

White Dove Cleaning Northwest

Employee Handbook



08/11/2022

ABOUT THIS HANDBOOK/DISCLAIMER

We prepared this handbook to help employees find the answers to many questions that they may have regarding their employment with White Dove Cleaning Northwest. Please take the necessary time to read it.

We do not expect this handbook to answer all questions. The owner will serve as a major source of information.

Neither this handbook nor any other verbal or written communication by a management representative is, nor should it be considered to be, an agreement, contract of employment, express or implied, or a promise of treatment in any particular manner in any given situation, nor does it confer any contractual rights whatsoever. White Dove Cleaning Northwest adheres to the policy of employment at will, which permits White Dove Cleaning Northwest or the employee to end the employment relationship at any time, for any reason, with or without cause or notice.

No White Dove Cleaning Northwest representative other than Owner may modify at-will status and/or provide any special arrangement concerning terms or conditions of employment in an individual case or generally and any such modification must be in a signed writing.

Some matters covered by this handbook, are also described in separate White Dove Cleaning Northwest documents. These White Dove Cleaning Northwest documents are always controlling over any statement made in this handbook or by any member of management.

This handbook states only general White Dove Cleaning Northwest guidelines. White Dove Cleaning Northwest may, at any time, at its sole discretion, modify or vary from anything stated in this handbook, with or without notice, except for the rights of the parties to end employment at will, which may only be modified by an express written agreement signed by the employee and Owner.

This handbook supersedes all prior handbooks.

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Section 1 - Governing Principles Of Employment

1-1. Introduction

For new and/or returning employees starting their employment with White Dove Cleaning Northwest let me extend a warm and sincere welcome.

For our loyal employees who have continued to be a part of us, thank you for your past and continued service.

I extend my personal best wishes for success and happiness here at White Dove Cleaning Northwest. We understand that it is our employees who provide the services that our customers rely upon, and who will enable us to create new opportunities in the years to come.

Stephanie Drew, Owner

1-2. Equal Employment Opportunity

White Dove Cleaning Northwest is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information, or any other characteristic protected by applicable federal, state or local laws and ordinances. White Dove Cleaning Northwest's management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, employee activities, access to facilities and general treatment during employment.

White Dove Cleaning Northwest will endeavor to make a reasonable accommodation of an otherwise qualified applicant or employee related to an individual's: physical or mental disability; sincerely held religious beliefs and practices; and/or any other reason required by applicable law, unless doing so would impose an undue hardship upon White Dove Cleaning Northwest's business operations.

Any applicant or employee who needs accommodation in order to perform the essential functions of the job should contact Owner to request such accommodation. The individual should specify what accommodation is needed to do the job **and provide** supporting documentation explaining the basis for the requested accommodation, to the extent permitted and in accordance with applicable law. White Dove Cleaning Northwest then will review and analyze the request, including engaging in an interactive process with the employee or applicant, to identify if such an accommodation can be made. White Dove Cleaning Northwest will evaluate requested accommodations, and as appropriate, identify other possible accommodations, if any. The individual will be notified of White Dove Cleaning Northwest's decision regarding the request within a reasonable period. White Dove Cleaning Northwest treats all medical information submitted as part of the accommodation process in a confidential manner.

Any employees with questions or concerns about equal employment opportunities in the workplace

are encouraged to bring these issues to the attention of Owner. White Dove Cleaning Northwest will not allow any form of retaliation against individuals who raise issues of equal employment opportunity. If employees feel they have been subjected to any such retaliation, they should contact Owner. To ensure our workplace is free of artificial barriers, violation of this policy, including any improper retaliatory conduct, will lead to discipline, up to and including discharge. All employees must cooperate with all investigations conducted pursuant to this policy.

1-3. Non-Harassment

It is White Dove Cleaning Northwest's policy to prohibit intentional and unintentional harassment of or against job applicants, contractors, interns, volunteers or employees by another employee, supervisor, vendor, customer or any third party on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information or any other characteristic protected by applicable federal, state or local laws (referred to as "protected characteristics"). Such conduct will not be tolerated by White Dove Cleaning Northwest.

The purpose of this policy is not to regulate our employees' personal morality, but to ensure that no one harasses another individual in the workplace, including while on White Dove Cleaning Northwest premises, while on White Dove Cleaning Northwest business (whether or not on White Dove Cleaning Northwest premises) or while representing White Dove Cleaning Northwest. In addition to being a violation of this policy, harassment or retaliation based on any protected characteristic as defined by applicable federal, state, or local laws also is unlawful. For example, sexual harassment and retaliation against an individual because the individual filed a complaint of sexual harassment or because an individual aided, assisted or testified in an investigation or proceeding involving a complaint of sexual harassment as defined by applicable federal, state, or local laws are unlawful.

Harassment Defined

Harassment generally is defined in this policy as unwelcome verbal, visual or physical conduct that denigrates or shows hostility or aversion towards an individual because of any actual or perceived protected characteristic or has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Harassment can be verbal (including slurs, jokes, insults, epithets, gestures or teasing), visual (including offensive posters, symbols, cartoons, drawings, computer displays, text messages, social media posts or e-mails) or physical conduct (including physically threatening another, blocking someone's way, etc.). Such conduct violates this policy, even if it does not rise to the level of a violation of applicable federal, state or local laws. Because it is difficult to define unlawful harassment, employees are expected to behave at all times in a manner consistent with the intended purpose of this policy.

Sexual Harassment Defined

Sexual harassment can include all of the above actions, as well as other unwelcome conduct, such as unwelcome or unsolicited sexual advances, requests for sexual favors, conversations regarding sexual activities and other verbal, visual or physical conduct of a sexual nature when:

- submission to that conduct or those advances or requests is made either explicitly or implicitly a term or condition of an individual's employment; or
- submission to or rejection of the conduct or advances or requests by an individual is used as the basis for employment decisions affecting the individual; or
- the conduct or advances or requests have the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Examples of conduct that violate this policy include:

1. unwelcome flirtations, leering, whistling, touching, pinching, assault, blocking normal movement;
2. requests for sexual favors or demands for sexual favors in exchange for favorable treatment;
3. obscene or vulgar gestures, posters or comments;
4. sexual jokes or comments about a person's body, sexual prowess or sexual deficiencies;
5. propositions or suggestive or insulting comments of a sexual nature;
6. derogatory cartoons, posters and drawings;
7. sexually-explicit e-mails, text messages or voicemails;
8. uninvited touching of a sexual nature;
9. unwelcome sexually-related comments;
10. conversation about one's own or someone else's sex life;
11. conduct or comments consistently targeted at only one gender, even if the content is not sexual; and
12. teasing or other conduct directed toward a person because of the person's gender.

Reporting Procedures

If the employee has been subjected to or witnessed conduct which violates this policy, the employee should immediately report the matter to the Employee's Supervisor. If the employee is unable for any reason to contact this person, or if the employee has not received an initial response within five (5) business days after reporting any incident of what the employee perceives to be harassment, the employee should contact Owner. If the person toward whom the complaint is directed is one of the individuals indicated above, the employee should contact the company's Human Resources Representative.

Investigation Procedures

Every report of perceived harassment will be fully investigated, and corrective action will be taken where appropriate. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. All employees must cooperate with all investigations conducted pursuant to this policy.

Retaliation Prohibited

In addition, White Dove Cleaning Northwest will not allow any form of retaliation against individuals who report unwelcome conduct or who cooperate in the investigations of such reports in accordance with this policy. If the employee has been subjected to any such retaliation, the employee should

report it in the same manner in which the employee would report a claim of perceived harassment under this policy.

Violation of this policy including any improper retaliatory conduct will result in disciplinary action, up to and including termination.

1-4. Drug-Free and Alcohol-Free Workplace

To help ensure a safe, healthy and productive work environment for our employees and others, to protect White Dove Cleaning Northwest property, and to ensure efficient operations, White Dove Cleaning Northwest has adopted a policy of maintaining a workplace free of drugs and alcohol. This policy applies to all employees and other individuals who perform work for White Dove Cleaning Northwest.

The unlawful or unauthorized use, abuse, solicitation, theft, possession, transfer, purchase, sale or distribution of controlled substances (including medical marijuana), drug paraphernalia or alcohol by an individual anywhere on White Dove Cleaning Northwest premises, while on White Dove Cleaning Northwest business (whether or not on White Dove Cleaning Northwest premises) or while representing White Dove Cleaning Northwest, is strictly prohibited. Employees and other individuals who work for White Dove Cleaning Northwest also are prohibited from reporting to work or working while they are using or under the influence of alcohol or any controlled substances, which may impact the employee's ability to perform their job or otherwise pose safety concerns, except when the use is pursuant to a licensed medical practitioner's instructions and the licensed medical practitioner authorized the employee or individual to report to work. However, this exception does not extend any right to report to work under the influence of medical marijuana or to use medical marijuana as a defense to a positive drug test, to the extent the employee is subject to any drug testing requirement, except as permitted by and in accordance with applicable law.

Violation of this policy will result in disciplinary action, up to and including discharge.

White Dove Cleaning Northwest maintains a policy of non-discrimination and will endeavor to make reasonable accommodations to assist individuals recovering from substance and alcohol dependencies, and those who have a medical history which reflects treatment for substance abuse conditions. However, employees may not request an accommodation to avoid discipline for a policy violation. We encourage employees to seek assistance before their substance abuse or alcohol misuse renders them unable to perform the essential functions of their jobs, or jeopardizes the health and safety of any White Dove Cleaning Northwest employee, including themselves.

1-5. Workplace Violence

White Dove Cleaning Northwest is strongly committed to providing a safe workplace. The purpose of this policy is to minimize the risk of personal injury to employees and damage to White Dove Cleaning Northwest and personal property.

White Dove Cleaning Northwest does not expect employees to become experts in psychology or to physically subdue a threatening or violent individual. Indeed, White Dove Cleaning Northwest specifically discourages employees from engaging in any physical confrontation with a violent or potentially violent individual. However, White Dove Cleaning Northwest does expect and encourage

employees to exercise reasonable judgment in identifying potentially dangerous situations.

Experts in the mental health profession state that prior to engaging in acts of violence, troubled individuals often exhibit one or more of the following behaviors or signs: over-resentment, anger and hostility; extreme agitation; making ominous threats such as bad things will happen to a particular person, or a catastrophic event will occur; sudden and significant decline in work performance; irresponsible, irrational, intimidating, aggressive or otherwise inappropriate behavior; reacting to questions with an antagonistic or overtly negative attitude; discussing weapons and their use, and/or brandishing weapons in the workplace; overreacting or reacting harshly to changes in White Dove Cleaning Northwest policies and procedures; personality conflicts with co-workers; obsession or preoccupation with a co-worker or supervisor; attempts to sabotage the work or equipment of a co-worker; blaming others for mistakes and circumstances; or demonstrating a propensity to behave and react irrationally.

Prohibited Conduct

Threats, threatening language or any other acts of aggression or violence made toward or by any White Dove Cleaning Northwest employee **WILL NOT BE TOLERATED**. For purposes of this policy, a threat includes any verbal or physical harassment or abuse, any attempt at intimidating or instilling fear in others, menacing gestures, flashing of weapons, stalking or any other hostile, aggressive, injurious or destructive action undertaken for the purpose of domination or intimidation. To the extent permitted by law, employees and visitors are prohibited from carrying weapons onto White Dove Cleaning Northwest premises.

Procedures for Reporting a Threat

All potentially dangerous situations, including threats by co-workers, should be reported immediately to any member of management with whom the employee feels comfortable. Reports of threats may be maintained confidential to the extent maintaining confidentiality does not impede White Dove Cleaning Northwest's ability to investigate and respond to the complaints. All threats will be promptly investigated. All employees must cooperate with all investigations. No employee will be subjected to retaliation, intimidation or disciplinary action as a result of reporting a threat in good faith under this policy.

If White Dove Cleaning Northwest determines, after an appropriate good faith investigation, that someone has violated this policy, White Dove Cleaning Northwest will take swift and appropriate corrective action.

If the employee is the recipient of a threat made by an outside party, that employee should follow the steps detailed in this section. It is important for White Dove Cleaning Northwest to be aware of any potential danger in its offices. Indeed, White Dove Cleaning Northwest wants to take effective measures to protect everyone from the threat of a violent act by employees or by anyone else.

Section 2 - Operational Policies

2-1. Employee Classifications

For purposes of this handbook, all White Dove Cleaning Northwest employees fall within one of the classifications below.

Part-Time Employees - Employees who regularly work fewer than 40 hours per week who were not hired on a short-term basis.

Short-Term Employees - Employees who were hired for a specific short-term project, or on a short-term freelance, per diem or temporary basis. Short-Term employees generally are eligible to receive statutory benefits.

2-2. Your Employment Records

In order to obtain their position, employees have provided personal information, such as address and telephone number. This information is contained in their personnel file.

Employees should keep their personnel file up to date by informing Owner of any changes. Employees also should inform Owner of any specialized training or skills they acquire, as well as any changes to any required visas. Unreported changes of address, marital status, etc. can affect withholding tax and benefit coverage. Further, an "out of date" emergency contact or an inability to reach employees in a crisis could cause a severe health or safety risk or other significant problem.

2-3. Working Hours and Schedule

White Dove Cleaning Northwest normally is open for business from 7:00 AM to 4:00 PM, Monday through Friday.

Employees will be assigned a work schedule within the business scheduled hours and will be expected to begin and end work according to their individual schedule. To accommodate the needs of the business, White Dove Cleaning Northwest may need to change individual work schedules on either a short-term or long-term basis.

Employees will be provided meal and rest periods as required by law. A supervisor will provide further details.

2-4. Timekeeping Procedures

Employees must record their actual time worked for payroll purposes. employees must record the time work begins and ends, as well as the beginning and ending time of any departure from work for any non-work-related reason, prescribed by management.

Altering, falsifying or tampering with time records is prohibited and subjects the employee to discipline, up to and including termination.

Non-exempt employees may not start work until their scheduled starting time, unless directed by the owner.

It is the employee's responsibility to sign time records to certify the accuracy of all time recorded. Any errors in the time record should be reported immediately in order to correct legitimate errors.

2-5. Overtime

Like most successful companies, White Dove Cleaning Northwest experiences periods of extremely high activity. During these busy periods, additional work is required from all of us. The owner is responsible for monitoring business activity and requesting overtime work, if it were to become necessary. Effort will be made to provide employees with adequate advance notice in such situations.

Any non-exempt employee will be compensated at the rate of one and one-half times (1.5) their normal hourly wage for all time worked in excess of 40 hours each week, unless otherwise required by law.

Employees may work overtime only with **prior** management authorization.

For purposes of calculating overtime for non-exempt employees, the workweek begins at 9 a.m. on Monday and ends 168 hours later at 9 a.m. on the following Monday.

2-6. Travel Time for Non-Exempt Employees

Overnight, Out-of-Town Trips

Non-exempt employees will be compensated for time spent traveling (except for meal periods) during their normal working hours, on days they are scheduled to work and on unscheduled work days (such as weekends). Non-exempt employees will also be paid for any time spent performing job duties during otherwise non-compensable travel time; however, such work should be limited by management authorization.

Out-of-Town Trips for One Day

Non-exempt employees who travel out of town for a one-day assignment will be paid for all travel time, except for, among other things: time spent traveling between the employee's home and the local railroad, bus or plane terminal; and meal periods.

Local Travel

Non-exempt employees will be compensated for time spent traveling from one job site to another job site during a workday. The trip home, however, is non-compensable when the employee goes directly home from the final job site, unless it is much longer than the regular commute home from the regular worksite. In such a case, the portion of the trip home in excess of the regular commute is compensable.

Commuting Time

Under the Portal to Portal Act, travel from home to work and from work to home is generally non-compensable. However, if a non-exempt employee regularly reports to a worksite near their home, but is required to report to a worksite farther away than the regular worksite, the additional time spent traveling is compensable.

If compensable travel time results in more than 40 hours worked by a non-exempt employee, the employee will be compensated at an overtime rate of one and one-half (1-1/2) times the regular rate.

To the extent that applicable state law provides greater benefits, state law applies.

2-7. Your Paycheck

Employees will be paid bi-weekly for all the time worked during the past pay period.

Payroll stubs itemize deductions made from gross earnings. By law, White Dove Cleaning Northwest is required to make deductions for Social Security, federal income tax and any other appropriate taxes. These required deductions also may include any court-ordered garnishments. Payroll stubs also will differentiate between regular pay received and overtime pay received.

If there is an error in any employee's pay, the employee should bring the matter to the attention of Owner immediately so White Dove Cleaning Northwest can resolve the matter quickly and amicably.

Paychecks will be given only to the employee, unless the employee requests that they be mailed or authorizes in writing that another person may accept the check.

2-8. Direct Deposit

White Dove Cleaning Northwest strongly encourages employees to use direct deposit. Authorization forms are available from Owner.

2-9. Performance Review

White Dove Cleaning Northwest endeavors to review performance annually. However, a positive performance evaluation does not guarantee an increase in salary, a promotion or continued employment. Compensation increases and the terms and conditions of employment, including job assignments, transfers, promotions, and demotions, are determined by and at the discretion of the owner.

In addition to formal performance evaluations, White Dove Cleaning Northwest encourages

employees to discuss job performance on a frequent and ongoing basis.

2-10. Record Retention

White Dove Cleaning Northwest acknowledges its responsibility to preserve information relating to litigation, audits and investigations. Failure to follow this policy can result in possible civil and criminal sanctions against White Dove Cleaning Northwest and its employees and possible disciplinary action against responsible individuals (up to and including termination of the employee). Each employee has an obligation to contact the Owner to inform them of potential or actual litigation, external audit, investigation or similar proceeding involving White Dove Cleaning Northwest that may have an impact on record retention protocols.

2-11. Cell Phone Stipend Policy

Employees who hold positions that include the need for a cell phone will receive a flat cell phone stipend not to exceed \$25 monthly in order to reimburse for business-related costs incurred when using their personally-owned cell phones. The stipend will be considered a non-taxable fringe benefit to the employee and will be provided once a month while employees are actively employed by White Dove Cleaning NW.

Section 3 - Benefits

3-1. Paid Holidays

Full-time employees will be paid for the following holidays:

New Year's Day
Good Friday
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Day after Thanksgiving
Christmas Eve
Christmas Day

When holidays fall or are celebrated on a regular work day, eligible employees will receive one (1) day's pay at their regular straight-time rate. Eligible employees who are called in to work on a holiday will receive one (1) day's pay at their regular straight-time rate, and an additional payment of straight-time for the actual time they work that day.

If a holiday falls within an eligible employee's approved vacation period, the eligible employee will be paid for the holiday (at the regular straight-time rate) in addition to the vacation day, or the eligible employee will receive an additional vacation day at the option of White Dove Cleaning Northwest.

If a holiday falls within a jury duty or bereavement leave, the eligible employee will be paid for the holiday (at the regular straight-time rate) in addition to the leave day, or the eligible employee will receive an additional day off at the option of White Dove Cleaning Northwest.

3-2. Paid Sick Leave

How does it work?

Washington state law requires employers to provide paid sick leave to their employees. It also sets the minimum requirements for an employer's paid sick leave policy. At a minimum, **employees must be provided one hour of paid sick leave for every 40 hours worked**; regardless of full-time, part-time, temporary, or seasonal status. Employees are paid their normal hourly rate for paid sick leave hours used. There is no limit to how much sick leave can be earned.

Eligibility

White Dove Cleaning Northwest provides paid sick leave to non-exempt employees who work in Washington. For non-exempt employees who work in Washington who are eligible for sick time under the general Sick Days policy and/or any other applicable sick time/leave law or ordinance, this policy applies solely to the extent it provides greater benefits/rights on any specific issue or issues than the general Sick Days policy and/or any other applicable sick time/leave law or ordinance.

Accrual

Employees begin accruing paid sick leave pursuant to this policy on January 1, 2018 or at the start of employment, whichever is later. Employees accrue one (1) hour for every 40 hours worked; regardless of full-time, part-time, temporary, or seasonal status. Employees are not entitled to accrue paid sick leave for hours paid while not working (such as paid holidays, or while using paid sick leave).

For purposes of this policy, the accrual period is the consecutive 12-month period beginning on January 1 and ending on December 31. Employees are paid their normal hourly rate for paid sick leave hours used. There is no limit to how much sick leave can be earned. However, White Dove Cleaning Northwest isn't required to allow carry-over of more than 40 hours of paid sick leave per year.

Usage

Employees may use paid sick leave beginning on the 90th calendar day of employment. Paid sick leave must be used in 15-minute intervals.

Employees may use paid sick leave for absences due to:

- an absence resulting from the employee's mental or physical illness, injury or health condition; to accommodate the employee's need for medical diagnosis, care or treatment of a mental or physical illness, injury or health condition; or the employee's need for preventive medical care;
- to allow the employee to provide care for a family member with a mental or physical illness, injury or health condition; care of a family member who needs medical diagnosis, care or treatment of a mental or physical illness, injury or health condition; or care for a family member who needs preventive medical care;
- when the employee's place of business has been closed by order of a public official for any health-related reason or when the employee's child's school or place of care has been closed for such a reason; or
- an absence covered under Washington's Domestic Violence Leave Act, as addressed further within the Leave for Victims of Domestic Violence.

For purposes of this policy, family members include:

- a child, including a biological child, adopted child, foster child, stepchild; or a child to whom the employee stands in loco parentis, is a legal guardian of, or is a de facto parent, regardless of age or dependency status;
- a parent, including a biological parent, adoptive parent, de facto parent, foster parent, stepparent, or legal guardian of the employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child;

- a spouse;
- a registered domestic partner;
- a grandparent;
- a grandchild; or
- a sibling.

The employee's use of paid sick leave will not be conditioned upon searching for or finding a replacement worker.

Unless advised otherwise by the employee, White Dove Cleaning Northwest will assume, subject to applicable law, that employees want to use available paid sick leave for absences for reasons set forth above and employees will be paid for such absences to the extent they have paid sick leave available.

White Dove Cleaning Northwest may withhold payment of paid sick leave hours where the employee is demonstrated to have used paid sick leave for an uncovered purpose. However, their available paid sick leave hours will not be deducted.

Employees will be notified of their available paid sick leave on each itemized wage statement.

Closure of the company or the employee's child's school or place of care

- Employees may use their accrued, unused paid sick leave when White Dove Cleaning Northwest has been closed by order of a public official for any health-related reason; or
- When an employee's child's school or place of care has been closed by order of a public official **for any health-related reason**.
- Please see the definition of "child" in the previous section.

Notice and Documentation

Employees are required to give reasonable notice of an absence from work. Employees should make a reasonable effort to schedule the use of paid sick time in a manner that does not unduly disrupt White Dove Cleaning Northwest's operations. Requests to use earned paid leave time may be made orally, in writing, or electronically (e.g., via email), and whenever possible, the request must include the expected duration of the employee's absence. When the use of paid sick leave is foreseeable, the employee is required to make a good faith effort to provide notice of the need for such time to their Supervisor at least 10 days in advance of the use of the paid sick leave or as soon as practicable. When the use of earned sick time is not foreseeable, the employee is required to provide notice to their Supervisor as soon as possible before the start of their workday or as soon as practicable under the circumstances. In the event it is impracticable for the employee to provide notice, a person may provide notice on the employee's behalf.

For paid sick leave of more than three (3) consecutive work days, White Dove Cleaning Northwest requires documentation verifying that the employee's use of paid sick leave is for an authorized purpose. Documentation must be provided within a reasonable time period during or after the leave. Documentation should not explain the nature of the employee's or a family member's health condition or the details of the domestic violence, sexual violence, abuse or stalking. Employees have the right to assert that the verification requirement results in an unreasonable burden or expenses on

the employee. If the employee anticipates that the requirement will result in an unreasonable burden or expense, the employee may provide an oral or written explanation to their Supervisor which asserts that the employee's use of paid sick leave was for a covered purpose and how the verification requirement creates an unreasonable burden or expense on the employee.

Payment

Paid sick leave will be paid at the same hourly rate the employee earns from their employment at the time the employee uses such time, but no less than the applicable minimum wage, unless otherwise required by applicable law. Use of paid sick leave is not considered hours worked for purposes of calculating overtime.

Carryover Requirements

Accrued, unused paid sick leave balances of 40 hours or less must carry over to the following year.

- For example, if an employee has 25 hours of accrued, unused paid sick leave at the end of the year, all 25 hours must carry over to the following year.
- If an employee carries over unused paid sick leave to the following year, accrual of paid sick leave in the subsequent year would be in addition to the hours accrued in the previous year and carried over.

Payout

Unused paid sick leave will not be paid at separation, regardless to voluntary or involuntary.

Enforcement and Retaliation

Retaliation or discrimination against employee who requests paid sick days or uses paid sick days or both is prohibited, and employees may file a complaint with the Washington State Department of Labor & Industries against an employer who retaliates or discriminates against the employee.

Questions about rights and responsibilities under the law can be answered by Owner.

3-3. Tacoma Paid Leave (For Employees Also Covered Under Washington Paid Sick Leave Law)

Eligibility

White Dove Cleaning Northwest provides paid leave to employees who work in Tacoma.

For employees who work in Tacoma who are eligible for sick time under the general Sick Days policy and/or any other applicable sick time/leave ordinance, this policy applies solely to the extent it provides greater benefits/rights on any specific issue or issues than the general Sick Days policy and/or any other applicable sick time/leave ordinance.

Accrual

Employees begin accruing paid leave pursuant to this policy at the start of employment. Eligible employees will accrue one (1) hour of paid leave for every 40 hours worked. Exempt employees will be presumed to work 40 hours in each workweek for accrual purposes unless their normal workweek

is less than 40 hours, in which case accrual will be based on that normal workweek. For purposes of this policy, the calendar year is the consecutive 12-month period beginning January 1 and ending on December 31.

Usage

Employees may begin using paid leave on the 90th calendar day of employment. Paid leave may be used in minimum increments of one (1) hour.

The employee may use paid leave for the following qualifying absences:

1. an absence resulting from the employee's mental or physical illness, injury or health condition; to accommodate medical diagnosis, care or treatment of a mental or physical illness, injury or health condition or preventive medical care;
2. care for a family member with a mental or physical illness, injury or health condition; care for a family member who needs medical diagnosis, care or treatment of a mental or physical illness, injury or health condition; or care for a family member who needs preventive medical care;
3. when the employee's place of business has been closed by order of a public official for any health related reason;
4. to allow the employee to care for a child whose school or place of care has been closed by order of a public official;
5. to enable the employee to seek legal or law enforcement assistance or remedies to ensure the health and safety of the employee or the employee's family members, including, but not limited to, preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic violence, sexual assault or stalking;
6. to enable the employee to obtain, or assist a family member in obtaining, services from a domestic violence shelter, rape crisis center or other social services program for relief from domestic violence, sexual assault or stalking;
7. to enable the employee to participate in safety planning, temporarily or permanently relocate or take other actions to increase the safety of the employee or employee's family members from future domestic violence, sexual assault or stalking; or
8. to enable the employee to take leave for bereavement for the death a family member.

For purposes of this policy, family member includes: a child, including a biological child, adopted child, foster child, stepchild or a child to whom the employee stands in loco parentis, is a legal guardian or is a de facto parent, regardless of age or dependency status; a parent, including a biological parent, adoptive parent, de facto parent, foster parent, stepparent, or legal guardian of the employee or the employee's spouse or registered domestic partner or a person who stood in loco parentis when the employee was a minor child; a spouse; a registered domestic partner; a grandparent; a grandchild; or a sibling.

Unless the employee advises White Dove Cleaning Northwest otherwise, White Dove Cleaning Northwest will assume, subject to applicable law, that employees want to use available paid leave for absences for reasons set forth above and employees will be paid for such absences to the extent they have paid leave available.

Employees will be notified of available paid leave each time wages are paid on employee pay stubs and/or electronically.

Notice and Documentation

If the need for paid leave is foreseeable, the employee must provide written notice at least 10 days in advance or as early as possible in advance of the leave. Employees must make a reasonable effort to schedule this leave in a manner that does not unduly disrupt business operations. If the need for paid leave is unforeseeable, the employee must provide notice as soon as it is practicable and must comply with White Dove Cleaning Northwest's Punctuality and Attendance policy.

For absences exceeding three (3) days, White Dove Cleaning Northwest may require verification that the employee's use of paid sick leave is for an authorized purpose. If verification is required, it must be provided within a reasonable time period during or after the leave. If White Dove Cleaning Northwest requires employees to give reasonable notice of an absence from work for the use of paid sick leave for an authorized purpose under the Domestic Violence Leave Act, any such reasonable notice requirements will comply with state law. Specifically, when leave is needed for the employee's own illness or injury or to care for a family member's illness or injury, the employee may be required to provide a certification from a medical provider supporting the need for paid leave. When leave is needed for bereavement purposes, the employee may be required to provide verification of the funeral date and location as well as relation to the deceased. When leave is needed for a child because of their school closure by a public official, the employee may be required to provide a letter from the child's school confirming the dates of closure. When leave is needed for reasons related to domestic violence, sexual assault or stalking, the employee may be required to provide legal documentation supporting the need for paid leave. Alternatively, for leave needed for any of the eight (8) reasons set forth above, employees may provide a signed personal statement that they need or needed paid leave for a qualifying purpose, and if applicable, the employee's relationship to the family member for whom leave is needed. Documentation must be provided within seven (7) calendar days of the employee taking paid leave, unless, for good cause shown or as otherwise permitted by White Dove Cleaning Northwest, the employee requires more time to provide such documentation. Failure to comply with the reasonable documentation requirements, without a reasonable justification, may result in denial of pay for absences already taken, recoupment of the amount paid for paid leave from future pay, as an overpayment, or otherwise taking appropriate disciplinary action, to the extent permitted by applicable law. Employees have the right to assert that the verification requirement results in an unreasonable burden or expenses on the employee. If the employee anticipates that the requirement will result in an unreasonable burden or expense, the employee may provide an oral or written explanation that asserts that the employee's use of paid leave was for a covered purpose and how the verification requirement creates an unreasonable burden or expense on the employee.

Payment

Paid leave will be paid at the same rate as the employee earns from their employment at the time the employee uses such leave, unless otherwise required by applicable law. Use of paid leave is not considered hours worked for purposes of calculating overtime.

Carryover and Payout

The employee may carry over up to 40 hours of accrued, unused paid leave under this policy to the following calendar year. Accrued but unused paid leave under this policy will not be paid at separation.

Enforcement and Retaliation

White Dove Cleaning Northwest prohibits any threat, discharge, suspension, demotion or other adverse employment action against the employee for the exercise of any right under this policy; or interference with, or punishment for, participating in any manner in an investigation, proceeding or hearing under this policy.

If employees have any questions regarding this policy, they should contact Owner.

3-4. Lactation Breaks

White Dove Cleaning Northwest will provide a reasonable amount of break time to accommodate employees desiring to express breast milk for their infant child, in accordance with and to the extent required by applicable law. The break time, if possible, must run concurrently with rest and meal periods already provided. If the break time cannot run concurrently with rest and meal periods already provided, the break time will be unpaid, subject to applicable law.

White Dove Cleaning Northwest will make reasonable efforts to provide employees with the use of a room or location other than a toilet stall to express milk in private. This location may be the employee's private office, if applicable. White Dove Cleaning Northwest may not be able to provide additional break time if doing so would seriously disrupt White Dove Cleaning Northwest's operations, subject to applicable law. Please consult Owner with questions regarding this policy.

Employees should advise management if they need break time and an area for this purpose. Employees will not be discriminated against or retaliated against for exercising their rights under this policy.

3-5. Workers' Compensation

On-the-job injuries are covered by White Dove Cleaning Northwest's Workers' Compensation Insurance Policy, which is provided at no cost. If employees are injured on the job, no matter how slightly, they should report the incident immediately to their supervisor. Failure to follow White Dove Cleaning Northwest procedures may affect the ability of employees to receive Workers Compensation benefits.

This is solely a monetary benefit and not a leave of absence entitlement. Employees who need to miss work due to a workplace injury must also request a formal leave of absence. See the Leave of Absence sections of this handbook for more information.

3-6. Jury Duty

White Dove Cleaning Northwest realizes that it is the obligation of all U.S. citizens to serve on a jury when summoned to do so. All employees will be allowed time off to perform such civic service as required by law. Employees are expected, however, to provide proper notice of a request to perform jury duty and verification of their service.

Employees also are expected to keep management informed of the expected length of jury duty service and to report to work for the major portion of the day if excused by the court. If the required absence presents a serious conflict for management, employees may be asked to try to postpone

jury duty.

Employees on jury duty leave will be paid for their jury duty service in accordance with state law; however, exempt employees will be paid their full salary for any week in which time is missed due to jury duty if work is performed for White Dove Cleaning Northwest during such week.

3-7. Bereavement Leave

The death of a family member is a time when employees wish to be with their families. If the employee is full-time, part-time, all and loses a close relative, the employee will be allowed paid time off of up to 3 days to assist in attending to obligations and commitments. For the purposes of this policy, a close relative includes a spouse, domestic/civil union partner, child, parent, sibling, in-laws, aunt, uncle, grandparents, grandchildren or any other relation required by applicable law. Paid leave days only may be taken on regularly scheduled, consecutive workdays following the day of death. Employees must inform their supervisor prior to commencing bereavement leave. In administering this policy, White Dove Cleaning Northwest may require verification of death.

3-8. Voting Leave

In the event employees do not have sufficient time outside of working hours to vote in a statewide election, if required by state law, the employee may take off enough working time to vote. Such time will be paid if required by state law. This time should be taken at the beginning or end of the regular work schedule. Where possible, supervisors should be notified at least two (2) days prior to the voting day.

3-9. Transportation Reimbursement Program

White Dove Cleaning Northwest provides a Transportation Reimbursement Program which allows all employees to pay for eligible transportation expenses with pre-tax income. Employees may participate on the first of the month after one (1) month of employment. The program works similarly to a Flexible Benefits Program, in which employees elect to have a portion of pre-tax income transferred to an account for future reimbursement for transportation expenses. The amount of contributions is subject to IRS limits which generally change every year. Upon becoming eligible to participate in this plan, employees will receive a Summary Plan Document (SPD) describing the benefit in greater detail. Employees should refer to the SPD for detailed plan information. Of course, employees also should feel free to speak to Owner if they have any further questions.

Section 4 - Leaves Of Absence

4-1. Personal Leave

White Dove Cleaning Northwest, under certain circumstances, may grant a personal leave of absence without pay. A written request for personal leave should be presented to the owner at least two (2) weeks before the anticipated start of the leave. If the leave is requested for medical reasons and employees are not eligible for leave under the federal Family and Medical Leave Act (FMLA) or any state leave law, medical certification also must be submitted. Normally, a leave of absence could be granted for a period of up to eight (8) weeks. However, personal leave may be extended if, prior to the end of leave, employees submit a written request for an extension to the owner and the request could be granted.

When the employees anticipate returning to work, they should notify the owner of the expected return date. This notification should be made at least one (1) week before the end of the leave and should include a release to return to work if out due to medical reason(s).

Upon completion of the personal leave of absence, White Dove Cleaning Northwest will attempt to return employees to their original job or a similar position, subject to prevailing business considerations. Reinstatement, however, is not guaranteed.

Failure to advise management of availability to return to work, failure to return to work when notified or a continued absence from work beyond the time approved by White Dove Cleaning Northwest can be considered a voluntary resignation of employment.

4-2. Military Leave

If employees are called into active military service or enlist in the uniformed services, they will be eligible to receive an unpaid military leave of absence. To be eligible for military leave, employees must provide management with advance notice of service obligations unless they are prevented from providing such notice by military necessity or it is otherwise impossible or unreasonable to provide such notice. Provided the absence does not exceed applicable statutory limitations, employees will retain reemployment rights and accrue seniority and benefits in accordance with applicable federal and state laws. Employees should ask management for further information about eligibility for Military Leave.

If employees are required to attend yearly Reserves or National Guard duty, they can apply for an unpaid temporary military leave of absence not to exceed the number of days allowed by law (including travel). They should give management as much advance notice of their need for military leave as possible so that White Dove Cleaning Northwest can maintain proper coverage while employees are away.

4-3. Leave for Victims of Domestic Violence

If the employee or the employee's family member is a victim of domestic violence, the employee may be eligible to take reasonable, unpaid time off from work for one or more of the following reasons:

- seek legal or law enforcement assistance or remedies to ensure the health and safety of the employee or a family member including, but not limited to, preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic violence, sexual assault or stalking;
- seek treatment by a health care provider for physical or mental injuries caused by domestic violence, sexual assault or stalking, or to attend to health care treatment for a victim who is a family member;
- obtain or assist a family member in obtaining services from a domestic violence shelter, rape crisis center or other social services program for relief from domestic violence, sexual assault or stalking;
- obtain or assist a family member in obtaining mental health counseling related to an incident of domestic violence, sexual assault or stalking, in which the employee or family member was a victim of domestic violence, sexual assault or stalking; or
- participate in safety planning, temporarily or permanently relocate or take other actions to increase personal safety or that of family members from future domestic violence, sexual assault or stalking.

Employees may elect to use any sick leave or other paid time off for leave pursuant to this policy. Leave may take the form of reasonable unpaid leave from work, intermittent leave or leave on a reduced leave schedule.

Employees wishing to take leave pursuant to this policy must give advance notice of their intention to take leave. When advance notice cannot be given because of an emergency or unforeseen circumstance due to domestic violence, sexual assault or stalking, the employee or a designee must give notice no later than the end of the first day on which such leave is taken.

Verification of the need for leave may be required.

4-4. Pregnancy and Childbirth Leave

Employees are eligible to take unpaid leave for the actual period of time that they are sick or temporarily disabled because of pregnancy, childbirth or related medical conditions.

Any employees wishing to request leave because of a pregnancy-related disability must provide appropriate medical certification.

This leave is available regardless of whether the employee qualifies for leave under White Dove Cleaning Northwest's Family & Medical Leave policy. This leave does not count towards the employee's leave entitlement, if any, under the Washington State Paid Family and Medical Leave Act (PFML), but FMLA leave will run concurrently with this leave. The leave will be unpaid.

If employees take this leave only for the actual period of disability, as certified by their health care provider, then they ordinarily will be allowed to return from this leave to the same job they held when the leave began or to a similar job of at least the same pay. Exceptions to this general rule will be made only if White Dove Cleaning Northwest has a business necessity to do otherwise.

If employees have any questions regarding this policy, they should contact Owner.

Section 5 - General Standards Of Conduct

5-1. Workplace Conduct

White Dove Cleaning Northwest endeavors to maintain a positive work environment. Each employee plays a role in fostering this environment. Accordingly, we all must abide by certain rules of conduct, based on honesty, common sense and fair play.

Because everyone may not have the same idea about proper workplace conduct, it is helpful to adopt and enforce rules all can follow. Unacceptable conduct may subject the offender to disciplinary action, up to and including discharge, in White Dove Cleaning Northwest's sole discretion. The following are examples of some, but not all, conduct which can be considered unacceptable:

1. Obtaining employment on the basis of false or misleading information.
2. Stealing, removing or defacing White Dove Cleaning Northwest property or a co-worker's property, and/or disclosure of confidential information.
3. Completing another employee's time records.
4. Violation of safety rules and policies.
5. Violation of White Dove Cleaning Northwest's Drug and Alcohol-Free Workplace Policy.
6. Fighting, threatening or disrupting the work of others or other violations of White Dove Cleaning Northwest's Workplace Violence Policy.
7. Failure to follow lawful instructions of a supervisor.
8. Failure to perform assigned job duties.
9. Violation of the Punctuality and Attendance Policy, including but not limited to irregular attendance, habitual lateness or unexcused absences.
10. Gambling on White Dove Cleaning Northwest property.
11. Willful or careless destruction or damage to White Dove Cleaning Northwest assets or to the equipment or possessions of another employee.
12. Wasting work materials.
13. Performing work of a personal nature during working time.
14. Violation of the Solicitation and Distribution Policy.
15. Violation of White Dove Cleaning Northwest's Harassment or Equal Employment Opportunity Policies.
16. Violation of the Communication and Computer Systems Policy.
17. Unsatisfactory job performance.
18. Any other violation of White Dove Cleaning Northwest policy.

Obviously, not every type of misconduct can be listed. Note that all employees are employed at-will, and White Dove Cleaning Northwest reserves the right to impose whatever discipline it chooses, or none at all, in a particular instance. White Dove Cleaning Northwest will deal with each situation individually and nothing in this handbook should be construed as a promise of specific treatment in a given situation.

The observance of these rules will help to ensure that our workplace remains a safe and desirable place to work.

5-2. Punctuality and Attendance

Employees are hired to perform important functions at White Dove Cleaning Northwest. As with any group effort, operating effectively takes cooperation and commitment from everyone. Therefore, attendance and punctuality are very important. Unnecessary absences and lateness are expensive, disruptive and place an unfair burden on fellow employees. We expect excellent attendance from all employees. Excessive absenteeism or tardiness will result in disciplinary action up to and including discharge.

We do recognize, however, there are times when absences and tardiness cannot be avoided. In such cases, employees are expected to notify Supervisors as early as possible, but no later than the start of the work day. Asking another employee, friend or relative to give this notice is improper and constitutes grounds for disciplinary action. Employees should call, stating the nature of the illness and its expected duration, for every day of absenteeism.

A No Call No Show (NCNS) is when there are unreported absences of three (3) **consecutive** work days. This means there has been zero contact made from the employee. Generally, this will be considered as a voluntary resignation of employment with White Dove Cleaning Northwest.

5-3. Use of Social Media

White Dove Cleaning Northwest respects the right of any employee to maintain a blog or web page or to participate in a social networking, Twitter or similar site, including but not limited to Facebook and LinkedIn. However, to protect White Dove Cleaning Northwest interests and ensure employees focus on their job duties, employees must adhere to the following rules:

Employees may not post on a blog or web page or participate on a social networking platform, such as Twitter or similar site, during work time or at any time with White Dove Cleaning Northwest equipment or property.

All rules regarding confidential and proprietary business information apply in full to blogs, web pages and social networking platforms, such as Twitter, Facebook, LinkedIn or similar sites. Any information that cannot be disclosed through a conversation, a note or an e-mail also cannot be disclosed in a blog, web page or social networking site.

Whether the employees are posting something on their own blog, web page, social networking, Twitter or similar site or on someone else's, if the employee mentions White Dove Cleaning Northwest and also expresses either a political opinion or an opinion regarding White Dove Cleaning Northwest's actions that could pose an actual or potential conflict of interest with White Dove Cleaning Northwest, the poster must include a disclaimer. The poster should specifically state that the opinion expressed is his/her personal opinion and not White Dove Cleaning Northwest's position. This is necessary to preserve White Dove Cleaning Northwest's good will in the marketplace.

Any conduct that is impermissible under the law if expressed in any other form or forum is impermissible if expressed through a blog, web page, social networking, Twitter or similar site. For example, posted material that is discriminatory, obscene, defamatory, libelous or violent is forbidden. White Dove Cleaning Northwest policies apply equally to employee social media usage.

White Dove Cleaning Northwest encourages all employees to keep in mind the speed and manner in which information posted on a blog, web page, and/or social networking site is received and often misunderstood by readers. Employees must use their best judgment. Employees with any questions should review the guidelines above and/or consult with their manager. Failure to follow these guidelines may result in discipline, up to and including discharge.

5-4. Inspections

White Dove Cleaning Northwest reserves the right to require employees while on White Dove Cleaning Northwest property, client property, to agree to the inspection of their persons, personal possessions and property, personal vehicles parked on client property, and work areas. This includes lockers, vehicles, desks, cabinets, work stations, packages, handbags, briefcases and other personal possessions or places of concealment, as well as personal mail sent to White Dove Cleaning Northwest or to its clients. Employees are expected to cooperate in the conduct of any search or inspection.

5-5. Smoking

Smoking, including the use of e-cigarettes, is prohibited on White Dove Cleaning Northwest client premises and in all White Dove Cleaning Northwest vehicles.

5-6. Personal Visits and Telephone Calls

Disruptions during work time can lead to errors and delays. Therefore, personal telephone calls must be kept to a minimum, and only be made or received after working time, or during lunch or break time.

For safety and security reasons, employees are prohibited from having personal guests visit or accompanying them anywhere in White Dove Cleaning Northwest facilities other than the reception areas.

5-7. Solicitation and Distribution

To avoid distractions, solicitation by the employee of another employee is prohibited while either employee is on work time. "Work time" is defined as the time the employee is engaged, or should be engaged, in performing his/her work tasks for White Dove Cleaning Northwest. Solicitation of any kind by non-employees on White Dove Cleaning Northwest premises is prohibited at all times.

Distribution of advertising material, handbills, printed or written literature of any kind in working areas of White Dove Cleaning Northwest is prohibited at all times. Distribution of literature by non-employees on White Dove Cleaning Northwest premises is prohibited at all times.

5-8. Confidential Company Information

During the course of work, employees may become aware of confidential information about White Dove Cleaning Northwest's business, including but not limited to information regarding White Dove Cleaning Northwest finances, pricing, products and new product development, software and computer programs, marketing strategies, suppliers and customers and potential customers. Employees also may become aware of similar confidential information belonging to White Dove Cleaning Northwest's clients. It is extremely important that all such information remain confidential, and particularly not be disclosed to White Dove Cleaning Northwest's competitors. Any employee who improperly copies, removes (whether physically or electronically), uses or discloses confidential information to anyone outside of White Dove Cleaning Northwest may be subject to disciplinary action up to and including termination. Employees may be required to sign an agreement reiterating these obligations.

5-9. Conflict of Interest and Business Ethics

It is White Dove Cleaning Northwest's policy that all employees avoid any conflict between their personal interests and those of White Dove Cleaning Northwest. The purpose of this policy is to ensure that White Dove Cleaning Northwest's honesty and integrity, and therefore its reputation, are not compromised. The fundamental principle guiding this policy is that no employee should have, or appear to have, personal interests or relationships that actually or potentially conflict with the best interests of White Dove Cleaning Northwest.

It is not possible to give an exhaustive list of situations that might involve violations of this policy. However, the situations that would constitute a conflict in most cases include but are not limited to:

1. holding an interest in or accepting free or discounted goods from any organization that does, or is seeking to do, business with White Dove Cleaning Northwest, by any employee who is in a position to directly or indirectly influence either White Dove Cleaning Northwest's decision to do business, or the terms upon which business would be done with such organization;
2. holding any interest in an organization that competes with White Dove Cleaning Northwest;
3. being employed by (including as a consultant) or serving on the board of any organization which does, or is seeking to do, business with White Dove Cleaning Northwest or which competes with White Dove Cleaning Northwest; and/or
4. profiting personally, e.g., through commissions, loans, expense reimbursements or other payments, from any organization seeking to do business with White Dove Cleaning Northwest.

A conflict of interest would also exist when a member of the employee's immediate family is involved in situations such as those above.

This policy is not intended to prohibit the acceptance of modest courtesies, openly given and accepted as part of the usual business amenities, for example, occasional business-related meals or promotional items of nominal or minor value.

It is the employee's responsibility to report any actual or potential conflict that may exist between the employee (and the employee's immediate family) and White Dove Cleaning Northwest.

5-10. Use of Facilities, Equipment and Property, Including Intellectual Property

Equipment essential in accomplishing job duties is often expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards and guidelines.

Employees should notify their supervisor if any equipment, machines, or tools appear to be damaged, defective or in need of repair. Prompt reporting of loss, damages, defects and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. Supervisors can answer any questions about the employees' responsibility for maintenance and care of equipment used on the job.

Employees also are prohibited from any unauthorized use of White Dove Cleaning Northwest's intellectual property, such as audio and video tapes, print materials and software.

Improper, careless, negligent, destructive, or unsafe use or operation of equipment can result in discipline, up to and including discharge.

Further, White Dove Cleaning Northwest is not responsible for any damage to employees' personal belongings unless the employee's supervisor provided advance approval for the employee to bring the personal property to work.

5-11. Health and Safety

The health and safety of employees and others on White Dove Cleaning Northwest property are of critical concern to White Dove Cleaning Northwest. White Dove Cleaning Northwest intends to comply with all health and safety laws applicable to our business. To this end, we must rely upon employees to ensure that work areas are kept safe and free of hazardous conditions. Employees are required to be conscientious about workplace safety, including proper operating methods, and recognize dangerous conditions or hazards. Any unsafe conditions or potential hazards should be reported to management immediately, even if the problem appears to be corrected. Any suspicion of a concealed danger present on White Dove Cleaning Northwest's premises, or in a product, facility, piece of equipment, process or business practice for which White Dove Cleaning Northwest is responsible should be brought to the attention of management immediately.

Periodically, White Dove Cleaning Northwest may issue rules and guidelines governing workplace safety and health. White Dove Cleaning Northwest may also issue rules and guidelines regarding the handling and disposal of hazardous substances and waste. All employees should familiarize themselves with these rules and guidelines, as strict compliance will be expected.

Any workplace injury, accident, or illness must be reported to the employee's supervisor as soon as possible, regardless of the severity of the injury or accident.

5-12. Hiring Relatives/Employee Relationships

A familial relationship among employees can create an actual or at least a potential conflict of interest in the employment setting, especially where one relative supervises another relative. To avoid this problem, White Dove Cleaning Northwest may refuse to hire or place a relative in a position where the potential for favoritism or conflict exists.

In other cases, such as personal relationships where a conflict or the potential for conflict arises, even if there is no supervisory relationship involved, the parties may be separated by reassignment or discharged from employment, at the discretion of White Dove Cleaning Northwest. Accordingly, all parties to any type of intimate personal relationship must inform management.

If two employees marry, become related, or enter into an intimate relationship, they may not remain in a reporting relationship or in positions where one individual may affect the compensation or other terms or conditions of employment of the other individual. White Dove Cleaning Northwest generally will attempt to identify other available positions, but if no alternate position is available, White Dove Cleaning Northwest retains the right to decide which employee will remain with White Dove Cleaning Northwest.

For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

5-13. Employee Dress and Personal Appearance

Employees are expected to report to work well groomed, clean, and dressed according to the requirements of their position. Some employees may be required to wear uniforms or safety equipment/clothing. Employees should contact their supervisor for specific information regarding acceptable attire for their position. If employees report to work dressed or groomed inappropriately, they may be prevented from working until they return to work well groomed and wearing the proper attire.

5-14. Publicity/Statements to the Media

All media inquiries regarding the position of White Dove Cleaning Northwest as to any issues must be referred to Owner. Only Owner is authorized to make or approve public statements on behalf of White Dove Cleaning Northwest. No employees, unless specifically designated by Owner, are authorized to make those statements on behalf of White Dove Cleaning Northwest. Any employee wishing to write and/or publish an article, paper, or other publication on behalf of White Dove Cleaning Northwest must first obtain approval from Owner.

5-15. Operation of Vehicles

All employees authorized to drive White Dove Cleaning Northwest-owned or leased vehicles or personal vehicles in conducting White Dove Cleaning Northwest business must possess a current, valid driver's license and an acceptable driving record. Any change in license status or driving record must be reported to management immediately.

Employees must have a valid driver's license in their possession while operating a vehicle off or on White Dove Cleaning Northwest property. It is the responsibility of every employee to drive safely and obey all traffic, vehicle safety, and parking laws or regulations. Drivers must demonstrate safe driving habits at all times.

White Dove Cleaning Northwest-owned or leased vehicles may be used only as authorized by management.

Portable Communication Device Use While Driving

Employees who drive on White Dove Cleaning Northwest business must abide by all state or local laws prohibiting or limiting portable communication device (PCD) use, including cell phones or personal digital assistants, while driving. Further, even if use is permitted, employees may choose to refrain from using any PCD while driving. "Use" includes, but is not limited to, talking or listening to another person or sending an electronic or text message via the PCD.

Regardless of the circumstances, including slow or stopped traffic, if any use is permitted while driving, employees should proceed to a safe location off the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is absolutely necessary while the employees are driving, and permitted by law, they must use a hands-free option and advise the caller that they are unable to speak at that time and will return the call shortly.

Under no circumstances should employees feel that they need to place themselves at risk to fulfill business needs.

Since this policy does not require any employee to use a PCD while driving, employees who are charged with traffic violations resulting from the use of their PCDs while driving will be solely responsible for all liabilities that result from such actions.

Texting and e-mailing while driving is prohibited in all circumstances.

5-16. Business Expense Reimbursement

Employees will be reimbursed for reasonable approved expenses incurred in the course of business. These expenses must be approved by the employee's owner, and may include hotels, motels, meals, cab fare, rental vehicles, or gas and car mileage for personal vehicles. All expenses incurred should be submitted to the employee's Supervisor along with the receipts in a timely manner.

Employees are expected to exercise restraint and good judgment when incurring expenses. Employees should contact their Supervisor in advance if they have any questions about whether an expense will be reimbursed.

5-17. References

White Dove Cleaning Northwest will respond to reference requests through Owner White Dove Cleaning Northwest will provide general information concerning the employee such as date of hire, date of discharge, and positions held. Requests for reference information must be in writing, and responses will be in writing. Please refer all requests for references to Owner Department.

Only Owner may provide references.

5-18. If You Must Leave Us

Should any employees decide to leave White Dove Cleaning Northwest, we ask that they provide at least 2 weeks advance notice of departure. Thoughtfulness will be appreciated. All White Dove Cleaning Northwest, property including, but not limited to, keys, security cards, parking passes, laptop computers, uniforms, etc., must be returned at separation. Employees also must return all of White Dove Cleaning Northwest's Confidential Information upon separation. To the extent permitted by law, employees will be required to repay White Dove Cleaning Northwest (through payroll deduction, if lawful) for any lost or damaged White Dove Cleaning Northwest property. As noted previously, all employees are employed at-will and nothing in this handbook changes that status.

5-19. A Few Closing Words

This handbook is intended to give employees a broad summary of things they should know about White Dove Cleaning Northwest. The information in this handbook is general in nature and, should questions arise, the owner should be consulted for complete details. While we intend to continue the policies and rules described in this handbook, White Dove Cleaning Northwest, at its sole discretion, may always amend, add to, delete from or modify the provisions of this handbook and/or change its interpretation of any provision set forth in this handbook. Employees should not hesitate to speak to the owner if they have any questions about White Dove Cleaning Northwest or its personnel policies and practices.

General Handbook Acknowledgment

This Employee Handbook is important and is intended to help employees become acquainted with White Dove Cleaning Northwest. This Handbook is intended to provide guidelines and general descriptions only; it is not the final word in all cases. Individual circumstances may call for individual attention.

Because White Dove Cleaning Northwest's operations may change, the contents of this Handbook may be changed at any time, with or without notice, in an individual case or generally, at the sole discretion of management.

Please read the following statements and sign below to indicate your receipt and acknowledgment of this Handbook.

I have received and read a copy of White Dove Cleaning Northwest's Employees Handbook. I understand that the policies, rules and benefits described in it are subject to change at the sole discretion of White Dove Cleaning Northwest at any time.

I further understand that my employment is terminable at will, either by myself or White Dove Cleaning Northwest, with or without cause or notice, regardless of the length of my employment.

I understand that no representative of White Dove Cleaning Northwest other than Owner may alter their "at will" status and any such modification must be in writing and signed.

I understand that my signature below indicates that I have read and understand the above statements and that I have received a copy of White Dove Cleaning Northwest's Employee Handbook.

Employee's Printed Name: _____

Employee's Signature: _____

Position: _____

Date: _____

The signed original copy of this acknowledgment will be filed in your personnel file.

Receipt Of Non-Harassment Policy

It is White Dove Cleaning Northwest's policy to prohibit intentional and unintentional harassment of or against job applicants, contractors, interns, volunteers or employees by another employee, supervisor, vendor, customer or any third party on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information or any other characteristic protected by applicable federal, state or local laws (referred to as "protected characteristics"). Such conduct will not be tolerated by White Dove Cleaning Northwest.

The purpose of this policy is not to regulate our employees' personal morality, but to ensure that no one harasses another individual in the workplace, including while on White Dove Cleaning Northwest premises, while on White Dove Cleaning Northwest business (whether or not on White Dove Cleaning Northwest premises) or while representing White Dove Cleaning Northwest. In addition to being a violation of this policy, harassment or retaliation based on any protected characteristic as defined by applicable federal, state, or local laws also is unlawful. For example, sexual harassment and retaliation against an individual because the individual filed a complaint of sexual harassment or because an individual aided, assisted or testified in an investigation or proceeding involving a complaint of sexual harassment as defined by applicable federal, state, or local laws are unlawful.

Harassment Defined

Harassment generally is defined in this policy as unwelcome verbal, visual or physical conduct that denigrates or shows hostility or aversion towards an individual because of any actual or perceived protected characteristic or has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Harassment can be verbal (including slurs, jokes, insults, epithets, gestures or teasing), visual (including offensive posters, symbols, cartoons, drawings, computer displays, text messages, social media posts or e-mails) or physical conduct (including physically threatening another, blocking someone's way, etc.). Such conduct violates this policy, even if it does not rise to the level of a violation of applicable federal, state or local laws. Because it is difficult to define unlawful harassment, employees are expected to behave at all times in a manner consistent with the intended purpose of this policy.

Sexual Harassment Defined

Sexual harassment can include all of the above actions, as well as other unwelcome conduct, such as unwelcome or unsolicited sexual advances, requests for sexual favors, conversations regarding sexual activities and other verbal, visual or physical conduct of a sexual nature when:

- submission to that conduct or those advances or requests is made either explicitly or implicitly a term or condition of an individual's employment; or
- submission to or rejection of the conduct or advances or requests by an individual is used as the basis for employment decisions affecting the individual; or

- the conduct or advances or requests have the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Examples of conduct that violate this policy include:

1. unwelcome flirtations, leering, whistling, touching, pinching, assault, blocking normal movement;
2. requests for sexual favors or demands for sexual favors in exchange for favorable treatment;
3. obscene or vulgar gestures, posters or comments;
4. sexual jokes or comments about a person's body, sexual prowess or sexual deficiencies;
5. propositions or suggestive or insulting comments of a sexual nature;
6. derogatory cartoons, posters and drawings;
7. sexually-explicit e-mails, text messages or voicemails;
8. uninvited touching of a sexual nature;
9. unwelcome sexually-related comments;
10. conversation about one's own or someone else's sex life;
11. conduct or comments consistently targeted at only one gender, even if the content is not sexual; and
12. teasing or other conduct directed toward a person because of the person's gender.

Reporting Procedures

If the employee has been subjected to or witnessed conduct which violates this policy, the employee should immediately report the matter to the Employee's Supervisor. If the employee is unable for any reason to contact this person, or if the employee has not received an initial response within five (5) business days after reporting any incident of what the employee perceives to be harassment, the employee should contact Owner. If the person toward whom the complaint is directed is one of the individuals indicated above, the employee should contact the company's Human Resources Representative.

Investigation Procedures

Every report of perceived harassment will be fully investigated, and corrective action will be taken where appropriate. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. All employees must cooperate with all investigations conducted pursuant to this policy.

Retaliation Prohibited

In addition, White Dove Cleaning Northwest will not allow any form of retaliation against individuals who report unwelcome conduct or who cooperate in the investigations of such reports in accordance with this policy. If the employee has been subjected to any such retaliation, the employee should report it in the same manner in which the employee would report a claim of perceived harassment under this policy.

Violation of this policy including any improper retaliatory conduct will result in disciplinary action, up to and including termination.

White Dove Cleaning NW, Employee Handbook 2022

I have read and I understand White Dove Cleaning Northwest's Non-Harassment Policy.

Employee's Printed Name: _____

Employee's Signature: _____

Position: _____

Date: _____

The signed original copy of this receipt should be given to management - it will be filed in your personnel file.