

MENAC Employee Handbook

1. Introduction & Welcome

1.1 Welcome Message & Purpose

Welcome to MENAC! This handbook is designed to acquaint you with our values, guidelines, and expectations. It serves as a roadmap for your journey with us.

1.2 At-Will Employment Disclaimer

Important Note: Employment with MENAC is "at-will." This means that either you or MENAC may terminate the employment relationship at any time, with or without cause, and with or without notice. No representative of the company has the authority to enter into any agreement to the contrary, except in a formal written contract signed by an authorized executive. This handbook is a statement of guidelines and does not constitute a legal contract.

2. Workforce Onboarding & Compliance (NC & U.S. Law)

To complete your onboarding successfully, the following federal and North Carolina state requirements must be fulfilled:

- **Form I-9 & E-Verify:** In accordance with federal law and North Carolina statutory requirements, all new hires must complete Form I-9 within three days of their start date. MENAC utilizes the E-Verify system to confirm eligibility to work in the United States.
- **Written Wage Notification:** Per the North Carolina Wage and Hour Act, MENAC provides all new employees with written notice of their rate of pay, pay days, and incentive/bonus criteria (if applicable) at the time of hire.
- **Tax Documentation:** New employees must complete Federal W-4 and North Carolina NC-4 tax withholding forms.

3. Equal Opportunity & Workplace Conduct

3.1 Equal Employment Opportunity (EEO)

MENAC is committed to providing equal employment opportunities to all employees and applicants. We strictly prohibit discrimination or harassment based on race, color, religion, sex (including pregnancy and gender identity), national origin, age, disability, genetic information, military status, or any other characteristic protected by federal or North Carolina law.

3.2 Harassment-Free Workplace & Reporting

MENAC maintains a zero-tolerance policy for harassment of any kind. If you experience or witness discrimination or harassment, you are required to report it immediately to Human Resources or any company executive.

3.3 Anti-Retaliation (REDA Compliance)

In compliance with the North Carolina Retaliatory Employment Discrimination Act (REDA), MENAC strictly prohibits retaliation against any employee who files a complaint, participates in an investigation, or exercises their rights under state labor, safety, or workers' compensation laws.

4. Wage, Hours, and Timekeeping

4.1 Employee Classifications

- Exempt Employees: Roles exempt from the overtime provisions of the Fair Labor Standards Act (FLSA).
- Non-Exempt Employees: Roles eligible for overtime pay.

4.2 Hours of Work & Overtime

The standard workweek at MENAC consists of 40 hours. Non-exempt employees will receive overtime pay at a rate of \$1.5\$ times their regular hourly rate for all hours worked over 40 within a single, designated workweek, in compliance with the FLSA and NC law. All overtime must be pre-approved by a supervisor.

4.3 Timekeeping

Non-exempt employees must accurately record all hours worked using our designated time-tracking system. "Off-the-clock" work is strictly prohibited.

5. Leaves of Absence and Time Off

5.1 Family and Medical Leave Act (FMLA)

Eligible employees (those with 12 months of service who have worked at least 1,250 hours) may take up to 12 weeks of unpaid, job-protected leave per year for qualifying family and medical reasons. This includes travel time to and from mandatory medical appointments.

5.2 North Carolina Specific Leaves

- School Leave: In accordance with NC law, employees who are parents or guardians are eligible for up to 4 hours of unpaid leave per year to attend or be

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involved in their child's school activities.

- Domestic Violence Witness/Victim Leave: Employees may take reasonable unpaid time off to seek a protective order or participate in legal proceedings related to domestic violence.

5.3 Jury Duty and Voting Leave

MENAC encourages employees to fulfill their civic duties. Time off will be granted for jury duty and voting in accordance with state guidelines. Non-exempt employees will receive unpaid time (unless state law dictates otherwise), while exempt employees will be paid if they perform any work during the workweek.

6. Workplace Safety and Technology

6.1 Workplace Safety (OSHA)

MENAC is committed to a safe, hazard-free work environment. Employees must adhere to all safety regulations and report injuries or hazardous conditions immediately. Eligible injuries are covered under our Workers' Compensation insurance program.

6.2 Technology & Privacy Disclaimer

All company-provided equipment, emails, networks, and communication systems are the property of MENAC. Employees should have no expectation of privacy when utilizing company assets. The company reserves the right to monitor technology usage to ensure security and compliance.

7. Handbook Acknowledgment

Please review this handbook carefully. Once completed, sign and return this section to Human Resources during your onboarding process.

Employee Acknowledgment

I acknowledge that I have received, read, and understood the MENAC Employee Handbook. I understand that this handbook contains guidelines and that my employment remains "at-will."

Employee Signature: _____ Date: _____