process payment to the County.

X

Amador County

Date:

X

Amador County Resource Conservation District

Date:

Amador RCD
Executive Director Report
Prepared for: September 23rd 2024 Board Meeting

Current Projects Updates:

Community Chipping Program: Megan has identified a partnership with the county for a County-wide green waste disposal event. The MOA with the county to support this event via the Chipping Grant is in the board packet. The event will be held in November and facilitated by the county in partnership with the ARCD. ARCD will submit a grant amendment in September requesting funding for the county to purchase equipment (awaiting county approval) for the county to do Ingress/Egress vegetation treatment, expanding treatment to help with defensible space clearing, and beginning stages of Community Wildfire Preparedness planning.

Healthy Soil Program Technical Assistance Funding- Anna assisted with the technical review of applications to the Central Sierra HSP. The awards should be announced within the next month and contracts with Placer will be sent to clients. Anna is planning workshops in Amador, Calaveras, and Tuolumne County. Anna hosted the third of the 3 planned workshops, the final workshop focused on water conversation and restoration in Tuolumne and was held on Sept 6th, with 21 participants.

Forest Health Assistance Program (FHAP): 9 clients have been contracted. Tamryn is starting initial site visits again to get new clients for the next round of RCPP funding.

Jackson Creek Forest Health Project: Staff received 2 bids from contractors to provide fire plans for up to 15 landowners within the Jackson Creek footprint. The selection of participating landowners will be a result of a needs-based assessment and application process.

Grazing continues on the Jackson Creek footprint. Star Creek Grazing has completed roughly 130/400 acres (pending field inspection) of the treatment area. A contract with Krisman Enterprises has been fully executed and the final phase of mastication will begin shortly, 503 acres.

WCB Pollinator Habitat Installation: The contract with Amador Barn Box is fully executed. The contractor and staff are working through the list of interested landowners to conduct field visits and approve structures for appropriate habitats.

WCB Pollinator Project: Planning has continued on the Hangs on the Homestead Pollinator Project, issues of plant availability may cause delays with Fall 2024 installation. Megan and Anna are working on a Monarch Habitat/Milkweed Distribution project and a potential partnership with 4H. This project will involve community education and the distribution of plant material to increase monarch population.

Outreach Planning: ARCD is developing an Information Request form to be posted on the ARCD website. This form will help catalog and assign information requests and ensure timely and accurate responses. This form will be live in mid-October. ARCD Newsletter was distributed in August

<https://www.amadorrcd.org/files/0387719c6/Final+ARCD+Newsletter+August+2024.pdf>

Natural and Working Lands Hub: Staff is working with CARCD to finalize the contract for the Coordinator position. The ACT will review and approve Partnership Agreement exhibit covering this project at the

Office Space:

The updated County/ARCD MOU will be presented at the Oct. 8th BOS meeting. A response is expected from NRCS in the next week regarding the Field Office request.



Upcoming Funding/Projects:

Local Govt. Cyber Security Grant, CalOES: due 9/27 Estimated grant application will be \$75-90k for 2 year project supporting IT services, planning, training, and equipment. This grant will help ARCD meet requirements and support ARCD in addressing cyber security concerns.

<https://www.caloes.ca.gov/wp-content/uploads/Grants/Documents/RFP/2024-SL-Program-CFO-FINAL-7.25.24.pdf>

Multi-Landowner EQIP Assistance Project NRCS Cooperative Agreement: Awarded \$42k to develop the MEQIP process and work with a group of Amador County residents to pilot this project.

Amador/Calaveras Stewardship Agreement: Awarded. Funding was awarded to Calaveras RCD will assist in planning forest health projects.

NACD Climate Smart Commodities Planning Grant: awaiting funding announcement

Jackson Creek Oak Restoration funding: CARCD is the lead on the project and requested information to include in their application as a potential block grant awardee.



Amador Fire Safe Council
Amador County, California

Landowner Workshop

Vegetation Treatment Maintenance

Wednesday, October 16th, 5pm-7pm

Volcano Tech Center, 19888 Church St. Pine Grove
(following the AFSC Board Meeting)

Register: forms.gle/sdyhE6XVfYH47yx68



Register Here

The AFSC's goal for this workshop is to:

- Educate Amador County landowners on the dynamics of vegetation management after treatment is performed
- Be able to identify common species that are treated, and how they react to treatment
- Describe techniques used to maintain vegetation after treatment

The AFSC wants landowners to understand that most species treated on a Fuel Break or Ingress/Egress project can sprout back vigorously, but there are ways to maintain the valuable work that is being done. Join us and learn how!

Workshop supported by our partners at:



UNIVERSITY OF CALIFORNIA
Agriculture and Natural Resources