



ASSOCIATE HANDBOOK

Effective November 20, 2023

Welcome!

We are glad that you are a part of the team at Albion Economic Development Corporation. When you start a new job, there is a lot to learn about your new organization such as the culture, the way it operates, and your role within it. Starting with a new organization can require an adjustment, so this handbook is designed to help you get off to the right start by providing information to help you be successful.

This handbook explains what you can expect from Albion Economic Development Corporation and what is expected of you. Our intent is to administer wages, benefits, and employment policies in a fair and impartial manner. We will review, update, and improve this Employee Handbook on a regular basis.

Best Regards,

Virgie Ammerman

Virgie Ammerman
Interim President and CEO

What is a Handbook?

This handbook is intended to describe what is expected of associates and what associates can expect from Albion Economic Development Corporation. It does not create an expressed or implied contract between Albion Economic Development Corporation and any associate. The CEO position may be filled on a contractual basis as approved by the Albion Economic Development Corporation Board of Directors. This handbook does not limit an associate's right to engage in protected and concerted activity under the National Labor Relations Act. While we hope our employment relationship will be long term, either you or Albion Economic Development Corporation can end the relationship at any time, with or without notice, with or without reason, consistent with "at will" employment status.

This handbook supersedes and replaces all previous policies and procedures including, but not limited to, all memoranda or written policies which may have been issued on the subjects covered in this handbook. Information contained in this handbook is effective as of the date printed or the revision date, whichever is noted. Policies, procedures, and benefit information contained in this handbook are subject to change. While our intention is to include future policies, procedures and/or benefit information in our handbook, some items may be distributed separately. When this happens, the most recent policy, procedure or benefit information will take precedence over information contained in this handbook.

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Starting at Albion Economic Development Corporation

New associates at Albion Economic Development Corporation begin with a 90-day introductory period. This period is designed to give associates time to try out their new roles and for the organization to see if they are the right fit for these roles. Frequent communications between associates and their respective leaders are encouraged during this critical period to determine if this is the right fit for both parties. If it is not the right fit, either party can end the employment relationship during the introductory period. Successful completion of the introductory period does not alter the “at will” employment relationship.

Communications:

Communications – How We Keep In Touch

A continuous flow of communication among all associates is an essential component of a successful business. Every Albion Economic Development Corporation leader is required to keep associates well-informed of the organization’s goals and staff’s work performance and expectations. In recognition that good, productive communication is a two-way responsibility, associates are encouraged to express their views and discuss questions and/or concerns with their leaders. Therefore, Albion Economic Development Corporation has several formal and informal avenues of communication:

- Bulletin boards include required postings and notices. Email is also utilized to make general announcements.
- Written and verbal suggestions are always encouraged and welcomed. Associates should contact their respective leaders, a leader of the appropriate area or Human Resources when they have comments or suggestions.

Electronic Media Usage Policy

No Expectation of Privacy in Albion Economic Development Corporation-owned Electronic Media

Computers, computer files, the email system, messaging platforms, and software furnished to associates are property of Albion Economic Development Corporation and intended for business use. Associates do not have any expectation of privacy when using Albion Economic Development Corporation provided electronic media, including but not limited to computers, telephones, email systems and other electronic files.

Albion Economic Development Corporation reserves the right to monitor, read and inspect any electronic data, files and/or e-mail messages stored, distributed, viewed, printed, edited or recorded using Albion Economic Development Corporation’s network or computer resources. Furthermore, Albion Economic Development Corporation reserves the right to require an associate to disclose access information (user name, password, login information, etc.) to operate any computer, phone or other electronic device paid for in whole or in part by the Albion Economic Development Corporation, or for access to any account or services provided by the Albion Economic Development Corporation, obtained as a result of their employment

relationship with the Albion Economic Development Corporation or used for the Albion Economic Development Corporation's business purpose. Albion Economic Development Corporation will not request access to an employee's personal internet account or private phone or electronic device except as permitted by the Internet Privacy Protection Act, Public Act 478 of 2012.

Any emails or messages sent using an Albion Economic Development Corporation email address, phone or computer are subject to FOIA (Freedom of Information Act) and may be released as a result of a FOIA request.

Albion Economic Development Corporation has the right, at its discretion, to review any of its electronic media to the extent necessary to ensure electronic media and services are being used in compliance with the law, this policy, and other Albion Economic Development Corporation policies.

General Computer Policies

Only those persons currently employed (or given special authorization) are permitted to use any computer resources owned, rented, or leased by the Albion Economic Development Corporation.

Use of Albion Economic Development Corporations computer resources or Internet connections for gambling, obtaining, or distributing pornographic materials, and all other illegal activity is strictly forbidden.

Albion Economic Development Corporation strives to maintain a workplace free of harassment and sensitivity to the diversity of its associates. Therefore, Albion Economic Development Corporate prohibits the use of computers, the e-mail system, and messaging platforms in ways that are illegal or discriminatory. For example, the transmission of images, messages, or memes depicting sexually explicit, racist, or other protected categories are not allowed.

Albion Economic Development Corporation purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, Albion Economic Development Corporation does not have the right to reproduce such software for use on more than one computer. Associates may only use the software on local area networks or on multiple machines according to the software license agreement. Albion Economic Development Corporation prohibits the illegal duplication of software and its related documentation.

Only the CEO, their designee (s) or agents contracted by them may install software or hardware on any Albion Economic Development Corporation computer system. The CEO may, at their discretion, authorize staff to perform specific software or hardware installations.

Unless departmental arrangements have been made, associates must always obtain permission from a co-worker before using or logging into the electronic media assigned to that co-worker. However, associates may authorize other associates to use their files and/or directories in cooperative projects.

Internet Policy

Use of the Internet by associates, or any other persons having access to Albion Economic Development Corporation computer systems, is limited to appropriate business purposes. All

files and information are the sole property of Albion Economic Development Corporation and are subject to inspection without notice. Use of the Internet is subject to the following:

- Access to the Internet is provided as a business tool and is primarily for the exchange of information and research consistent with the vision, mission, goals and activities of the Albion Economic Development Corporation.
- Associates are expected to use the Internet solely for job-related research and Albion Economic Development Corporation business communications.
- Associates shall not use the Internet for inappropriate or unlawful purposes, including but not limited to; placing unauthorized information, computer viruses or harmful programs on or through the computer system in either public or private files or messages, using obscene or otherwise inappropriate language in communications and obtaining, viewing or downloading information that is unlawful, obscene, indecent, vulgar, pornographic or otherwise objectionable.
- Internet access records and records of downloaded files are not private and may be occasionally monitored as the CEO deems necessary.
- Leaders shall be responsible for ensuring proper employee use of the Internet.

Use of Albion Economic Development Corporation's Email System

The above rules for the Internet also apply to the use of electronic mail provided to Albion Economic Development Corporation associates. Electronic mail may constitute a public record under certain circumstances and may be accessible or obtainable by individuals, agencies and others outside the Albion Economic Development Corporation and subject to state archivist rules for retention/destruction.

As with other electronic media, all E-mail originating from or received by Albion Economic Development Corporation computer systems is Albion Economic Development Corporation property and is not considered private information. Electronic mail may be monitored by your leader and/or the CEO as they deem necessary.

Email Retention Procedures

In order to function administratively, undergo periodic audits, provide for legal requirements and document history, Albion Economic Development Corporation must manage its records properly. Therefore, Albion Economic Development Corporation requires its employees to retain and destroy email messages that are sent and received in the course of conducting official business in accordance with an approved records Retention and Disposal Schedule.

Definitions:

- Electronic mail (email) is a means of exchanging messages and documents using telecommunications equipment and computers. A complete email message includes not only the contents of the communication, but also the transactional information (dates and times that messages were sent, received, opened, deleted, etc., as well as aliases and names of members of groups), and any attachments. Transactional information can be found and printed or saved from the email system.
- Records Retention and Disposal Schedules: are listings or records or records series that are maintained by government agencies in the course of conducting their official business that identify how long the records must be kept, when they may be destroyed

and when certain records can be sent to the Archives of Michigan for permanent preservation. In accordance with Michigan law, records cannot be destroyed unless their disposal is authorized by an approved Retention and Disposal Schedule. Retention and Disposal Schedules are developed by the Department of History, Arts and Libraries, Records Management Services, through consultation with an agency about its records. These schedules are then approved by the Michigan Historical Center and the State Administrative Board.

Associate Responsibilities

- Senders and recipients of email messages shall evaluate each message to determine if they need to keep it as documentation of their role in a business process.
- Senders are generally considered to be the person of record for an email message. However, if recipients of the message take action as a result of the message, they should also retain it as a record.
- It is recommended that associates retain only the final message in a communication string that documents the contents of all previous communications. This is preferable to retaining each individual message, containing duplicate content.
- Associates shall evaluate the content and purpose of each email message if there is a substantial likelihood of relevancy to litigation.
- Associates shall organize their email messages so they can be located and used.
- Associates shall dispose of transitory, non-record and personal email messages from the email system.
- Associates shall dispose of email messages that document the official functions of the agency in accordance with an approved Retention and Disposal Schedule. Note: Records, including email, shall not be destroyed if they have been requested under FOIA, or if the part of ongoing litigation, even if their retention period has expired.
- Associates shall provide access to their email to the FOIA or Litigation Coordinator upon request.

CEO Responsibilities:

- The CEO shall ensure that its records are listed on an approved records Retention and Disposal Schedule.
- The CEO shall ensure that all associates with email accounts are aware of and implement this policy.
- The CEO shall ensure proper notification to close the accounts of former associates.
- The CEO shall ensure that the email messages (and other records) of former associates are retained in accordance with approved Retention and Disposal Schedules.
- The CEO shall notify the FOIA and Litigation Coordinator when the agency becomes involved in litigation or receives a FOIA request.
- Exceptions to the procedures in this document may be granted in writing by the CEO or their designee.

FOIA and Litigation Coordinator (as appointed by Board Resolution of the Board of Directors)

- The FOIA and Litigation Coordinator shall identify if the records that are requested by the public are stored in email, even if the public does not specifically request email.

- The FOIA and Litigation Coordinator shall notify affected associates that a FOIA request involving email was received to prevent the destruction of relevant messages.
- The FOIA and Litigation Coordinator may (in appropriate circumstances) notify the CEO or designee that a FOIA request involving email was received to prevent the destruction of relevant messages.
- The FOIA and Litigation Coordinator shall identify all records relevant to litigation to which the agency is a party that are stored in email.
- The FOIA and Litigation Coordinator shall notify the CEO or designee that email related to litigation cannot be destroyed until after the case is closed.

Social Media

Albion Economic Development Corporation understands that social media can be a fun and rewarding way to share life and opinions with family, friends, and co-workers, however, use of social media also presents certain risks and carries with it certain responsibilities. To assist team members in making responsible decisions about the use of social media, the following guidelines for appropriate use of social media have been established:

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 a blog, journal or diary, personal website, social networking site, web bulletin board or a chat room, whether or not associated or affiliated with Albion Economic Development Corporation as well as any other form of electronic communication.

Before creating online content, associates should consider some of the risks and rewards that are involved. Associates are invited to discuss workplace grievances internally with their leader or Human Resources. Associates who have a concern with a coworker are encouraged to resolve that concern by speaking directly with the coworker rather than posting complaints to a social media outlet.

Postings that include discriminatory remarks, harassment, threats of violence, or unlawful conduct will not be tolerated and may be subject to disciplinary action up to and including termination of employment.

It is important that associates abide by laws governing copyright and fair use or fair dealing of copyrighted material owned by others, including the organization's own copyrights and brands.

Equal Employment Opportunity, Harassment and Discrimination:

Equal Employment Opportunity

Albion Economic Development Corporation values a diverse, inclusive, and equitable workplace. Albion Economic Development Corporation provides equal employment opportunities to all associates and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, pregnancy, genetics, protected veteran status, sexual orientation, gender

identity or expression, marital status, protective hairstyle, hair texture, height, weight, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Policy Against Discrimination and Harassment

Albion Economic Development Corporation will make every effort to provide a workplace free of the tensions created by remarks or actions that degrade an individual because of their race, color, religion, age, sex, national origin, disability status, pregnancy, genetics, protected veteran status, sexual orientation, gender identity or expression, marital status, protective hairstyle, hair texture, height, weight, or any other characteristic protected by federal, state or local laws.

To do this, Albion Economic Development Corporation has adopted a policy against all forms of harassment and any other forms of unwanted or illegal conduct. Offenses refer to physical, verbal, or implied actions that have the purpose or effect of creating a hostile, offensive or intimidating working environment.

Specific policies include:

Sexual Harassment

Under no circumstances will any form of sexual harassment be allowed or condoned. No one will threaten or insinuate, explicitly that another employee's refusal to submit to sexual advances will adversely affect that person's employment, work status, evaluation, wages, advancement, assigned duties, shifts, or any other condition of employment. Similarly, no one will promise, imply or grant any preferential treatment in connection with another employee or applicant engaging in sexual conduct. Examples of sexual harassment include, but are not limited to:

- Verbal, visual or physical contact of a sexual nature
- Sexual jokes, comments, insults, cartoons, or innuendoes
- Unwelcome sexual flirtations, advances, or propositions
- Pressure or requests for sexual activities
- Unnecessary touching
- Sexually degrading words used to describe an individual

Racial and Religious Discrimination

Albion Economic Development Corporation promotes an inclusive work environment that includes people of all backgrounds, heritages, color, ethnicity, and religious beliefs. The discrimination, harassment or exclusion of others based on their religious or cultural heritage, including perceived country of origin will not be tolerated. Examples of racial and religious discrimination include, but are not limited to:

- Disparaging comments about a person's heritage, color, ethnicity, or religious beliefs
- Inconsistent treatment of others based on these factors

- Failure to consider reasonable requests for accommodation of beliefs based on these factors
- Sharing of cartoons, jokes, comments, or other offensive actions based on these factors

Other Types of Harassment

The following are some examples of other types of conduct that the organization deems to be inappropriate and a violation of this Policy:

- Making or using epithets, threats, derogatory comments, jokes, or slurs
- Displaying, viewing, or transmitting derogatory posters, photographs, electronic mail, computer images, cartoons, or drawings
- Written communications containing statements which may be offensive to individuals in a particular protected group, such as racial or ethnic stereotypes or caricatures
- Unwelcome physical conduct such as assault, touching, gestures, or blocking normal movement

Albion Economic Development Corporation will take affirmative action to prevent unwanted conduct from occurring and will deal with all such incidents in a fair, impartial, and expedient manner. Associates are required to immediately report any occurrence of harassment in writing to Human Resources within 24 hours. Human Resources will thoroughly investigate the complaint, giving due regard to the need for confidentiality and individual dignity, and will implement appropriate corrective action.

Associates who, in good faith, report an alleged incident of harassment or discrimination will under no circumstances be subject to reprisal or retaliation of any kind. Associates who feel they have been subjected to such adverse actions should report them immediately.

Any associate, however, who is found to have knowingly made a false accusation of harassment, discrimination, or retaliation, may be subject to disciplinary action up to and including termination. While everyone shares the responsibility to help eliminate all forms of harassment, supervisors have the direct responsibility of actively observing and acting to prevent such behavior from occurring and to immediately report all incidents that they have knowledge of in any area.

Retaliation

Retaliation or reprisal against anyone making a complaint, participating in an investigation into harassment allegations or otherwise providing information will not be tolerated. Albion Economic Development Corporation strictly prohibits retaliation against any associate for reporting harassment, opposing unlawful practices or for filing, testifying, or for participating in any manner in any investigation or proceeding concerning harassment allegations. Prohibited retaliation includes, but is not limited to, termination of employment, demotion, suspension, failure to give equal consideration in making employment decisions, failure to make employment recommendations impartially, adversely affecting working conditions or otherwise denying employment benefit. Any associate found to have retaliated against another associate would be subject to disciplinary action, up to and including termination of employment.

Associate Responsibilities

- Recognize harassment when it happens. Understand that it is not the victim's fault and that it does not "come with the job". Remember, harassment is against the law.
- If any associates are harassed, they should tell the harasser to stop and let them know that the behavior is offensive.
- Associates are not to keep it to themselves. If the harassment continues after an associate has said "NO" to the harasser, they need to report it to a leader. If the victim's leader is the harasser, it needs to be reported to the leader's superior or Human Resources right away.
- If any associates see harassment, they are to report it, even if it does not directly impact them.

Employment Information:

Length of Service

Length of service refers to the amount of uninterrupted time associates have worked at Albion Economic Development Corporation since the last date of hire. Length of service determines eligibility for certain benefits such as healthcare and vacation time. It may also be a factor for other decisions like promotions when all other considerations are equal.

Length of service shall be considered interrupted or terminated for the following reasons:

- When an associate quits or is terminated
- When an associate retires
- When the associate is absent from work for three (3) consecutive working days without notifying the organization (considered a voluntary resignation with no notice)
- When an associate fails to return to work following an authorized leave of absence

Associate Classifications

Associates at Albion Economic Development Corporation are classified as full-time, part-time, or temporary associates.

- **Exempt Associates:** Those associates who are exempt from overtime compensation in accordance with the Fair Labor Standards Act (FLSA).
- **Non-exempt Associates:** Those associates who are paid on an hourly basis and are eligible to receive overtime compensation for work performed beyond 40 hours in a given work week.
- **Full-time Associates:** A regular full-time schedule is forty (40) hours per week, however, for purposes of health insurance benefit eligibility, associates who work a regular schedule of thirty (30) or more hours per week are considered full-time.
- **Part-time Associates:** Associates who were hired to work a schedule of less than thirty (30) hours per week.

- **Temporary Associates:** Associates who may be utilized on a short-term basis to cover for additional business, a leave of absence, illness, vacations, etc. Additionally, temporary associates may be utilized on a temp-to-hire basis when a full-time position becomes available. Temporary associates may be hired directly but are often recruited by an outside agency and are associates of that agency. Temporary associates are not eligible for paid benefits, unless otherwise noted.
- **Seasonal Associates:** Associates (full-time or part-time) hired to perform seasonal work or work for a limited period of time (e.g. temporary replacement, vacation relief, Intern, etc.). Seasonal associates receive only statutorily mandated benefits, unless otherwise specified within this handbook.
- **Interns:** Interns are typically students who are hired for a specific period of time or to complete a specific project for the organization. Interns typically are not eligible for benefits and may be offered the opportunity for full-time employment after the successful completion of the internship. Internships may be paid or unpaid. If unpaid, the internship must result in a learning experience for the intern.

Personnel Files

By law, Albion Economic Development Corporation is required to maintain a personnel file for each associate. Each file must include the following personal data:

- Name
- Home address, telephone number, and message number
- Emergency contact
- Marital status and dependents
- Federal, state or local tax exemptions
- Social Security number
- Date of birth

It is important to keep this information current for insurance, payroll, and emergency reasons. If something happens, Albion Economic Development Corporation will need to know who to call and how to contact them. Albion Economic Development Corporation may also need to call if there is a change in the work schedule or for some other employment matter. Please let Human Resources know any time there is a change that affects this information.

To protect associates, only the Human Resources department is authorized to release information regarding associates to individuals outside of the organization. In doing so, the organization abides by all right-to-know and privacy laws. Associates who need employment verification need to contact Human Resources.

Associates have the right to view the information located in their personnel files. Associates who want to see their record need to request a meeting in writing with Human Resources

Layoffs

While Albion Economic Development Corporation will want to avoid this scenario, there may come a time when it may be necessary to lay off associates due to economic or other business reasons. If layoffs become necessary, Albion Economic Development Corporation will use the most recent performance evaluations, attendance records, and individual skills to determine

which associates will be impacted. Recalls from layoffs will be based upon the same criteria. In the event two or more associates have identical evaluations, skills, and attendance records, Albion Economic Development Corporation will use seniority as the tiebreaker.

Resignations

Naturally, Albion Economic Development Corporation regrets to have anyone leave but, if an associate does, Albion Economic Development Corporation extends its best wishes for the associate's future success. When associates make the decision to leave, Albion Economic Development Corporation asks that they take the following steps:

- Notify their leader promptly and provide a written resignation so that plans can be made for a replacement. A minimum of two (2) weeks' notice is required.
- Whenever possible, Albion Economic Development Corporation will attempt to schedule resigning associates for an exit interview with Human Resources. Employee feedback is extremely valuable in an effort for Albion Economic Development Corporation to continue to be a great place to work.
- Associates will be required to turn in all Albion Economic Development Corporation property, including keys and computer equipment, in their possession prior to leaving. If any company property is not returned by an employee leaving the organization, the cost of such property may be deducted from the associate's final paycheck to the extent permitted by law.

Work Schedules and Compensation:

Work Schedules

Regular full-time associates should be scheduled forty (40) hours each week, however, any employee regularly scheduled 30 hours or more a week will be considered full-time for purposes of benefits eligibility. Part-time associates must be scheduled for their appropriate number of hours each week based on their authorized number of hours. Alternative work schedules are available as long as the following criteria are met:

- Work schedules may include a scheduled unpaid lunch of at least 30 minutes for shifts greater than 5 hours. Associates are not to perform work during their scheduled lunch period.
- The impact of a work schedule on the department as well as other departments needs to be considered.
- Work schedules must be approved by the associate's leader.
- Work schedules should be reviewed periodically to ensure the schedule continues to meet the needs of the department and associates.

Any changes to an approved work schedule must have prior written approval of the associate's leader. These exceptions should occur infrequently and should follow all of the guidelines for an acceptable work schedule. Alternative work schedules may be rescinded by management for any reason.

Pay Periods

The pay period begins on Sunday and ends on Saturday of each week. Associates will be compensated on Fridays, on a biweekly basis.

Payroll Deductions

The following required deductions will come out of pay; Federal income tax, Social Security Tax/or Social Security Alternative and state income tax in addition to applicable other local taxes, insurance premium shares, authorized retirement contributions, flexible spending plan contributions and other required or prior authorized deductions. In addition, Albion Economic Development Corporation must comply with all writs of garnishment it receives. Associates will be notified before any deductions are taken from their paychecks if Albion Economic Development Corporation receives a writ of garnishment requiring the organization to withhold and pay a portion of wages to a court or legitimate agency. Information about garnishments will be held in confidence.

Voluntary deductions for insurance or donations will be deducted from each paycheck.

Associates who leave Albion Economic Development Corporation agree to have any monies due and owing to Albion Economic Development Corporation for items, activities, and services, be deducted from their last paycheck.

Time Reporting

Non-exempt associates are required to report the hours that they work to ensure proper payment. Accurate tracking and reporting of these hours is important because it is essential for the proper payment of associates and accurate expenses for the organization. Failure to do so or falsification of reports is a basis for disciplinary action, up to and including discharge.

Overtime Pay

Sometimes overtime work is required to meet a specific deadline, to cover for an associate who is off, or to address an unexpected challenge. When overtime is worked, it will be paid as follows:

- **Salaried, Exempt Associates** are paid on a straight salary basis for their overall job responsibility rather than for hours worked. Any hours above 40 per week worked by exempt associates will be without additional compensation.
- **Hourly, Non-exempt Associates** are paid at their regular rate of pay for all hours worked up to and including the fortieth (40th) hour in each workweek. Hours worked in excess of forty (40) hours in a given workweek will be paid according to the following schedule:
 - Any hours over forty (40) will be paid at an overtime rate of one and one-half (1.5) times an employee's regular hourly rate of pay.
 - When it becomes necessary to work on a holiday, all hours worked on a holiday will be paid at the rate of the employee's regular rate of pay for all of the hours worked on the holiday, plus the holiday pay.

All overtime hours must be pre-approved in writing, in advance, by management. Associates who don't obtain prior written approval could be subject to discipline.

Albion Economic Development Corporation pays overtime to its associates when they work more than is normally required, so when calculating overtime, Albion Economic Development Corporation doesn't include any unpaid time off from work including sick leave. When calculating the forty (40) hours of time worked, all paid time, including vacation, sick, funeral and jury duty will be included.

Time Away from Work:

Vacation Policy

Upon hire, each eligible associate will be credited with 88 hours of vacation to be used during their first year of employment. Thereafter, on each anniversary of their seniority date, an associate covered hereby shall be eligible for a paid vacation as follows:

| Years of Service | Annual Vacation Days Earned |
|------------------|-----------------------------|
| 1-5 years | 88 hours |
| 6-14 years | 128 hours |
| 15 – 24 years | 168 hours |
| 25 of more years | 184 hours |

After the associate has attained seniority status, the associate will accrue, at the end of each pay period for which the employee has worked at least 80 hours (time worked shall include authorized vacation, sick time, worker's compensation time, funeral leave, etc.) the number of hours indicated in the table above for paid vacation time. If an associate had credited work time of less than 80 hours (or the prorated amount for employees who work at least 30, but less than 40 hours) in a pay period, then the employee shall not receive any credited vacation time for that pay period. The vacation hours accrued each year shall be transferred to the associates' current vacation bank on the associate's seniority date each year.

Eligible associates may take their vacation at any time during the 12 months in which they are eligible for vacation. Albion Economic Development Corporation will determine the number of people who can be on vacation at the same time.

Payment in lieu of vacation pay will not be made. Vacation time cannot be rolled over from one year to the next, except in unusual conditions or situations as determined and approved in writing by the CEO.

Full-time associates working less than 40 hours a week but at least 30 hours a week will accrue vacation on a prorated basis based on their regularly scheduled hours. Part-time associates working under 30 hours per week are not eligible for vacation pay.

Payment of Unused Vacation Time at Termination

Associates who are laid off or who voluntarily separate and provide a minimum of four (4) weeks' notice of resignation or retirement are eligible for payout of accrued unused vacation

time at separation. Unused vacation time includes unused vacation for which the associate qualified on their prior anniversary date and vacation accumulated through the last full month of the employee's services from their most recent anniversary date. Associates who are terminated from employment or who provide less than four (4) weeks' notice of separation are not eligible for payment of unused vacation time.

Holidays

Albion Economic Development Corporation knows how important it is to spend time with family and friends during the holidays. Albion Economic Development Corporation offers paid holidays throughout the year and each December the company posts the holiday dates for the upcoming year. The holiday schedule is also available from Human Resources. Normal holidays include:

- New Year's Eve
- New Year's Day
- Martin Luther King Jr. Day
- President's Day
- Good Friday
- Memorial Day
- Juneteenth
- Fourth of July
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day
- Associate's Birthday *

*The Associate's Birthday day-off must be taken during the pay period in which the birthday occurs. The scheduled time off is subject to the approval of the supervisor.

Should any of these holidays (other than an Associate's Birthday) fall on a Saturday, Friday will be considered a paid Holiday. Should any Holiday fall on a Sunday, Monday will be considered a paid holiday.

In order to receive pay for an observed holiday, an associate must work the day before and the day after the holiday if scheduled to work, unless on paid leave time. Eligible permanent part-time associates shall be paid for observed holidays which fall on days for which they would have been scheduled, according to the number of hours for which they are scheduled to work on that day.

Associates who are scheduled or who agree to work on one of the designated holidays or the day observed in lieu thereof, if any, and who do not work shall not receive holiday pay.

Holidays occurring during the associate's vacation period, bereavement leave, sick leave or other approved leave periods are compensable as holidays. Holidays occurring during layoff or suspension are not compensable.

Non-exempt associates who are required to work on any holiday shall be paid time and one-half for the hours worked, with the exception of the associate's birthday. Non-exempt employees who are required to work on the employee's birthday will be paid straight time for the hours worked. Exempt employees do not receive additional pay.

Sick Leave

An associate who has attained seniority status, shall accumulate, at the end of each pay period (for which the associate has worked at least 80 hours; (time worked shall include vacation, compensatory time, sick time, funeral leave, etc.) 3.70 hours of sick time. If an associate has credited work time of less than 80 hours in a pay period (or the prorated equivalent for employees who work less than 40 hours), then he/she shall not receive any accrued sick time for that pay period. Said associate may accumulate a maximum of four hundred and eighty (480) hours of sick leave.

Conditions for Use of Sick Leave:

Sick leave cannot be used to offset absence from work for pay purposes other than sickness, except as provided for in the FMLA, or as specifically provided for below.

Each associate has the responsibility of notifying their department head that the associate is not able to come to work as soon as practical prior to the designated starting time. Albion Economic Development Corporation may require a medical doctor's statement to support the necessity for sick time off of three (3) or more consecutive working days and/or to certify that the employee is physically and/or mentally fit to unrestricted or unlimited duty after such illness or accident-related injury.

To the extent possible, associates should schedule dental or medical appointments during off-duty hours. However, when this is not possible, the associate should schedule the appointment for the beginning or end of their work shift, thus limiting the time off needed for the appointment. If more than four (4) hours of sick time is requested for a medical appointment, the associate shall explain in writing the need for the extra time and shall supply a written confirmation from the doctor's office verifying the date and time of the appointment.

Sick leave may be charged in cases of injury or illness in the employee's immediate family, pursuant to the Family Medical Leave Act (FMLA), and the City's FMLA Policy.

Such leave cannot be used to offset absence from work for pay purposes for other than sickness, except as provided for in the FMLA, or as specifically provided for within this Handbook.

All full-time associates working at least 30 hours a week are eligible for sick leave. Accrual will be prorated for employees regularly scheduled at least 30 hours a week, but less than 40 hours a week.

Payout of Unused Sick Time at Termination:

For employees who terminate employment, there shall be no payout of unused sick leave.

Paid Medical Leave

This policy is intended to provide for Paid Medical Leave (PML) time for eligible associates in compliance with the Paid Medical Leave Act (PMLA), PA 369 of 2018, which was signed into law on December 14, 2018, and became effective on March 29, 2019.

Impacted Associates & Eligibility:

Associates who are eligible under PMLA are: associates who work 24 hours or more a week for 25 weeks or more per year and are not otherwise eligible to receive paid sick leave benefits (at least 40 hours of paid sick leave each benefit year) from the Albion Economic Development Corporation. Exempt associates are not eligible for paid medical leave (PML).

Current associates are measured to be eligible under PMLA based on hours worked annually. Qualification is based on the benefit year of January 1 through December 31. New associates are measured to be eligible under PMLA based upon the budgeted hours for the position in the current benefit year.

Beginning on January 1 of each year, eligible associates will accumulate paid medical leave at a rate of one (1) hour for every 35 hours worked. The maximum paid medical leave earned per year shall be 40 hours. All unused paid medical leave in excess of 40 hours will be forfeited annually at the close of the benefit year. The remaining 40 hours of paid medical leave will remain available for use in addition to accruals during the subsequent 12-month period. Accumulation shall begin upon commencement of employment.

Use Of Time:

Paid Medical Leave under this policy is subject to the following:

- (a) The associate can use PML time in one-hour increments up to eight (8) hours (consistent with the associate's regular work schedule).
- (b) Payment for the use of PML time will be at the associate's normal hourly rate of pay or base wage.
- (c) The associate will be required to follow all call-in procedures for requesting PML time.
- (d) Accrued PML time over 40 hours not used in the current benefit year will be forfeited. The remaining 40 hours of PML will remain available for use in addition to accruals during the subsequent 12-month benefit period.
- (e) Unused, accrued PML time will not be paid out at separation of employment.
- (f) To request to use PML time, the associate shall notify their leader prior to or at the time set for the beginning of their daily scheduled workday. In proper cases, exceptions may be made. If an absence pattern develops, the associate may be required to produce a doctor's note within three days.
- (g) New hires who are eligible for PML time will accrue PML time upon hired based upon hours worked. Newly hired eligible associates are not eligible to use PML time during the first 90 calendar days of employment.

- (h) If an eligible associate is transferred to another department with Albion Economic Development Corporation, the associate retains their accrued paid medical leave.
- (i) An eligible associate is prohibited from donating unused, accrued PML time to another eligible associate.
- (j) PML used by an eligible associate will not count as hours worked for purposes of determining the eligible associate's eligibility in the following benefit year under the PML Policy.

The associate may use Paid Medical Leave for any of the following circumstances that apply to the associate or associate's family member:

- (a) The associate's own mental or physical illness, injury, or health condition, including medical diagnosis, care, treatment, or preventative medical care;
- (b) The mental or physical illness, injury, or health condition of the associate's child, parent, sibling, grandparent, grandchild, sibling, and an individual to whom the employee is legally married, including medical diagnosis, care, treatment, or preventative medical care;
- (c) Medical care, counseling, relocation, legal services, or court appearances related to domestic violence or sexual assault against the associate or the associate's child, parent, sibling, grandparent, grandchild, sibling, and an individual to whom the associate is legally married;
- (d) The closure of the associate's place of work or the employee's child's daycare/school due to a public health emergency.

Definition of "Family":

Pursuant to the PMLA, an associate may use Paid Medical Leave for any of the following "family" members:

- (a) A biological, adopted or foster child, stepchild or when associate stands in loco parentis (legal guardian)
- (b) A biological parent, foster parent, stepparent, or adoptive parent or a legal guardian of an eligible associate or an eligible associate's spouse or an individual who stood in loco parentis when the eligible associate was a minor child
- (c) An individual to whom the eligible associate is legally married
- (d) A grandparent
- (e) A grandchild
- (f) A biological, foster, or adopted sibling

Periodic Review:

This policy may be reviewed periodically and subject to modification for continued compliance with the law or as operationally necessary.

[Paid Parental Leave](#)

Eligible associates are provided up to four (4) weeks of paid parental leave in a twelve (12) month period following the birth, adoption, or fostering of a child or children. Albion Economic Development Corporation will measure the 12-month parental leave entitlement period as a

rolling 12-month period measured backward from the date an associate is provided any leave under this policy.

In order to be entitled to paid leave under this policy, associates must meet the following eligibility requirements:

- The associate must have been employed as a full-time associate with Albion Economic Development Corporation for at least one year, and
- The associate has given birth to a child, their spouse or partner has given birth to a child, they have adopted a child, or they have been placed with a foster child aged 17 or younger.

Paid parental leave under this policy must be taken consecutively, not intermittently.

The paid leave provided under this policy will run concurrently with FMLA leave. Once paid parental leave is exhausted, the eligible associate will be required to utilize other paid time off consistent with Albion Economic Development Corporation's FMLA policy.

Paid parental leave will normally occur after the conclusion of any leave which is paid or partially paid, pursuant to a short-term disability policy based on the disability of the associate due to their own medical recovery following childbirth. An associate who is receiving partial pay pursuant to a short-term disability policy, may, at the associate's option, utilize partial paid parent leave days to supplement insurance benefits and achieve full pay, with the remaining allotment of days to be used in full day increments following cessation of STD benefits.

The associate is not eligible for any unused paid parental leave time to be paid following termination or upon return from paid parental leave.

Voting

Albion Economic Development Corporation encourages all associates to vote. Associates are encouraged to take advantage of polling hours prior to the beginning or following the end of the workday.

If this cannot be arranged, a leader will approve time off to vote either at the beginning or end of the workday, provided that associates give at least one day's notice to their leader.

Jury Duty

Albion Economic Development Corporation supports associates in fulfilling their civic responsibilities by serving on jury duty. Albion Economic Development Corporation compensates them at their normal rate of pay less the fees received for this service.

To be eligible, associates need to inform their leader as soon as possible after receiving a jury summons so that arrangements can be made to accommodate the absence. Associates will be expected to report for work during jury service whenever the court schedule permits.

Associates are required to provide the following:

- a) A written request of the need for Jury Duty
- b) Acceptable evidence confirming the amount of fees received by the associate must be included with the written request.

Associates must contact their leader daily to inform him/her of their status and the expected duration of the jury duty.

Leaves of Absence

A leave of absence is time provided without pay to permit a full-time associate to be absent from work for an approved reason; the granting of which is at Albion Economic Development Corporation's discretion. Leaves of absence may be granted for medical, personal, and military reasons. To submit a leave of absence request, please obtain a Leave of Absence Request Form from, and return it to, Human Resources.

A leave of absence shall be for a specified period of time not to exceed limits required by law. Where Federal or state law does not provide guidelines, no leave shall exceed thirty (30) days.

Associates who fail to comply with the terms of their leave or fail to return to work on the stipulated date, may be considered to have voluntarily quit.

Leaves of absence will not be granted to allow an associate to seek other employment.

Associates will return to the job they held prior to the leave, or one similar. The organization is not obligated to return an associate to the same job that was previously held following a leave of absence.

Albion Economic Development Corporation will continue to pay its portion of any of any health insurance premium, provided that associate pays their timely portion of the premium also.

The associate must complete a Leave of Absence Request Form specifying the dates, requested length, and other useful information.

Personal Leave

Personal leave may be granted to an associate in serious need. The reason for the personal leave must be given by the associate on the request form. Granting of such leaves is subject to management discretion.

The request must be made at least three (3) calendar days in advance, unless there are grave circumstances. Personal leave will normally not be granted until an associate has exhausted all paid time off.

Military Leave

Albion Economic Development Corporation is committed to complying with all aspects of the Uniformed Services Employment and Reemployment Rights Act (USERRA).

An associate who is required to participate in annual military training programs or who is called up during short term civil or national emergencies, or who leaves work to serve in the military, will receive time off from work, as provided by Federal law. Upon receiving orders, associates must immediately notify and make arrangements with Human Resources for the leave.

Albion Economic Development Corporation will compensate associates who take a military leave for the difference between their regular pay rate and the rate they are paid by the military for up to two weeks as long as proper documentation, including proof of military payment, is received.

Albion Economic Development Corporation abides by all regulations and laws regarding the employment rights of those serving in the armed forces, as well as those returning from military service.

Family Medical Leave Act (FMLA)

The Federal Family and Medical Leave Act (FMLA) permits certain associates who qualify to take unpaid leave for their own serious health conditions, to care for a spouse, child or parent with a serious health condition, to care for a newborn child, a newly adopted child, or a new foster child, or to address qualifying exigencies resulting from military deployment of an associate's spouse, child, or parent, or to care for an associate's spouse, child, parent, or next of kin who is a covered service member with a serious injury or illness that occurred on duty or in the line of duty.

Associates may qualify for a family and medical leave if they have met the following requirements:

- The associate has worked at Albion Economic Development Corporation for at least 12-months, and
- The associate has worked at Albion Economic Development Corporation for a minimum of 1,250 hours during the 52-week period preceding the start of the FMLA leave

Associates who qualify may take up to 12 weeks of unpaid leave, in a 12-month rolling period. Associates who qualify to take leave to care for a covered service member may take up to 26-workweeks of leave in a 12-month rolling period, in addition to any other qualified FMLA leave that may be taken during that period. The 12-month rolling period is the 12-month period measured backward from the date an associate uses any leave under this policy.

A "serious health condition" is defined as an illness, injury, impairment, or physical or mental condition that involves:

- Inpatient care in a hospital, hospice, or residential medical care facility, or;
- Continuing treatment by a health care provider

An associate who is taking FMLA leave must use all available paid leave time prior to being eligible to take the remainder of the leave as unpaid. The paid leave time will be taken in accordance with the FMLA and applicable rules and regulations and generally will be taken in the following order: 1) Sick Time, 2) Vacation. Paid time off under the FMLA is provided in the same manner and under the same conditions as it is used separate from FMLA.

Associates who are off work due to a work-related injury or a work-related illness, which also qualifies as a "serious health condition" under FMLA, may not elect and the company may not require them to use paid time off benefits while receiving benefits under workers' compensation. Time that associates are off work due to a work-related injury or work-related illness, which also qualifies as a "serious health condition" under FMLA, will count as time off under FMLA.

When possible, associates will provide reasonable notice in advance of the need for leave under this policy.

If an associate and spouse are both employed by Albion Economic Development Corporation, the total number of work weeks of leave taken by both is limited, in some instances, to 12 work weeks as previously designated as a rolling 12-month period.

Albion Economic Development Corporation requires each associate to support a claim for leave by providing a certification from a health care provider. Except for a qualifying exigency leave related to deployment and military caregiver leave, Albion Economic Development Corporation may request additional certifications. If the first and second certifications do not match, a third certification may be requested. The third certification shall be the controlling certification.

When taking leave under this policy, associates will not lose any employment benefits they have accrued prior to taking leave. Prior to their return, associates may be required to provide a fitness for duty certification from a health provider, certifying that they are able to return to work and that the condition that resulted in the FMLA leave will not interfere with their ability to perform essential job functions.

Group health plan benefits will be maintained on the same basis as coverage would have been provided if the associate had been continuously employed during the FMLA leave period. Therefore, any share of group health premiums which had been paid by the employer prior to the FMLA leave must continue to be paid by the associate during the leave period.

When associates complete an FMLA leave, Albion Economic Development Corporation will make every attempt to return them to the same position, or an equivalent position with equivalent benefits, pay, and other conditions of employment which they held before they took their leave.

For complete information about employee rights and obligations under this policy, talk with Human Resources or review the information about the Federal Family and Medical Leave Act posted on the employee bulletin board.

Bereavement Policy

Losing a loved one is never easy. To help associates through these times, all regular full-time and part-time associates are eligible for bereavement leave when a death in the family occurs. Bereavement leave will be paid at the associate's regular rate of pay. Bereavement pay will be paid on a prorated basis for associates who are regularly scheduled to work less than 40 hours a week.

If an associate is required to be absent because of a death in their immediate family, the associate is entitled to three paid days of leave. Immediate family is defined as a spouse, mother, father, stepmother, stepfather, sister, brother, stepsister, stepbrother, children, grandchildren, grandparents, brother-in-law, sister-in-law, mother-in-law, father-in-law, daughter-in-law, son-in-law, stepchildren, and step-grandchildren.

Associates are expected to report the need for bereavement leave to their leader prior to their designated starting time. If additional time is necessary over the three paid days provided for above for a death in the immediate family, it may be granted with permission from your leader and the CEO. Such additional time will be charged to vacation or sick leave.

Time paid for bereavement will not be counted as hours worked for the purpose of computing overtime. Bereavement pay will not be paid in addition to other allowable pay for the same

day, such as holiday pay, sick pay, etc. When a death occurs in the family while an associate is on vacation, the appropriate time will be charged to bereavement rather than vacation days.

Albion Economic Development Corporation may require verification of both the death of the family members and the family relationship to the associate.

Bereavement time may not be deferred, nor split. It may only be used immediately following the death.

Breaks for Nursing Mothers Policy

Nursing mothers will be provided reasonable breaks to express breast milk in order to nurse a child for up to one-year after the child's birth. Nursing mothers may take such a break as frequently as needed.

Albion Economic Development Corporation will provide a place that is shielded from view and free from intrusion from coworkers and the public for nursing mothers to use to express breast milk.

Non-exempt nursing mothers will be compensated for breaks taken for the purpose of expressing milk as long as the breaks are reasonable in length. Otherwise, breaks taken pursuant to this policy will be unpaid.

For more information on this policy, including where nursing mothers may take their break to express breast milk, please speak with Human Resources.

Benefits:

Benefits

Albion Economic Development Corporation offers a comprehensive benefits program. The details of the benefits are described in the individual plan documents and during annual open enrollment. Associates who have any questions are encouraged to see Human Resources.

Educational Assistance and Professional Development

Albion Economic Development Corporation encourages professional development for associates. Because of this commitment, Albion Economic Development Corporation encourages associates to pursue professional development and educational opportunities.

Albion Economic Development Corporation will provide financial assistance for an associate in good standing who enrolls in a job-related course of study. Prior approval for courses must be obtained by submitting a written request to Human Resources after approval by the CEO, describing the course and how it relates to the job and/or an opportunity at Albion Economic Development Corporation. Associates will not be eligible for assistance if they are receiving monies from another source for the same course.

To be eligible for reimbursement, associates must be a full-time associate and be employed at the beginning and end of the qualifying course.

Associates meeting these requirements will be eligible to request payment for the cost of tuition and class fees. The maximum payment possible in any given calendar year is \$1,000.00. This may include costs for books, supplies, and required student activities. All other expenses

will be paid for by the associate. Payment for tuition and fees can be requested in advance and will be paid directly to the college or university.

At the completion of the semester, associates must share a copy of their completed transcript. Any associate who does not successfully complete a course with a grade of “C” or better agrees to reimburse Albion Economic Development Corporation for the cost of the course.

Class time must not conflict with the associate’s regular work hours. When possible, work schedule adjustments may be made in advance and in writing at the discretion of management. Homework and studying must be completed on the associate’s own time.

Albion Economic Development Corporation reserves the right to enhance this approach for specific job categories or associates when required for career development.

Employee Assistance Program (EAP)

Everyone goes through difficult periods in their lives and it’s normal to need outside help on occasion. When that happens, Albion Economic Development Corporation has a confidential Employee Assistance Program (EAP) available.

Any associate or dependent can contact the EAP and receive confidential counseling assistance at no charge. Associates who need continued counseling may be referred to another professional for assistance. If an associate is referred, check to see that the referral is covered under Albion Economic Development Corporation’s medical insurance coverage.

Some areas where the EAP may help include substance abuse (drug or alcohol), work related conflicts, marital or family conflicts, stress, financial difficulties, emotional difficulties, legal matters, career decisions, and physical and health matters.

Safety:

Emergencies

A catastrophic emergency can strike at any time without warning and may put lives and jobs in a state of confusion. The severity of a fire, explosion, natural disaster, or other emergency can be lessened if everyone knows what to do. Some emergency basics to remember are as follows:

Plan and Practice before the Emergency:

- Become familiar with the work area. Know where the nearest exit is located and determine which major aisle or corridor is the most direct path to that exit.
- Review and practice an evacuation plan with a leader.

Execute the Plan during the Emergency:

- In an emergency, always respond quickly, quietly and in an orderly fashion. Walk quickly; do not risk a fall by running.
- If there is a fire, leave the building immediately. Go to the designated gathering point outside. Once outside, leaders will take roll call to verify all associates are safely out of the building. If someone is missing, leaders will notify emergency response personnel who can attempt a rescue. Remain outside the building until directed to re-enter.

- If there is a potential for a tornado, the situation will be monitored by the CEO or designee. Associates will be notified if it is necessary to take cover. When it is, proceed immediately to the designated shelter area. Stay in the shelter until the warning has expired.

Safety in the Workplace

Working safely is a value and a responsibility shared and accepted by all Albion Economic Development Corporation associates. Every member of the Albion Economic Development Corporation team is expected to follow all safety procedures and guidelines. Also, associates must report all injuries and any safety, health, or fire hazards immediately. Associates are encouraged to share any suggestions that improve the safety and security of Albion Economic Development Corporation.

Injuries at Work

Any work-related injury or illness that occurs either on or off-site during work hours, must be reported immediately to a leader or Human Resources. Do not neglect any injury, illness or health problem, however slight it may appear. Failure to report any work-related injury or illness within 24 hours may result in disciplinary action and/or a loss of certain workers' compensation coverage.

When a work-related injury or illness is reported, an Incident Report will be completed by the person to whom it was reported and the injured associate. The incident will be thoroughly investigated, and the facts will be discussed, reviewed and corrective action will be determined and implemented. If medical attention is needed, the associate will be sent immediately to the appropriate health care provider.

Workplace Violence Prevention

Albion Economic Development Corporation holds a policy of zero tolerance regarding any form of threats, both verbal and physical, and stalking. If associates feel that they are a victim and/or witness of any form of violence in the workplace, they are to report it to their leader or Human Resources. The following are examples of inappropriate activity that will result in immediate discharge:

- Possession of any item that could reasonably be construed as a weapon on Albion Economic Development Corporation property, even if the associate possesses a permit for the weapon.
- Threat or act of violence toward any person on or off Albion Economic Development property.
- Willful and malicious damage to equipment and/or property
- Provoking a fight or fighting during working hours or at any time on Albion Economic Development Corporation property
- Engaging in activities that could cause injury to themselves, to others, or to Albion Economic Development Corporation property.

Inclement Weather

Everyone is likely going to experience some interesting weather from time-to-time. If there is a severe weather condition (or power outage, or other condition beyond company control) which results in the need to close all or a portion of the organization, associates will be notified as soon as reasonably possible via text, call and/or email by your leader.

Any time the facility closes or there is a delay, associates will be notified by Albion Economic Development Corporation. When possible, associates will be required to work remotely. If remote work is not feasible and the office is closed, the associate will be paid for the time the office is closed. If the office is open and an associate does not want to come in due to inclement weather conditions, the associate may use sick or vacation time.

Tobacco Free Policy

To protect the health and well-being of all associates, Albion Economic Development Corporation is a tobacco free employer.

Smoking, smokeless tobacco (snuff, chewing tobacco) and electronic smoking devices are prohibited in the building. This policy applies to all associates, customers, contractors, and visitors.

Associates who smoke may smoke in designated outside smoking areas only.

Associates found to be in violation of this policy will be subject to disciplinary action(s) in the same manner as violations of other policies.

Drug and Alcohol Policy

Albion Economic Development Corporation is committed to promoting safety in the workplace, employee health, and customer confidence. Since drug and alcohol abuse is a real threat, Albion Economic Development Corporation has developed this policy which strictly prohibits the manufacture, use, possession, distribution, sale, purchase, transport, or being under the influence of drugs or controlled substances and alcohol by all associates while on Albion Economic Development Corporation's time or premises. Violation of this policy may result in immediate discharge.

Albion Economic Development Corporation follows Federal law with respect to marijuana and thus prohibits associates from using, possessing, or being under the influence of this Federally controlled substance at work, without regard to the existence of more lenient state or local laws. For purposes of this policy, marijuana is an illegal drug and is strictly prohibited regardless of whether an associate has a registration card or prescription.

Associates are prohibited from having drug paraphernalia related to illegal drug use at work or on the property. An associate who possesses or distributes such paraphernalia while at work or on Albion Economic Development Corporation property shall be subject to disciplinary action, up to and including discharge.

The policy is intended to comply with all state laws governing drug and alcohol testing and is designed to safeguard associate privacy rights to the fullest extent of the law. To ensure a workplace that is free from the dangers of the use of drugs and alcohol, Albion Economic Development Corporation does the following:

- **Reasonable Suspicion:** To keep the work environment safe, Albion Economic Development Corporation reserves the right to require associates to take a drug test at any time an individual's behavior or other facts and circumstances give rise to reasonable suspicion that the associate is in violation of this policy. Associates believed to be in violation of this policy will be monitored and Albion Economic Development Corporation may arrange to have them immediately tested by a certified independent laboratory. Associates will, at the time they are sent for testing, be removed from work, and placed on unpaid suspension pending the receipt of the test results. If the result is negative, associates will be returned to work and will receive appropriate back pay for the lost time. Failure to consent or comply constitutes a basis for disciplinary action, up to and including discharge.
- **Post Incident Testing:** When an accident occurs, a drug and alcohol test may be administered depending on the circumstances involved. Albion Economic Development Corporation reserves the right to test any associate when there is a reasonable possibility that drug or alcohol use by the associate was a contributing factor in the occurrence of the work injury, accident, or incident. Tests will be processed in accordance with the normal testing process. Associates who are tested under this section of the policy will be allowed to return to work pending the return of the test results unless otherwise directed by the treating physician. Any associate testing positive may be subject to immediate discharge.

Any drug and/or alcohol testing will be conducted by a certified laboratory licensed by the state. When a drug and alcohol test or screening is scheduled, associates will be required to submit a blood, urine, oral fluid, breathalyzer, or other appropriate test to prove they are not under the influence of alcohol, a controlled substance or illegal drugs. Associates must submit to testing as directed and consent to the release of test results to Albion Economic Development Corporation or the company will have to assume that they are under the influence and will be discharged.

If an associate is asked to submit to a drug or alcohol test, Albion Economic Development Corporation will notify the associate of the results as soon as possible after the company receives them from the laboratory. Albion Economic Development Corporation will make every effort to keep the results of drug and alcohol tests confidential. Only people with a need to know will have access to the results.

General Provisions:

- Albion Economic Development Corporation recognizes that associate off-the-job, as well as on-the-job, involvement with alcohol and drugs has the potential to adversely impact workplace safety, job performance and productivity and efficiency. Associates who voluntarily request assistance in dealing with a personal drug or alcohol problem may do so without jeopardizing their continued employment. However, participation in a treatment program will not prevent disciplinary action for violations of this policy.
- All drug and alcohol tests required or contemplated by this policy will be performed by qualified personnel. Unless specified otherwise, these tests will be conducted at Albion Economic Development Corporation's expense. The associate will be given a consent form to sign authorizing any of the drug and/or alcohol tests referenced above.

- The presence in the body of over-the-counter or prescribed drugs lawfully obtained with a prescription and taken in the appropriate manner will not be grounds for disciplinary action, so long as the associate discloses the lawful use of those drugs to the medical clinic, physician’s office, or hospital designated by the organization before a drug test is administered and the use of the drugs does not impair the associate’s judgment, ability, or performance while at work. For prescribed drugs, “taken in the appropriate manner” means that a physician prescribed the drug for the associate and that the associate used the drug according to the prescribed dosage and frequency of use and notified Human Resources of any safety implications due to using this.

Any associate who is believed to be in possession of an illegal substance will be reported to the proper authorities. Any associate convicted of a violation of a criminal statute, inclusive of civil infraction, misdemeanor, or felony, for a drug or alcohol crime must notify the company within five (5) calendar days of the conviction.

Legal Requirements:

Accommodations for Disabilities

Albion Economic Development Corporation does not discriminate against qualified applicants or associates with disabilities who, with or without reasonable accommodation, can perform the essential functions of a job.

Associates who have a qualifying physical or mental handicap that affects their ability to perform their job or a job that they would like to have, must ask Albion Economic Development Corporation to try to make a reasonable accommodation. Associates will need to tell Albion Economic Development Corporation the type of accommodation they believe they need in writing within 182 days of knowing that an accommodation is needed, per Michigan’s Persons with Disabilities Civil Rights Act. Albion Economic Development Corporation will work with the associate to either provide the accommodation requested or an alternative one at the company’s discretion, as long as it does not cause the organization undue hardship. Any request for accommodation must include documentation from a qualified physician.

Albion Economic Development Corporation reserves the right to request a second medical opinion of any accommodation request. Written notification must be directed to the attention of Human Resources.

Medical Files

At times, Albion Economic Development Corporation will need to request medical information for an associate. This information will be treated with care to ensure that it remains confidential. It will not be shared outside of the Human Resources department unless there is a specific work-related need (like a work restriction) and then only to the people who have a work-related reason to know.

On rare occasions, Albion Economic Development Corporation may obtain information that qualifies as Protected Health Information (PHI) as defined by the Health Insurance Portability and Accountability Act (HIPAA). In those instances that PHI is provided, the associate will be

asked to sign an authorization for the company to view the information. All Protected Health Information will be kept confidential in accordance with the terms of HIPAA.

All sensitive data containing medical information will be stored in a separate, secure medical file. If associates have any questions regarding the use or storage of medical information, please contact the Human Resources department.

Social Security Number Privacy Policy

In order to keep associates safe from the danger of identity theft, Albion Economic Development Corporation will not display more than (4) four digits of an employee's social security number, or:

- Exhibit, post, or make them visible in a "public manner".
- Visibly print a social security number on a badge, insurance card, or any other form of identification.
- Transmit a social security number over the internet or a computer system that isn't secure or encrypted.

Sometimes Albion Economic Development Corporation is required to use more than (4) four digits of a social security number as required by state or Federal law, or by a court rule or legal discovery process, or to administer benefit programs. Albion Economic Development Corporation will take every precaution to ensure confidentiality and to prevent unlawful disclosure of the social security number. Albion Economic Development Corporation will not include a full social security number on any information or document mailed, or if it is visible, on or from the outside of the envelope or packaging.

Documents containing social security numbers will be kept in locked file cabinets and only authorized individuals will have access to this information. Obsolete documents containing social security numbers will be shredded.

Anyone who violates this policy by distributing or using social security numbers in an unauthorized manner may be disciplined, up to and including termination of employment.

Immigration Reform and Control Act

The Immigration Reform and Control Act of 1986 (IRCA) prohibits Albion Economic Development Corporation from employing any person not legally authorized to work in the United States. In accordance with the requirement of IRCA, all persons commencing or resuming work after November 6, 1986, must submit documentation evidencing their right to work in the United States. Anyone submitting false documentation shall be immediately terminated. In fulfilling its obligations under IRCA, Albion Economic Development Corporation reaffirms its commitment to comply with both state and Federal non-discrimination laws. Albion Economic Development Corporation does not discriminate on the basis of citizenship. Any questions concerning IRCA and the required documentation should be directed to Human Resources.

U.S. Citizenship and Immigration Services I-9 Forms are used to verify identity and employment eligibility. Associates must complete the employee section of the I-9 Form and provide the

required documentation supporting their identity and employment eligibility before they may begin working.

Expectations for Working Together:

Employee Relations and Conflict Resolution

Albion Economic Development Corporation is committed to providing a workplace where associates are treated with fairness and respect. To do this, Albion Economic Development Corporation provides a flexible conflict resolution process that offers solutions to workplace conflicts. When concerns are raised, they should be resolved between the involved individuals as quickly as possible.

A conflict between associates in the workplace that remains unresolved for a period of time can affect working relationships and associate morale. This is why Albion Economic Development Corporation encourages associates to bring concerns to their colleagues or leaders. Associate concerns will be taken seriously, kept as confidential as possible, and handled fairly. Associates who have a concern that they cannot resolve on their own are encouraged to go to their leader, another member of the leadership team, or Human Resources.

While Albion Economic Development Corporation encourages associates to resolve concerns informally, Albion Economic Development Corporation will provide support for the constructive resolution of disputes in the following manner:

- **Conflict with co-workers:** Conflicts between an associate and a co-worker may occur at some point. These conflicts should be worked out between the two parties. If a resolution cannot be reached, or if the issue is volatile in nature, then involvement of a leader or Human Resources to help resolve the situation is the next step. A leader or Human Resources can help create a plan for resolution which may include others at their initiative or the associate's request.
- **Open door policy:** Associates may consult informally with any leader for help in the form of listening, coaching, suggested options, friendly advice or even intervention to resolve conflicts, review policies, or to make suggestions for improving business practices.

When a conflict cannot be resolved via these processes, the associates should clearly explain the concern to Human Resources in writing by utilizing the Concern Reporting Form. Albion Economic Development Corporation requests that all concerns be brought up in a timely manner so that they can be resolved quickly.

It may be necessary to talk to others to obtain all the facts in order to conduct a thorough investigation. Once all the facts have been reviewed, a decision will be made and communicated as quickly as possible. This determination will be communicated in the most appropriate time and place. If corrective action is required, it will be taken as soon as possible.

Any associate, who in good faith, makes a formal complaint will not be subject to reprisal or retaliation.

After necessary corrective actions have been implemented, Albion Economic Development Corporation will take additional action in order to determine if the issue has been addressed by

requesting associate feedback. Please remember that Albion Economic Development Corporation cannot share details of any disciplinary action with fellow associates.

Business Ethics and Standards of Conduct

It is Albion Economic Development Corporation's intent and expectation to always work ethically with associates, stakeholders, suppliers, and the community. High ethical standards are necessary to maintain a competitive position and ensure that Albion Economic Development Corporation remains a valued member of the community.

Ethical behavior means honesty, equity, integrity, and social responsibility. Albion Economic Development's commitment to integrity means that the company will not tolerate unethical conduct or conflicts of interest. It is the responsibility of all Albion Economic Development associates to act ethically and honestly. Specifically adhering to the following:

- Always act in accordance with the law, this policy and other Albion Economic Development Corporation policies and procedures
- Report any conduct that may violate the law, this policy or other Albion Economic Development Corporation policies and procedures to a member of the Albion Economic Development Corporation leadership team by filing a written complaint using the Concern Reporting Form and submitting it immediately to Human Resources
- Never retaliate against anyone for making a good faith report regarding a potential legal or ethics violation or a violation of other Albion Economic Development Corporation policies and procedures
- Members of the Albion Economic Development Corporation leadership team have the additional responsibility, of not only adhering to the responsibilities listed above, but of ensuring prompt investigation of allegations of illegal or unethical conduct and violation of any Albion Economic Development Corporation policies or procedures and administering prompt disciplinary action as needed.

Meeting the above requirements is vital to the organization. Therefore, violation of these policies or the law may lead to disciplinary action, up to and including termination.

Dress Code & Personal Appearance Policy

Albion Economic Development Corporation associates are expected to be well-groomed. Associates should practice good personal hygiene and clothing should be neat, clean, in good repair, and fit appropriately. Any employee who is improperly dressed or not demonstrating good hygiene will be counseled and may be sent home.

Progressive Discipline Process

Recognizing that everyone makes mistakes from time-to-time, and deserve opportunities for correction, Albion Economic Development Corporation has developed a process for administering discipline in a positive manner that is intended to help associates improve. The goal is to change the behaviors, not the associates. Here is the process that will be followed when an issue arises that requires disciplinary action:

- Step 1: Collaborative Coaching

- Step 2: Written Warning
- Step 3: Final Written Warning
- Step 4: Termination

The level of discipline issued depends on the severity of the infraction. Minor issues will be addressed via the progressive steps, yet more serious issues will receive elevated levels of discipline up to and including discharge based on the nature of the offense. Use of progressive discipline will in no way affect the “at-will” employment relationship.

The best way to avoid disciplinary action is to closely follow all of the procedures and work instructions. If something doesn’t seem quite right to an associate and/or an associate doesn’t understand it, be certain to ask a leader for help. By doing this, not only will associates stay safe at work, but it helps to ensure that services are of the highest possible quality.

Performance Reviews

Leaders are encouraged to discuss job performance and goals informally with individual staff on a frequent basis. Newly hired associates will be formally evaluated at 6 months, 1 year and then annually thereafter.

Job Posting and Transfer Policy

Albion Economic Development Corporation wants associates to have an opportunity to transfer to other departments and/or be recognized for their acquired skills and experience by being promoted within the organization. Associates may be promoted or transferred to open positions, provided that they have the necessary education requirements, experience and satisfactory work performance to meet the needs of the new job.

When Albion Economic Development Corporation has an open position, it will be communicated to associates. Associates interested in the posted position should apply by completing through the organization’s regular posting process.

Positions that become available will be posted either internally, externally, or both simultaneously. While the preference is to promote from within before hiring from the outside whenever possible, Albion Economic Development Corporation reserves the right to select the most qualified candidate based upon the knowledge, skills, abilities, and work attitudes of the candidates applying for the position.

Hiring and Working with Family Members

Whenever any potential associate is recruited by Albion Economic Development Corporation who is related to or has a significant relationship with any current associate or temporary associate Human Resources must be notified immediately.

To protect against favoritism, management will be informed and will review the matter for approval prior to an offer of employment. The following guidelines will govern the employment of family members, extended family members and significant others.

- No associate at any level will be permitted to be part of the decision to hire a relative
- When related associates work for Albion Economic Development Corporation one relative may not supervise another relative.

- Related persons will not be involved in evaluating each other's job performance, salary requirements, promotions, or other budget decisions.

Business and Travel Expenses Policy

Albion Economic Development Corporation understands there are a variety of necessary and reasonable expenses incurred by associates to achieve legitimate business purposes. This policy details many expenses here at Albion Economic Development Corporation.

Associates should submit approved expenses on the standard expense report form and include a description of the expense, its business purpose, date, place, and the participants. Expenses must be approved by your leader.

Business Meetings (Employer-Sponsored Events and Meetings)

Albion Economic Development Corporation pays for expenses necessary to achieve a valid business purpose when meetings are held with customers, vendors, business partners, or other Albion Economic Development Corporation associates. The amount of reimbursement dollars available will be based on the annual budget approved by the Albion Economic Development Corporation Board of Directors.

Albion Economic Development Corporation will not pay for or reimburse alcoholic beverages.

Entertainment

Albion Economic Development Corporation pays for entertainment expenses only when it clearly benefits the organization and includes customers and/or business partners. All entertainment expenses must have prior approval.

Gifts

Gifts to and received from clients and/or business partners must follow the guidelines within the Conflict-of-Interest policy.

Travel /Expense Accounts

The purpose of this policy is to define approved business travel expenses and the authority for incurring and approving such expenses at Albion Economic Development Corporation.

Travel expenses are the reasonable and necessary expenses incurred by associates when traveling on approved Albion Economic Development Corporation business trips. Travel is limited to business activities for which other means of communication are inadequate and for which prior approval has been received.

Please note Albion Economic Development Corporation does not provide cash travel advances. Associates are expected to use personal credit cards and/or your own cash. Associates can then submit approved expenses on the standard Expense Report Form.

Albion Economic Development Corporation pays the actual amounts incurred for appropriate expenses when you are on travel assignments. Examples of typical expenses include the following:

- Airline tickets.
- Meals and lodging.
- Car rental, bus, taxi, parking, tolls or if using a personal vehicle, mileage reimbursement based on the current IRS rate.
- Telephone and fax.
- Business supplies and services.
- Associated gratuities.
- Other expenses necessary to achieve the business purposes

Conflicts of Interest

Albion Economic Development Corporation is committed to maintaining high standards of ethical business practices. Conflicts of Interest arise when the personal interests of an associate influence or appear to influence that associate's ability to act in Albion Economic Development's best interest. It is Albion Economic Development Corporation's expectation that associates will not engage in any activity, practice, or employment opportunity which conflicts, or appears to conflict with the business activities or interests of Albion Economic Development Corporation

Associates must disclose to Albion Economic Development Corporation any financial interests or activities they are involved in that does business with or competes with Albion Economic Development Corporation. This policy also includes associate's immediate family members.

- **Gifts Influencing Decision-Making:** Albion Economic Development Corporation personnel will not accept from anyone gifts, favors, services, entertainment, or other things of value to the extent that decision-making or actions affecting Albion Economic Development Corporation might be influenced. Similarly, the offer or giving of money, services, or other things of value with the expectation of influencing the judgment or decision-making process of any purchaser, supplier, customer/member, government official or other person by any Albion Economic Development Corporation personnel or Albion Economic Development Corporation is absolutely prohibited. Any such conduct should be reported immediately.
- **Gifts from Existing Vendors:** Albion Economic Development Corporation personnel may accept gifts from vendors, suppliers, contractors, or other persons that have nominal values. Albion Economic Development Corporation expects associates to exercise good judgment and discretion in accepting gifts. Associates who have concerns regarding whether a gift should be accepted, should ask their leader. Albion Economic Development Corporation personnel will not accept excessive gifts, meals, expensive

entertainment or other offers of goods or services, which have more than a nominal value.

- **Outside Employment:** Supplemental employment outside of that which is provided by Albion Economic Development Corporation is not encouraged, however if it is necessary, associates must request in writing to Human Resources their desire to seek additional employment with specific details. If approved, the hours of work for supplemental employment must not interfere with an associate's regularly scheduled hours and the employee's supplemental employment must not conflict with the interests of Albion Economic Development Corporation. Associates must be explicit in their request to Human Resources what position they are contemplating accepting and for whom they would be working.

Work Rules

Albion Economic Development Corporation believes that everyone wants to do a good job and that rules for associates don't necessarily need to be spelled out. However, some rules are so important that violations of them can be cause for immediate dismissal. The things that associates **absolutely cannot do** are as follows:

1. Hit, threaten, or get into a physical dispute with another person.
2. Possess and/or control any object or substance which a reasonable person would consider to be a weapon on Albion Economic Development Corporation premises or time.
3. Violate safety regulations. This includes any deliberate, negligent, or careless conduct which endangers the safety of any individual including horseplay.
4. Possess, use or be under the influence of alcohol or any other controlled substance while on the premises or during work time.
5. Failure to provide notification to a leader when using prescription medication which may impair the ability to perform a job safely or efficiently.
6. Abuse, misuse, or negligence, which causes damage to organization property or results in an injury. This includes any destruction of property and/or sabotage.
7. Use of tobacco products while in the building.
8. Falsification of any organization records, no matter when discovered, including employment applications, records, etc.
9. Gross neglect of duty.
10. Immoral or indecent conduct on organization time or premises.
11. Conviction of a felony that relates to your work responsibilities. Conviction of any offense, which results in imprisonment during regularly scheduled work hours. Albion Economic Development Corporation doesn't have any obligation to participate in a work release program.

Albion Economic Development Corporation's goal is to always administer discipline fairly and consistently. Albion Economic Development Corporation will look at every situation that arises

to ensure proper action. It may be necessary to dismiss an associate because of the seriousness of an offense. When time is needed to fully investigate a situation, Albion Economic Development Corporation may place an associate on suspension, paid or unpaid as deemed appropriate.

This list of rules is considered to be a guideline and is not intended to be a complete and final list of all possible violations for which the organization may take disciplinary action up to and including discharge. The use of corrective action instead of discharge means that Albion Economic Development Corporation is trying to help an associate and protect the investment in that person. It will not, in any way, affect the "at-will" employment relationship.

Employee Handbook Responsibility

I (Associate's Name): _____ have received my copy of the Albion Economic Development Corporation Handbook and understand that I will be responsible for knowing and understanding the information contained in this Handbook, as well as any Handbook updates distributed to me by Human Resources. I also acknowledge that I have had a chance to ask questions about it.

I understand that this Handbook will be reviewed periodically by the organization and that the organization reserves the right to alter, amend, modify or terminate any benefits or provisions contained in this Handbook at any time it chooses. I also understand and acknowledge that nothing in this Handbook constitutes a contract, and that this Handbook incorporates the terms and conditions of my employment and supersedes any and all past handbooks, manuals, policies, procedures, understandings and standards, written or oral, express or implied.

I understand and agree that my employment and compensation is "at will" and can be terminated, with or without cause, with or without notice, at any time, by either the organization or myself.

I further understand that no associate or representative, other than its Chief Executive Officer, has the power or authority to enter into any oral or written agreement for employment for any specified period of time, or to make any representations or agreements contrary to the foregoing, unless that representation is in writing and signed by the Chief Executive Officer.

I have received and read the Employee Handbook. I acknowledge that I understand its content and agree to abide by the policies and rules stated and described in it.

Name

Date

Concern Reporting Form

I. Please provide the following: (Attach additional sheets if necessary.)

a. The facts, events or circumstances that caused you to file this concern.

b. The names of the people who engaged in the alleged discrimination or harassment.

c. The dates the incident(s) occurred.

d. The names of any witnesses to the incident(s).

e. Please describe what you did or said in response to the conduct or statements.

II. Please indicate what action or change you are seeking to resolve this concern.

Date

Employee Signature