

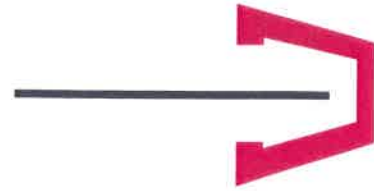
# Policies and Procedures Manual



THE COORDINATING & DEVELOPMENT CORPORATION



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# General



## I. General

### **Section 1.1 - Introduction**

This Administrative Personnel Policies and Procedures Manual is intended to provide employees with a general understanding of The Coordinating and Development Corporation's ("CDC" or the "Company") current personnel policies and procedures and the benefits provided to The CDC employees and is intended as a guide only. All CDC positions are to be covered by these personnel policies and procedures.

The CDC cannot, however, anticipate every situation for this manual or answer every question about employment with The CDC. These policies and procedures may be changed, supplemented, or superseded at any time as provided by the Board of Directors of The CDC or under special circumstances by the President of The CDC.

This Administrative Personnel Policies and Procedures Manual and all other Company policies and procedures are not intended to be, and do not create, a contract of employment with The CDC for any specific duration or for any other purpose.

It is each employee's responsibility to familiarize himself or herself with the contents of this Manual, as it will answer many questions concerning employment with The CDC.

### **Section 1.2 - Objectives**

- a. The CDC recognizes that a personnel system which recruits and retains competent, dependable personnel is indispensable to effective, efficient operations.
- b. The rules and procedures set forth below are designed to:
  - 1) Promote high morale among employees by fostering good working relationships and by providing uniform personnel policies, opportunities for advancement, and consideration of employee needs and desires;
  - 2) Maintain recruitment and promotion practices which will enhance the attractiveness of a career and encourage each employee to give his or her best effort to The CDC and the parishes and communities which we represent;
  - 3) Provide courteous and dependable service to the public;
  - 4) Provide fair and equal opportunity for qualified persons to enter and progress in service in a manner based on merit as ascertained through fair and practical personnel management methods;
  - 5) Conduct all our operations in an ethical and legal manner so as to generate by its actions a reputation as an efficient, progressive body in the region and state.

### **Section 1.3 – Employment At-Will**

Employment with The CDC is voluntary and at-will. Both employee and employer have the right to end the employment relationship at any time with or without cause or advance notice. Advance notice and other forms of communication are encouraged, but understood to be impractical in some circumstances and are not absolutely required.

It is understood that employment is for no definite period of time, and there are no contractual obligations between the employee and the Company. No Company representative, other than the President (or his designee), has the authority to enter into any agreement contrary to this policy. Any such agreement must be approved by the Board of Directors and be in writing, signed by the President (or his designee).

### **Section 1.4 – Equal Opportunity**

The CDC is an equal opportunity employer. It is the policy of The CDC to provide equal employment opportunity to all qualified employees and applicants for employment without regard to race, color, religion, sex, national origin, age, military or veteran status, marital status, genetic information, disability, political affiliation, or any other characteristic protected by federal, state or local law. This policy shall apply to hiring, promotion, pay practices, benefits, termination, transfers by the Company and all other terms and conditions of employment as required by federal, state and local law.

All employees are expected to comply with the Company's Equal Employment Opportunity Policy.

### **Section 1.5 – Americans with Disabilities Act (ADA)**

The CDC does not discriminate against individuals with disabilities and is committed to full compliance with the ADA. Reasonable accommodations will be made to assist qualified individuals with known disabilities in performing their essential job duties unless doing so would result in undue hardship. This policy governs all aspects of employment, including, but not limited to, hiring, placement, promotion, termination, compensation, benefits and training.

Employees who believe they need a reasonable accommodation to perform their job duties should direct all such requests to the President.

### **Section 1.6 – Immigration Law Compliance**

The CDC is committed to employing only individuals who are authorized to work in the United States. In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of continued employment, must complete the Employment Verification Form I-9 and, within three (3) days of the date on which the employee commences work, present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with the Company within the past three (3) years or if their previous Form I-9 has not been retained or is, for some other reason, no longer valid.

Continued employment with The CDC is contingent upon presentation of documentation which establishes that the employee is currently eligible for employment in the United States.

### **Section 1.7 – Personal Information**

Please notify the President if you change your address, telephone number, marital status, number of dependents, beneficiaries, or if you wish to change your withholding exemptions.

### **Section 1.8 – Personnel Files**

a. Unless otherwise provided by law, personnel files and information shall be confidential and may not be used or divulged for purposes not connected with The CDC personnel management system except with the written consent of the employee affected.

b. Nothing herein shall prevent the dissemination of impersonal statistical information.



# Wages and Hours



## II. Wages and Hours

### **Section 2.1 - Employee Status**

a. All employees of The CDC shall be classified as full-time, part-time, or temporary, and exempt or non-exempt.

- 1) Full-time employee – an employee who works 40 hours per week on a regularly scheduled basis. Full-time employees may be classified as either exempt or non-exempt.
- 2) Part-time employee – an employee who works less than 40 hours per week, but on a regularly scheduled basis. Part-time employees may be classified as either exempt or non-exempt.
- 3) Temporary employee – an employee who works in a position which is of a non-permanent nature, (full-time or part-time). Employment which continues beyond any initial, established period does not imply or establish a change in employment status.
- 4) Exempt employee – an employee who is exempt from provisions of the Fair Labor Standards Act and is not paid overtime wages. Exempt employees include those in certain executive, administrative, outside sales, professional, and other positions.
- 5) Non-Exempt Employee – an employee who is subject to the minimum wage and overtime provisions of the Federal Fair Labor Standards Act or any applicable state law.

b. Permanent, full-time, employees, shall be entitled to all benefits of The CDC. Temporary and part-time employees shall not be entitled to any benefits unless specified by The CDC.

### **Section 2.2 - Pay Period**

Employees are paid by check semi-monthly. If a holiday or weekend falls on the scheduled pay day, checks are issued on the preceding work day.

### **Section 2.3 - Overtime**

a. The CDC will pay overtime in accordance with federal and state laws. Only non-exempt employees are eligible for overtime pay. Such employees will be compensated for time worked in excess of 40 hours per week at the rate of one and one-half (1-1/2) times the employee's regular hourly earnings. Holiday time, annual leave, and other company-authorized non-working days are not considered time worked.

b. All overtime must be pre-approved by the President, COO, or a supervisor. Employees shall generally be required to work overtime hours only in emergencies. The CDC shall make an effort to allocate overtime as evenly as possible among all employees qualified to do the work. Failure to obtain pre-approval to work overtime will result in discipline, up to and including termination.

### **Section 2.4 - Payroll Deductions**

Certain deductions are made from the employee's pay as required by law, in accordance with employee benefit plans, or as requested by the employee. These deductions are itemized on the employee's pay statement which accompanies the semi-monthly check. Deductions include:

a. Social Security - Federal law requires each employee to contribute a part of his income for social security and Medicare benefits.

b. Income Taxes - Federal and state governments require that taxes be withheld from each salary payment. The amount of tax to be withheld is determined from tables furnished to The CDC Comptroller by the Treasury Department, and varies according to the amount of salary and number of dependency exemptions.

Employees are required to complete withholding tax certificates upon initial employment and to inform the Comptroller of any dependency change whenever such change occurs.

c. Hospitalization Insurance - All full-time employees are eligible for coverage under the group hospitalization insurance program. To obtain coverage, each employee must meet the requirements set forth by the insurer. Employees are not required to participate in the group hospitalization program.

d. Retirement - See Section 5.6.

e. Garnishment - The CDC will accept garnishment against its employees with appropriate legal documentation.

If an employee believes that an improper deduction has been made to his or her paycheck, that information should immediately be reported to the President or COO. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, the employee will be promptly reimbursed for any improper deduction made.

### **Section 2.5 - Retirement Plan**

The CDC maintains a Private Employee Retirement Program. Because of constant changes in federal tax regulations, an employee should check with the comptroller concerning rates, percentages and participation.

### **Section 2.6 - Expense Reimbursement**

a. The CDC personnel are authorized to receive reimbursements in the following manner for expenses incurred while performing official duties. Expense accounts shall be turned in monthly to the COO. Employees will be reimbursed for expenses while the employee is on authorized business, as follows:

#### **1) Transportation**

a) For all reasonable public transportation by reasonable economical means - the actual cost of fares, not to exceed the cost of accommodations that are less than first class, unless only first class is available.

b) For the use of privately-owned vehicles, which use must be defined as advantageous to the purpose of The CDC - mileage at a rate not to exceed the most recent rate approved by the Executive Committee (but in no event less than the IRS standard mileage rate).

c) Company-owned and/or leased vehicles may be used at the direction of the President.

#### **2) Subsistence and Other Expenses.**

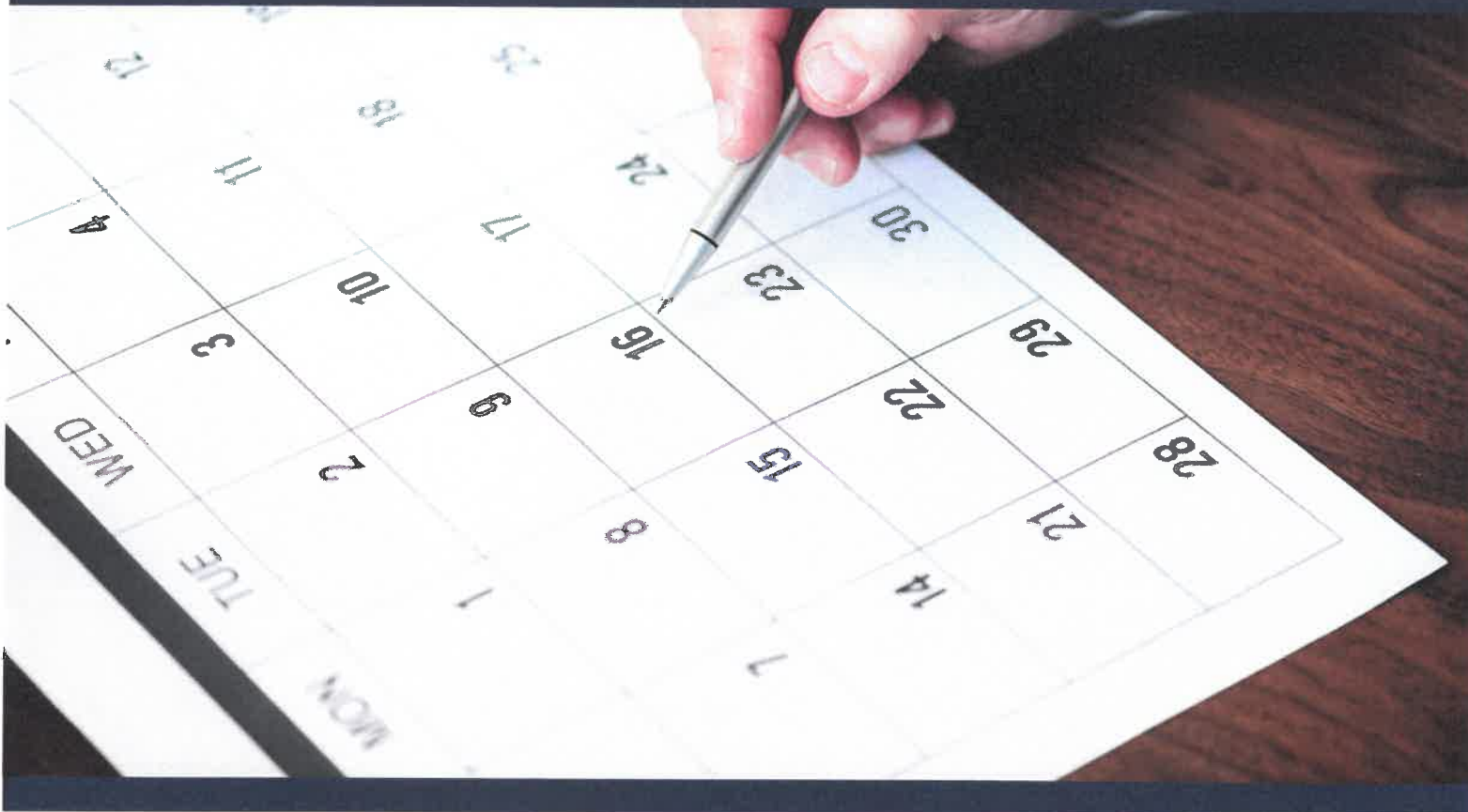
Per Diem at the rate set by the Executive Committee shall be authorized for travel within the continental United States.

#### **3) Training Expenses.**

When the budget allows, The CDC may pay for all expenses of employees attending job-related training courses and shall encourage such attendance.



# Time Off and Leave



## III. Time Off and Leave

### **Section 3.1 - Holidays**

The CDC observes the following as paid holidays:

January 1st	New Year's Day
Third Monday in January	Martin Luther King's Birthday
Third Monday in February	President's Day
Tuesday before Ash Wednesday	Mardi Gras
Friday before Easter	Good Friday
Last Monday in May	Memorial Day
July 4th	Independence Day
First Monday in September	Labor Day
November 11th	Veteran's Day
Fourth Thursday in November	Thanksgiving Day
December 25th	Christmas Day

The CDC shall also observe any other holiday declared by the governor of the State of Louisiana.

When a holiday falls on a Saturday, employees will not work on Friday. If it should fall on a Sunday, they will not work the following Monday. Also, if New Year's Eve and Christmas Eve fall during the work week, they will be considered holidays.

### **Section 3.2 – Paid Time Off**

- a. The CDC provides paid time off (PTO) to full-time employees (as defined on page 4). Part-time and temporary employees are not entitled to PTO. PTO is an all-purpose time off policy for vacations, short-term illnesses, and other personal business. PTO combines traditional vacation and sick leave into one flexible, time-off policy.
- b. Employees must be in service at least one (1) month to be eligible for PTO. The term “service” refers to regular employment, and excludes time worked as a part-time or temporary worker.
- c. The PTO period is the calendar year beginning January 1st and continuing through December 31st. As used in this manual, “month” and “year” mean full calendar periods. PTO is awarded at the beginning of each calendar year based on completed years of service in the current year and resets at the beginning of each calendar year.
- d. Full-time employees shall be awarded PTO as follows:
- | Completed Years of Service<br>In Current Year | PTO Awarded in<br>Current Calendar Year |
|---|---|
| 0 - 3 years                                   | 20 days                                 |
| 4 - 10 years                                  | 25 days                                 |
| 11 years and over                             | 30 days                                 |
- e. Requests for planned PTO should be submitted to, and approved in advance by, the President or COO. With respect to the President and COO, the request for PTO by one should be submitted to, and approved by, the other. Requests will be reviewed based on a number of factors, including business needs and staffing requirements.
- f. The CDC recognizes that absences due to illness or emergency situations are generally beyond the control of the employee and cannot be requested in advance. In such cases, an employee must notify the office before the scheduled start of work, if possible, and provide a reason for the absence. In cases of emergency, employees should notify the office as soon as possible.
- g. Employees may not take less than one hour of PTO at a time.
- h. Documents reflecting PTO requested, approved, and/or used by employees will be placed in the employee's personnel file and in a master file reflecting the PTO of all employees.
- i. Employees will be paid for PTO at their base rate of pay as of the time of the absence. PTO pay does not include overtime or any special forms of compensation.
- j. PTO time should be used before the end of the calendar year. No PTO may be carried over into the next calendar year. In the event PTO is not used before the end of the calendar year, the PTO will be lost.
- k. Employees cannot borrow or lend PTO.
- l. When employment is terminated, employees will be entitled to receive payment for any remaining PTO unused in the current calendar year.

### **Section 3.3 – Maternity Leave**

- a. Full-time employees shall be entitled to six (6) weeks of unpaid maternity leave. Each employee who desires to request a request, in writing, to the President and must submit a physician's statement regarding the anticipated delivery date.
- b. Employees must substitute any accumulated sick and/or annual leave for the unpaid leave granted under this policy. The application of paid leave and the order in which it is applied will be determined at the time an employee requests or gives notice of his or her intent to take maternity leave. If the employee exhausts their accumulated sick and/or annual leave, the remainder of their maternity leave of absence, will be considered leave without pay. The substitution of paid leave does not extend the maternity leave period.
- c. No later than thirty (30) days after the delivery, the employee shall notify the President, in writing, of the date he or she will return to work.

### **Section 3.4 – Emergency Leave**

- a. The President, after ascertaining the exact circumstances, may grant a permanent, full-time employee up to four (4) working days per calendar year of paid emergency leave in the event of a death, disaster, serious injury, or serious or contagious illness within the employee's family.
- b. For the purpose of this section, immediate family is defined as an employee's mother, father, sister, brother, child, spouse, or any relative residing under the same roof.

### **Section 3.5 - Voting Time**

The CDC encourages employees to vote for political candidates for public office. When the polls are open before and/or after the normal workday, employees are expected to vote during non-working hours. If, however, the polls are not open before and/or after the normal workday, employees shall be entitled to take up to 1 hour of unpaid leave to vote. Employees should take this time off in a manner that will cause the least disruption in their work.

### **Section 3.6 - Military Leave**

**a.** Leave will be automatically granted to employees whose United States uniformed services (military) obligations necessitate their absence from work. This leave is applicable to all such obligations, including Reserve and National Guard assignments, and are governed by the Uniformed Services Employment and Reemployment Rights Act ("USERRA"). The CDC requires advance notice, unless military necessity prevents such notice or it is otherwise impossible or unreasonable.

**b.** Any employee who leaves The CDC for military duty will be placed on leave without pay. Employees may, at their option, utilize accrued annual leave or sick leave for military duty leave. If not accepted for such duty, the employee will be reinstated in his or her present position without loss of status or reduction in pay.

**c.** Employees returning from military leave will be placed in the position they would have attained had they remained continuously employed or a comparable position depending on the length of military service in accordance with USERRA. Employees will be treated as if continuously employed for purposes of determining benefits based on length of service. Employees on military leave for up to 30 days are required to return to work for the first regularly scheduled shift after the end of service, allowing reasonable travel time. If the period of service was more than 30 days but less than 181 days, the employee must submit an application to the President no later than 14 days following completion of service. For service in the military over 180 days, the employee must submit an application to the President not later than 90 days after completion of service.

**d.** Employees who are subject to multiple military duty assignments may, at their option, present leave notices covering all such obligations or individual leave notices.

**e.** Continuation of health insurance benefits will be as required by and in accordance with USERRA based on the length of leave and subject to the terms, conditions, and limitations of the applicable plans for which the employee is otherwise eligible.

### **Section 3.7 - Jury Duty**

If an employee of The CDC is called for court jury duty, he/she will be paid his/her regular salary or wage for up to two weeks of jury duty leave. The employee will be expected to report for work if a reasonable amount of time remains during his/her regular workday. In order to receive jury duty pay, employees must present a statement of jury service and pay to the President. The court issues this document. After two (2) weeks, any absences due to jury duty will be unpaid, but excused absences. Employees may, however, use any available PTO they have in lieu of unpaid jury duty leave.



# Personnel Policies and Procedures



## IV. Personnel Policies and Procedures

### **Section 4.1 - Nepotism**

a. The CDC will not employ members of the immediate family of present employees in a full-time capacity to work in the same office, or in a direct supervisory relationship.

b. If two employees marry, however, neither shall be required to resign or transfer unless they have a direct supervisory relationship.

### **Section 4.2 - Attendance**

a. The normal workweek of all CDC employees is 40 hours, composed of eight (8) hours per day, Monday through Friday. Division Managers shall establish daily work schedules and maintain daily employee attendance records.

b. Rest periods shall be considered a privilege and not a right and shall never interfere with the proper performance of the work responsibilities of the Division.

c. There will be no provision for make-up time. Whenever an employee is absent from work, he/she will not be permitted to work overtime solely for the purpose of "restoring" the time lost.

d. An employee who is absent from work for any reason is required to notify the office before the scheduled start of work, if possible, and provide a reason for his/her absence. In cases of emergency, employees should notify the office as soon as possible. An unexcused absence is considered cause for dismissal. Excessive, excused absences are also just cause for dismissal.

e. An employee who fails to show up for work without notifying The CDC for three (3) consecutive days, will be considered to have abandoned their job and will be terminated for "Job Abandonment."

f. If illness is given as a cause of absence, The CDC reserves the right to require a written statement from the employee's physician. All absences must be reported on time sheets submitted monthly, and will be recorded on the employee's individual time record.

### **Section 4.3 - Tardiness**

Occasional tardiness may be unavoidable. Infrequently, there may be days when bad weather or other conditions result in lateness to work. Continued tardiness, on the other hand, is inexcusable and will not be tolerated. Whenever an employee is late for work, he/she shall offer an explanation to his/her immediate supervisor. If, in the opinion of the supervisor, the employee's reason for being late is unacceptable, he/she will be subject to disciplinary action, reduction in pay for time lost or termination.

### **Section 4.4 - Lunch Period**

The length of the lunch period is forty-five (45) minutes. Unless otherwise instructed by the President or COO, employees must remain completely free from duties during the lunch period. Any time employees are required to work during lunch, they must notify the President or COO.

### **Section 4.5 - Lactation Breaks**

Breastfeeding employees shall be provided reasonable time to express milk while at work for up to one (1) year following the child's birth. A private place (not a toilet stall or restroom) that is shielded from view and free from intrusion from co-workers and the public, will be available for employees to breastfeed or express milk. The room can be a designated space for lactation. If this is not practical or possible, a vacant office, conference room, or other small area can be used so long as it is not accessible or visible to the public or other employees while the nursing employee is using the room to express milk.

Employees should use usual break and meal periods for expressing milk when possible. If additional time is needed beyond the provided breaks, employees may use personal leave or may make up the time as negotiated with their supervisors.

### **Section 4.6 - Safety**

- a. Safety is the responsibility of both supervisory personnel and individual employees. It is their responsibility to make certain that all safety equipment is being used and that all safety procedures and practices are observed. An employee found negligent in equipment operation, resulting either in damage to the equipment or an accident, shall be suspended without pay for a period to be determined by the President. A second offense of this nature may result in separation from service.
- b. The safe performance of all work assignments, without injury, is The CDC's primary concern. Only through the determined elimination of the causes of accidents can we reduce their frequency.
- c. All employees, particularly supervisors, have the responsibility of reporting the existence of any hazardous condition or practice. Supervisors found to be negligent in requiring the use of prescribed safety equipment will be subject to disciplinary action.
- d. Any accident occurring during normal working hours shall be reported to the immediate supervisor at once. The supervisor shall, in turn, notify the President or his designee.

### **Section 4.7 - Company Property**

The CDC property, including but not limited to, computers, computer files, electronic mail, voice mail, telephone equipment, mobile devices, and all information thereon, therein, or transmitted by or to this equipment are the property of The CDC and are to be used for business purposes only. Incidental and occasional personal use of company computers, laptop computers, office phones, cell phones, electronic mail, and voice mail systems is permitted, but information and messages stored in these systems will be treated no differently from other business-related information or messages.

Employees are cautioned that they should have no expectation of privacy while using company equipment or facilities for any purpose. Authorized representatives of The CDC, with or without an employee's advance notice or consent, may access and review all informational storage systems and all data contained on or in these systems including, but not limited to, voice mail and email messages, Internet use and Internet postings. Telephone calls may be monitored without employee notice or consent.

Telephones and other company equipment, particularly including computers, may not be used in any manner that would be discriminatory, harassing or obscene, or for any other purpose which is illegal, against Company policies, or otherwise not in the best interest of the Company.

### **Section 4.8 - Dress**

- a. The CDC reserves the right to prescribe appropriate dress and grooming and to set standards in the best interest of the service.
- b. The CDC's present policy is to require merely that the clothing and overall appearance of employees must be in good taste. Generally, office workers should avoid extreme fashion. Employees who work around machinery and equipment should observe sound safety regulations, including the wearing of appropriate articles of clothing.

## **Section 4.9 – Confidentiality**

As part of employment with The CDC, employees may have access to confidential and/or proprietary information or records. Confidential information includes, but is not limited to:

- ♦ Information concerning the Company's financial position;
- ♦ Information concerning Company pricing strategy, current and future business plans, marketing, and research and development;
- ♦ Terms and conditions of business arrangements with clients;
- ♦ Information concerning existing and potential clients and vendors;
- ♦ Any sensitive internal information (for example: formulas, coding, reports, computer programs and processes, data programs, databases, etc.); and
- ♦ Any information received under an express or implied secrecy obligation

Confidential information acquired by an employee in the course of his or her employment with The CDC must be held in the strictest confidence and not used for personal gain by the employee, a family member, or an acquaintance. Employees are prohibited from using, copying or disclosing confidential information to any other person, firm, corporation or other entity during or subsequent to their employment, except as authorized in writing by The CDC's President. Once confidential information has been published outside the Company, then it may be disclosed by employees to others.

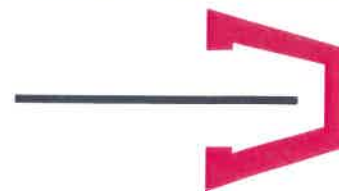
When in doubt, an employee should treat information acquired during the course of employment in the strictest confidence and consult the President for clarification.

Nothing in this policy prohibits employees from reporting possible violations of federal, state, or local law or regulation to any governmental agency or entity, including but not limited to the Department of Justice, the Securities and Exchange Commission, Equal Employment Opportunity Commission, Congress, and any agency Inspector General. Employees do not need the prior authorization of The CDC to make any such reports or disclosures, and employees are not required to notify The CDC that they have made such reports or disclosures.

Employees will not be held criminally or civilly liable under any federal or state trade secret law for the disclosure of a trade secret that is made in confidence to a federal, state, or local government official or to an attorney solely for the purpose of reporting or investigating a suspected violation of law. Employees will not be held criminally or civilly liable under any federal or state trade secret law for the disclosure of a trade secret that is made in a complaint or other document filed in a lawsuit or other proceeding, if such filing is made under seal. Employees who file a lawsuit for retaliation for reporting a suspected violation of law may disclose the trade secret to the employee's attorney and use the trade secret information in the court proceeding, if the employee files any document containing the trade secret under seal; and does not disclose the trade secret except pursuant to court order.



# Employee Conduct



## V. Employee Conduct

### **Section 5.1 - Supplies and Equipment**

Misuse, neglect, theft, and abuse of supplies and equipment is prohibited. Accidents involving misuse of equipment will be cause for disciplinary action.

### **Section 5.2 - Use of CDC and Private Vehicles**

i. The CDC requires that employees operate all vehicles owned by The CDC or privately-owned vehicles used in the course of employment with The CDC in a safe and economical manner. This policy applies to all employees driving a CDC-owned vehicle or a personal vehicle in the course of their employment with The CDC. The following summarizes The CDC's general policy guidelines:

- ♦ Vehicles are not to be operated unless the vehicle is in a safe operating condition.
- ♦ Drivers must be physically and mentally able to drive safely.
- ♦ Drivers must conform to all traffic laws.
- ♦ Respect the rights of other drivers and pedestrians.
- ♦ Drivers may not use drugs or alcohol or be under the influence of drugs or alcohol while operating a vehicle owned by The CDC or during the course of employment with The CDC.

ii. Driver's License and Driving Record. Every CDC employee whose work requires operation of a motor vehicle must present and maintain a valid driver's license and a driving record acceptable to our insurer. Employees will be asked to submit a copy of their Motor Vehicle Records (MVRs) to The CDC from time to time. Further, The CDC may check MVRs annually on employees where driving is a part of their job. MVR checks which reveal the following may disqualify the employee from driving during the course of employment with The CDC, which, in turn, may jeopardize continued employment with The CDC for any employee where driving is a part of his or her job:

a) Three (3) or more traffic violations and/or fault accidents over a three (3) year period for drivers age 25 or older, two (2) traffic violations and/or at-fault accidents for drivers between the ages of 18 to 25 or;

b) One or more of the following types of serious traffic convictions within the past three (3) years:

- ♦ Driving while under the influence or while disabled by use of drugs;
- ♦ Refusal to take a breath analyzer test;
- ♦ Leaving the scene of an accident without reporting it;
- ♦ Homicide, assault, or criminal negligence resulting from the operation of a vehicle;
- ♦ Driving while license is suspended or revoked;
- ♦ Reckless or dangerous driving, which results in injury to a person;
- ♦ Racing; or
- ♦ Passing a stopped school bus.

Any loss of driving privileges, license suspension, or changes in your driving record must be reported to the President immediately. Failure to do so may result in disciplinary action, including possible dismissal.

**iii. Insurance** – Employees who use their personal vehicles for The CDC business are required to carry adequate automobile liability insurance. A copy of the declaration page of the employee's personal automobile insurance policy must be provided to The CDC annually.

**iv. Traffic Violations** – Drivers must conform to all traffic laws. The CDC is not responsible for payment of any traffic violations or parking tickets acquired by employees. Any ticket issued is the employee's responsibility, even if the ticket is issued while driving a CDC-owned vehicle and/or while conducting business for The CDC.

**v. Passengers** – Non-business related passengers are not permitted in CDC-owned vehicles or any other vehicles while being driven during the course of employment with The CDC.

**vi. Seat Belts** – All occupants must wear seat belts whenever the vehicle is in motion.

**vii. Cell Phones** – Use of cell phones while driving on company time is strictly prohibited. If your phone rings while you are driving, let it go to voice mail and return the call once you stop. Notwithstanding, the use of headsets or hands-free devices while driving is permissible is (1) use of the device does not cause distraction; (2) any dialing or use of the handset is handled while stopped or pulled to the side of the road; and (3) conversations do not interfere with the driver's ability to drive safely.

**viii. Text Messaging** – No employee shall engage in text messaging while operating a CDC-owned vehicle or any other vehicle while being driven during the course of employment with The CDC. Text messaging is broadly defined and includes typing, text messaging, emailing, or accessing information on the Internet. It also includes the programming of GPS systems or the use of portable MP3 players or other audio devices.

**ix. Accidents** – All accidents that occur while driving a CDC-owned vehicle or while driving a personal vehicle during the course of employment for The CDC, no matter how minor, are to be reported to the President within 24 hours after the accident occurs. All accidents will be reviewed and a determination made as either preventable or non-preventable. A preventable accident is defined as an accident in which the driver failed to do everything reasonably possible to avoid it. Employees are responsible for reimbursing The CDC for all damages to the vehicle that are not covered by insurance, provided that The CDC's accident review shows a preventable accident.

### **Section 5.3 – Discrimination and Harassment**

**a.** The CDC expects each employee to be treated with dignity and respect, and is committed to maintaining a workplace free from unlawful discrimination, harassment and retaliation of any kind. Discrimination and/or harassment of any employee on the basis of age, color, creed, disability, national origin, race, religion, sex, veteran or military status, marital status, genetic information, or any other characteristic protected by federal, state or local law will not be tolerated.

**b. Harassment Defined:** Harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward others and which creates an intimidating, hostile or offensive work environment, interferes with an individual's work performance, or otherwise adversely affects an individual's employment opportunities. Generally speaking, examples of harassing conduct include, but are not limited to, the following acts or conduct:

- ♦ Epithets;
- ♦ Slurs;
- ♦ Negative stereotyping;
- ♦ Threats; and
- ♦ Written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of their race, color, religion, sex, national origin, age, disability, military status or other protected characteristics, when such material is distributed or circulated in the workplace, placed on walls, bulletin boards or elsewhere on the Company's premises or property.

### **Sexual Harassment**

**a.** Consistent with long-standing practice, it is the Company's policy that all employees, customers, contractors, and associates have a right to work in an environment free of unlawful discrimination, which encompasses freedom from unlawful sexual harassment. The Company prohibits unlawful sexual harassment, whether committed by supervisors, non-supervisory employees, or non-employees where the Company has control over their conduct.

**b. Sexual Harassment Defined:** Unwelcome sexual advances, requests for sexual favors, and other verbal, physical or written conduct of a sexual nature when the conduct may:

(i) Be construed as being a term or condition of an individual's employment, i.e., when a supervisor or other employee threatens or insinuates, either explicitly or implicitly, that another employee's or applicant's refusal to submit to sexual advances or demands will adversely affect that person's employment in any way, or when the employee's or applicant's agreement to submit to sexual advances or demands will positively affect that person's employment in any way.

(ii) Be used as a basis for making employment decisions affecting an employee or applicant, depending upon the employee's or applicant's submission to, or rejection of, improper conduct; or

(iii) In purpose or effect, substantially interfere with an employee's work performance or create an intimidating, hostile or offensive working environment.

**c.** The legal definition of sexual harassment is broad and in addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating a work place environment that is hostile, offensive, intimidating, or humiliating to employees may also constitute sexual harassment.

**d.** While it is not possible to list all of the circumstances that may constitute sexual harassment, the following are some examples of conduct, which if unwelcome, may constitute sexual harassment:

- Unwelcome sexual advances or propositions – whether they involve physical touching or not;
- Displaying sexually suggestive or derogatory objects, pictures, cartoons, etc.;
- Unwelcome leering, whistling, sexual gestures, suggestive or insulting comments;
- Inquiries into one's sexual experiences;
- Sexual epithets, jokes, written or verbal references to sexual conduct, gossip regarding one's sex life, comments on an individual's body, comments about an individual's sexual activity, deficiencies or prowess;
- Demands for sexual favors;
- Subtle pressure or requests for sexual activities;
- Unnecessary touching;
- Discussion of one's sexual activities; and
- Accusations of sexual preference

## **Reporting Discrimination/Harassment Complaints/Investigation/Non-Retaliation Policy**

**a.** Any employees with questions or concerns about any type of discrimination or harassment in the workplace are encouraged to bring these issues to the immediate attention of the President or COO.

**b.** Any employees who believe they have been the subject of discrimination and/or harassment should immediately report the incident or complaint to the President or COO. All reports will be promptly investigated. Complaints will be handled on a confidential basis, except to the extent necessary to conduct an effective investigation. All employees are required to cooperate in any investigation.

**c.** All complaints will be investigated promptly and in as confidential manner as is consistent with an effective investigation. Investigation of a particular incident may include interviewing the alleged harassed employee and any third-party witnesses. Any employee, supervisor, or manager who is found to have engaged in discrimination and/or harassment of another employee will be subject to appropriate disciplinary action, up to and including termination.

**d.** Retaliation in any form against an employee or applicant for employment who exercises his or her right to make a complaint under this policy, who participates in good faith in a discrimination/harassment investigation, or who otherwise opposes discriminatory/ harassing conduct is strictly prohibited, and will itself be cause for appropriate disciplinary action.

## **Section 5.4 – Substance Abuse**

**a.** The CDC believes in and is committed to providing a safe workplace. In keeping with this objective, it is the Company's intent to maintain a drug/alcohol-free workplace and workforce. The use, possession, manufacture, distribution, concealment, transportation, or sale of any of the items or substances listed below is strictly prohibited on all Company property and while conducting Company business. Further, no CDC employee is permitted to enter or remain on Company property under the influence of the substances listed below. Company property includes, but is not limited to, any Company building, facilities, grounds, parking lots, adjoining parking lots, all job sites, and Company-owned or leased vehicles or equipment.

- Illegal drugs (under federal, state or local law), Controlled Substances (including trace amounts), designer drugs, "look-alike" substances, inhalants, or any other substance which may have the effect on the human body or being a narcotic, depressant, stimulant, hallucinogen, or cannabinoid;
- Alcohol;
- Unauthorized items: drug paraphernalia or materials related to illegal drugs or substance abuse;
- Prescription drugs, unless authorized as set forth below.

**b.** Any drug or alcohol activity on or off the job that may adversely affect job performance or job safety is also prohibited. The CDC policy prohibits an employee's use of drugs or alcohol off Company property or work sites or after hours if such use will result in the employee being under the influence of drugs or alcohol during working hours or while on Company property or work sites.

**c.** For the purpose of this Substance Abuse Policy, an employee is presumed to be under the influence of drugs if there is a sufficient quantity in the employee's system: (a) to cause the employee to be considered under impaired; or (b) such that a urinalysis or blood test shows a detectable level of the drug. An employee is presumed to be under the influence of alcohol if a urinalysis, blood test, or breath test shows a blood alcohol concentration level of .08 or above.

**d.** Over-the-counter medications and medications prescribed by a physician for an employee's use in quantities not exceeding the specified dosage are not subject to this policy. Employees using prescribed medications are responsible for knowing any effect or potential effect these medications may have on their judgment or ability to perform their jobs safely. If impairment is possible, the employee is to report such use of medications to the President. Reasonable adjustments to work assignments will be considered if required to accommodate use of prescribed medication. All such reports will be kept confidential to only the management with a need to know.

**e.** Entry onto The CDC property, including any parking areas and all grounds and work areas to which The CDC employees are assigned, is conditioned upon The CDC's right to conduct unannounced searches and inspections of employees and any of their effects, for the purpose of determining if employees are in possession of illegal or unauthorized drugs, drug paraphernalia, Controlled Substances, or alcohol in violation of this policy. Such searches may include but are not limited to lockers, desks, lunch boxes, clothing, purses, vehicles, or other property under the control of the employees brought on to Company property. Refusal to submit to a search may subject an employee to discipline, up to and including immediate discharge. Searches and inspections will be performed with concern for the employee's privacy, dignity and confidentiality.

**f. Drug and Alcohol Testing:**

**i.** Pre-employment Testing. Prospective new employees may be tested for the use of illegal drugs and Controlled Substances. An offer of employment will be made to an applicant pending completion of the necessary drug information and testing consent forms and passing the pre-employment drug test. Applicants who refuse to complete the necessary paperwork and be tested or who test positive on the drug screen will not be hired.

**ii.** Reasonable Suspicion Testing. Testing for cause will be used in situations where there is reasonable suspicion on the part of management that an employee is under the influence of a substance which renders him or her unfit for duty. Employees who are to be tested for "reasonable suspicion" will be escorted to the collection site.

**iii.** Post-Accident Testing. Any employee who has or may have contributed to an accident or incident which results or might have resulted in bodily injury or property loss will be immediately escorted to a physician and subjected to a medical evaluation which may include a test for the presence of drugs or alcohol in the body. For emergencies and injuries requiring the treatment of a physician, the drug screen will be administered after treatment.

**iv.** An employee or job applicant who receives a positive confirmed test result may contest or explain the result to the medical review officer within five (5) working days after receiving written notification of the test result. If an employee's or job applicant's explanation or challenge is unsatisfactory to the medical review officer, the medical review officer shall report a positive test result back to the covered employer.

**v.** Refusal to participate in a drug test is grounds for termination.

**g.** Employees who have problems with alcohol and certain drugs whose problems have not resulted in, and are not the immediate subject of, disciplinary action (except as set forth in paragraph h below), may request approval to take unpaid time off to participate in a rehabilitation or treatment program.

**h.** Violations of this Substance Abuse Policy are subject to disciplinary action up to and including immediate termination. After an employee's first positive drug or alcohol test (or other violation of this Substance Abuse Policy), however, the employee may request that the disciplinary action, including termination, be stayed pending rehabilitation assistance and an unpaid suspension.

**i.** An employee whose request for rehabilitation assistance is granted will be referred for assessment and treatment recommendations. If the employee follows the recommended treatment program, the employee will be maintained on the unpaid suspension. The employee's benefits will remain in force as long as the employee makes payment portions, if any, and continues to make satisfactory progress in the approved program. Should the employee fail to maintain satisfactory progress or discontinue the program, the employee will be subject to immediate termination.

Upon completion of the treatment program and the associated suspension, the employee may be reinstated provided the employee submits to another drug test with negative results and continues to participate in the appropriate drug rehabilitation program for up to one (1) year.

After reinstatement, the rehabilitated employee must submit to another drug test within 60 days and will be subject to unannounced drug testing for one (1) year. Thereafter the employee will be eligible for testing as any other employee. If these conditions are not accepted, the employee will be terminated.

**j.** It is an employee's responsibility to alert management when changes in a fellow employee's performance or behavior suggest substance abuse.

**k.** Implementation of this policy will not require or result in any special policies, privileges, or exemptions from the standard administrative practices applicable to job performance requirements.

## **Section 5.5 - Outside Employment**

- a. The CDC shall be considered the employee's primary occupation, taking precedence over all other employment. Each employee shall notify his/her supervisor, in writing, of any outside employment which he or she may have. Activity related to outside employment may not take place during the employee's regular hours nor involve the use of the company's resources.
- b. Outside employment, or "moonlighting", is of concern to The CDC and may be prohibited if it affects job performance adversely or creates a conflict of interest.
- 1) Performance - If an employee accepts outside employment that directly conflicts with working hours or if outside work prohibits proper rest, the employee's job performance stands to suffer. All employees will be judged by the same performance standards and will be subject to The CDC's scheduling demands, regardless of any existing outside work requirements.
  - 2) Conflict of Interest - If an employee engages in outside employment or activities that would tend to compromise his or her judgment or actions (including, for example, employment by a competitor, vendor, or client of The CDC), adversely affect the company's image, or otherwise negatively impact the Company.
- c. If, in the opinion of the President, outside employment is adversely affecting an employee's job performance or creates a conflict of interest, he/she may be asked to refrain from such activities by his/her immediate supervisor as a condition of employment. Refusal to comply with such a request shall be cause for dismissal.

## **Section 5.6 - Social Media**

In general, The CDC views social media sites (i.e. Instagram, Facebook, Twitter, etc.), personal Websites and Web blogs (collectively, "SM Sites") positively and respects the rights of employees to use them as a medium of self-expression. If an employee chooses to identify himself or herself and/or our Company on such Internet venues, some readers of such Websites or blogs may view the employee as a representative or spokesperson of the Company. In light of this possibility, The CDC requires, as a condition or continued condition of employment, that the employee observe the following guidelines when referring to The CDC, its programs, services, activities, employees, management team, customers and suppliers in a blog or any Website:

- ♦ Employees must not use SM Sites to harass, bully or intimidate other employees, dealers, suppliers and their respective customers. Behaviors that constitute harassment and bullying include, but are not limited to, comments that are derogatory with respect to race, religion, gender, disability, age, etc.; sexually suggestive, humiliating or demeaning comments, and threats to stalk, haze or physically injure another employee, customer, dealer or supplier.
- ♦ Employees must not use SM Sites to discuss engaging in conduct that is prohibited by employee policies including, but not limited to, the use of alcohol or illegal drugs, sexual behavior, sexual harassment and bullying.
- ♦ Employees must respect copyright, trademark, and similar laws and use such protected information in compliance with applicable legal standards and must not infringe on The CDC's logos, trade name, slogans, or other trademarks;
- ♦ Employees are expected to protect the privacy of The CDC and its customers and products and are prohibited from disclosing any confidential or proprietary information to which employees have access;
- ♦ Employees must not issue statements on SM Sites in The CDC's name without prior approval or authorization by The CDC;
- ♦ Employees must never represent themselves as a spokesperson for The CDC without prior approval or authorization by The CDC. If the Company is the subject a social media post, employees must be clear and open that the views expressed are their own opinions and do not represent the views of the Company, fellow employees, or customers. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of The CDC."

## **Section 5.7 - Grounds for Disciplinary Action**

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. Examples of infractions that may result in disciplinary action, up to and including termination of employment include, but are not limited to, the following:

- ♦ Being tardy or absent without authorization
- ♦ Engaging in horseplay, scuffling, etc.
- ♦ Performing work without authorization of the supervisor
- ♦ Negligence or improper conduct leading to damage of employer-owned or customer-owned property
- ♦ Wasting time
- ♦ Leaving place of work without permission
- ♦ Violating a safety or health rule
- ♦ Carelessness affecting personal safety or safety of others
- ♦ Threatening, intimidating, coercing, or interfering with fellow employees
- ♦ Soliciting contributions without approval
- ♦ Distributing printed material without approval
- ♦ Making false, vicious, or malicious statements
- ♦ Failure to follow job instructions

- ♦ Misusing, destroying, or damaging property
- ♦ Fighting, provoking or instigating a fight
- ♦ Reporting for work under the influence of alcohol or drugs or use of such while at work
- ♦ Sleeping on the job
- ♦ Insubordination
- ♦ Falsifying, altering, or destroying Company records
- ♦ Theft
- ♦ Engaging in sabotage
- ♦ Immoral conduct or indecency including use of profane or vulgar language
- ♦ Sexual or other unlawful or unwelcome harassment
- ♦ Possession of dangerous or unauthorized materials, such as explosives or firearms in the workplace
- ♦ Unauthorized use of telephones, mail systems or other employer-owned equipment
- ♦ Unauthorized disclosure of proprietary or confidential information
- ♦ Unsatisfactory performance
- ♦ Unprofessional conduct
- ♦ Any other violation of The CDC policy, standard or procedure, as determined by The CDC.

### **Section 5.8 - Types of Disciplinary Action**

a. Policy violations, poor performance, or attendance below standards and other forms of non-conformance to Company policies and procedures may result in disciplinary action, up to and including, termination.

b. Whenever an employee commits an offense (willfully or un-willfully), or whose work is below quality or quantity standard, their supervisor may begin counseling or disciplinary action. The following actions may be taken depending on the seriousness of the situation:

- ♦ Verbal Warning
- ♦ Written Warning
- ♦ Suspension Without Pay
- ♦ Demotion
- ♦ Termination

c. Discipline shall be consistent with the nature of the deficiency or infraction involved and shall be considered cumulative such that, when imposing discipline, The CDC may consider the employee's prior violations and penalties. The disciplinary action taken in any given circumstance is within the sole discretion of the Company and does not have to follow any progressive sequence. The CDC may impose any penalty, including immediate termination, depending on the circumstances.

d. All disciplinary actions should be documented and acknowledged in writing by the employee and the President or COO and placed in the employee's personnel file.

### **Section 5.9 - Open Door Policy**

We have an open-door policy at The CDC. You are always encouraged to seek guidance from or share your concerns with us. The CDC welcomes any suggestions, comments or complaints that an employee may have to improve methods, performance, procedures or working conditions, reduce costs or errors, and benefit the Company and its employees.

In spite of our best efforts, there may be times when problems arise about your job, your pay, your working conditions, your co-workers or supervisor, etc. If you have a complaint or problem, discuss it first with your supervisor. In most cases, the supervisor will be able to take care of it quickly and fairly. Sometimes the supervisor will not be able to resolve the problem to your satisfaction, or your problem involves the supervisor. When this happens, you should present the complaint to the President or COO.

### **Section 5.10 - Resignation**


a. Employees who plan to resign voluntarily should notify the President at least two (2) weeks in advance of the effective date of termination.


b. Any employee who resigns is encouraged to give his reasons for resigning and discuss with the President any working conditions which he feels are unsatisfactory.

c. A formal letter of resignation may be requested by The CDC.

d. Failure to give proper notification shall result in ineligibility for reinstatement.

The Seventh Planning District Consortium Workforce Development Board (LWDB 70) has adopted The Coordinating & Development Corporation Policies and Procedures for LWDA 70 policy on this 4 Day of December 2020.

  
 The Seventh Planning District Consortium Workforce Development Board  
 Title: Matt Wheeler, Chairperson

  
 Date

# The Coordinating and Development Corporation & Subsidiaries / Affiliates\*



THE COORDINATING & DEVELOPMENT CORPORATION

## Administrative Policies and Procedures Manual Acknowledgment

This Administrative Personnel Policies and Procedures Manual describes important information about The Coordinating & Development Corporation & Subsidiaries/Affiliates, and I understand that I should consult my supervisor or President and Chief Executive Officer regarding any questions I may have.

Since the information, policies and benefits described here are necessarily subject to change, I acknowledge that revisions to the Manual may occur. The CDC will endeavor to communicate all such changes through official notices, and I understand that revised information may supersede, modify or eliminate existing policies.

I have entered into my employment relationship with The CDC voluntarily and acknowledge that there is no specified length of employment. Accordingly, The CDC or I can terminate the relationship at will, with or without cause, at any time.

Acceptance of employment with The CDC is an acknowledgment that I am able to work the schedule and/or hours required. I am aware that work schedules may be subject to change.

I acknowledge that this Manual is neither a contract of employment, nor a legal document. I have received the Manual, and I understand that it is my responsibility to read and comply with the policies contained in this Manual and any revisions made to it. (This form shall be included in the employees file.)

If any part of this Manual conflicts with any Federal, State, or local laws, that provision will be null and void while all remaining provisions in the Manual will remain intact and valid.

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**Employee's Signature**

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**Date Received**

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**Employee's Name (printed)**

# The Coordinating and Development Corporation & Subsidiaries / Affiliates\*



THE COORDINATING & DEVELOPMENT CORPORATION

## Discrimination and Harassment Policy Acknowledgment

The CDC Discrimination and Harassment Policy is found in Section 6.8 of the Administrative Policies and Procedures Manual.

I have carefully read The CDC's Discrimination and Harassment Policy. I agree, without reservation to abide by the policy.

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**Employee's Signature**

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**Employee's Name (printed)**

---

**Date**

Please sign and date one copy of this notice and return it to the President. Retain a second copy for your reference.



# The Coordinating and Development Corporation & Subsidiaries / Affiliates\*



THE COORDINATING & DEVELOPMENT CORPORATION

## Substance Abuse Policy Acknowledgment

The CDC Substance Abuse Policy is found in Section 6.9 of The CDC's Administrative Policies and Procedures Manual.

### Employee Consent To Alcohol And Drug Screening

I understand that as a CDC employee, I may be subject to reasonable suspicion and post-accident drug and/or alcohol testing in accordance with the Substance Abuse Policy.

I hereby voluntarily consent to provide the Company with samples of blood, urine, hair and/or breath for such purpose at laboratories designated by The CDC. I consent to having specimens tested at the selected laboratories. Further, I certify that the specimen collected from me will be mine and will not be adulterated or altered in any manner.

I understand that all screening tests for drugs or alcohol will be subject to careful testing procedures with confirmation of any preliminary positive tests. I further understand that if my test indicates a confirmed positive for illegal drugs, I may be subject to discipline including termination, in accordance with the Substance Abuse Policy. I will be given reasonable opportunity to explain confirmed positive test for substances other than illegal drugs. If I provide an unacceptable explanation I will be subject to discipline.

I understand that I may request a copy of any tests taken, as part of the screening tests upon receipt of the results by the Company's President, from the testing facility.

I understand the results of these tests and other relevant medical information may be used for employment decisions. I hereby authorize the designated laboratory to release results to The CDC's President. I further agree to hold The CDC, its agents, officers and employees harmless from, and waive all claims existing and future for any, and all liability (including negligence) arising in connection with the testing for drugs and/or alcohol.

I have carefully read The CDC's Substance Abuse Policy. I agree, without reservation, to abide by the policy.

Consent:

Employee Signature

Employee Name Printed

Date

Please sign and date one copy of this notice and return it to the President. Retain a second copy for your reference.



# The Coordinating and Development Corporation & Subsidiaries / Affiliates\*



THE  COORDINATING &  DEVELOPMENT  CORPORATION

## Communication Monitoring Consent

I understand that all computers, computer files, email, voice mail, telephone equipment, fax equipment, and all information thereon, therein, or transmitted by or to this equipment are the property of The CDC. Accordingly, I understand that I have no expectation of privacy in connection with the use of this equipment, or with the transmission, receipt, or storage of information on this equipment. I acknowledge and consent to The CDC's monitoring my use of this equipment at any time, with or without notice. Such monitoring may include the monitoring of phone calls as well as accessing and reviewing all informational storage systems and all data contained on or in or transmitted through these systems including, but not limited to, voice mail and email messages, Internet use and Internet postings.

Consent:

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Employee Name Printed

\_\_\_\_\_  
Date

Please sign and date one copy of this notice and return it to Human Resources. Retain a second copy for your reference.