

## INTRODUCTORY STATEMENT

**This handbook is not a contract.** This handbook is designed strictly to acquaint you with philosophies of Homeland, Inc. and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. You should read, understand, and comply with all provisions of the handbook. It describes many of your responsibilities as an employee and outlines the programs developed by Homeland, Inc. to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

No employee handbook can anticipate every circumstance or question about policy. As Homeland, Inc. continues to grow, the need may arise and Homeland, Inc. reserves the right to revise, supplement, or rescind any policies or portion of the handbook from time to time as it deems appropriate, in its sole and absolute discretion. The only exception to any changes is our employment-at-will policy permitting you or Homeland, Inc. to end our relationship for any reason at any time. Employees will, of course, be notified of such changes to the handbook as they occur.

### **Nature of Employment**

Employment with Homeland, Inc. is at will. Employment is voluntarily entered into, and the employee is free to resign at will at any time, with or without cause. Similarly, Homeland, Inc. may terminate the employment relationship at will at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law.

Policies set forth in this handbook are not intended to **and do not create a contract**, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between Homeland, Inc. and any of its employees. The provisions of the handbook have been developed at the discretion of management and except for its policy of employment-at-will, may be amended or cancelled at any time, at Homeland, Inc.'s sole discretion.

This Handbook supersedes all previous versions of the handbook and may not be amended or added to without the express written approval of the president of Homeland, Inc.

### **Employee Relations**

Homeland, Inc. believes that the work conditions, wages, and benefits it offers to its employees are competitive with those offered by other employers in this area and in this industry. If employees have questions or concerns about anything relating to their employment including work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly to their supervisors.

### **Open Door Policy**

This policy applies to all Homeland employees, including part time, temporary and contract employees. This policy supplements those other policies which provide forums for resolution of employee issues and concerns.

Homeland, Inc. has developed this problem solving procedure to be used by employees when complaints and/or the need for problem solving occur. This procedure has been designed to help bring all employee problems and concerns to the attention of management, to invite employee suggestions or recommendations, and to promote good working relations among all Homeland, Inc. employees.

If you have a problem, question, concern or suggestion, discuss it first with your supervisor. If you are not satisfied with the response, you may then take it to the next level of management. If you are still not satisfied with the responses that you have received, then you may take your problem, question, concern or suggestion to the Human Resources Director. If you are not comfortable following this chain of command, then skip the level that you are not comfortable addressing and proceed to the next supervisor.

### **Equal Employment Opportunity**

This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Homeland, Inc. will be based on merit, qualifications, and abilities. Homeland, Inc. does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.

Homeland, Inc. will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship.

Anyone found to be violating the policies set out in this Handbook, including engaging in any type of unlawful discrimination, will be subject to disciplinary action, up to and including termination of employment.

### **Business Ethics and Conduct**

The successful business operation and reputation of Homeland, Inc. is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as, a scrupulous regard for the highest standards of conduct and personal integrity.

The continued success of Homeland, Inc. is dependent upon our customer's trust, and we are dedicated to preserving that trust. Employees owe a duty to Homeland, Inc., its customers, and shareholders to act in a way that will merit the continued trust and confidence of the public.

Homeland, Inc. will comply with all applicable laws and regulations and expects its directors, officers, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises in which it is difficult to determine the proper course of action, the matter should be discussed openly with your immediate supervisor and, if necessary, with the President for advice and consultation.

Compliance with this policy of business ethics and conduct is the responsibility of every Homeland, Inc. employee. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action, up to and including possible termination of employment.

### **Outside Employment**

Employees may hold outside jobs as long as they meet the performance standards of their job with Homeland, Inc.; and the other employment does not constitute a conflict of interest with the work performed by the employee for Homeland, Inc. All employees will be judged by the same performance standards and will be subject to Homeland, Inc. scheduling demands, regardless of any existing outside work requirements.

If Homeland, Inc. determines that an employee's outside work interferes with performance or the ability to meet the requirements of Homeland, Inc. as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with Homeland, Inc.

Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income, personal benefit or material gain from individuals outside Homeland, Inc. for materials produced or services rendered while performing their jobs.

### **Non-Disclosure**

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

- computer processes
- computer programs and codes
- customer lists
- customer preferences
- financial information
- marketing strategies
- new materials research
- pending projects and proposal
- proprietary production processes
- research and development strategies

Employees who use or disclose trade secrets or confidential business information in violation of this policy will be subject to disciplinary action, up to and including termination of employment and legal action, even if they do not actually benefit from the disclosed information.

### **Disability Accommodation**

Homeland, Inc. is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis. Homeland, Inc. is committed to ensuring non-discrimination in all terms, conditions, and privileges of employment.

Hiring procedures provide persons with disabilities meaningful employment opportunities. Upon request, job applications are available in alternative, accessible formats, as is assistance in completing the application. Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the position or as otherwise permitted by law.

All employment decisions are based on the merits of the situation in accordance with defined criteria.

Reasonable accommodation is available to all qualified employees with disabilities. Homeland, Inc. will reasonably accommodate qualified individuals with a disability in order for them to perform the essential functions of a job and to ensure equal employment opportunity for all qualified persons with disabilities. Reasonable accommodation is available to all qualified employees and applicants as long as the accommodation doesn't cause undue hardship on Homeland, Inc.

Employees who believe that they require a reasonable accommodation should submit a request for accommodation to management. Employees will be asked to provide documentation of the nature of the medical condition and the need for the accommodation from their treating medical professional.

Homeland, Inc. is also committed to not discriminating against any qualified employees or applicants because they are related to or associated with a person with a disability. Homeland, Inc. will follow any state or local law applicable to individuals with disabilities. This policy is neither exhaustive nor exclusive. Homeland, Inc. is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with ADA and all other applicable federal, state, and local laws.

### **Qualified Employees with Limitations Related to Pregnancy**

Homeland, Inc. will provide a reasonable accommodation for an employee's own limitations related to her pregnancy, childbirth or related medical conditions. Such accommodation is available unless it causes an undue hardship on Homeland, Inc.

Employees who believe that they require a reasonable accommodation for conditions qualifying under this policy should submit a request for an accommodation to management. Employees will

be asked to provide documentation of the nature of the limitation and the need for the accommodation from their treating medical professional as well.

### **FMLA**

Homeland, Inc. is committed to complying fully with the Family and Medical Leave Act and ensuring equal opportunity in employment for qualified persons. All employment practices and activities are conducted on a nondiscriminatory basis.

Attached to this Handbook is Appendix A. The Appendix explains the employee rights under the Family and Medical Leave Act of 1993.

### **Employment Categories / Benefit Eligibility**

It is the intent of Homeland, Inc. to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. An employee's classifications may change if and when an employee's assigned duties are modified.

Each employee is designated as either NONEXEMPT or EXEMPT from federal and state wage and hour laws.

**NONEXEMPT** employees are entitled to overtime pay under the specific provisions of federal and state laws.

**EXEMPT** employees are not entitled to overtime and excluded from specific provisions of federal and state wage and hour laws.

An employee's EXEMPT or NONEXEMPT classification may be changed only upon written notification by Homeland, Inc. management.

In addition to the above categories, each employee will belong to one of the following categories:

**REGULAR FULL-TIME EMPLOYEES** are those who are not in a temporary status and who are regularly scheduled to work a full-time schedule of 40 hours per week. Generally, these employees are eligible for Homeland, Inc.'s benefit package, subject to the terms, conditions, and limitations of each benefit program. Employees in this category must complete the full 40 hours of work or use vacation/sick/holiday time to achieve the minimum 40-hour week. The consequences of an employee not abiding by the 40hr/week rule are as follows:

**First offense:** verbal warning

**Second offense:** written up with a letter of warning.

**Third offense:** termination

For this reason, Homeland, Inc. encourages all employees to bank time for use in case of emergencies.

PART-TIME EMPLOYEES are those who are not assigned to a temporary status and who are regularly scheduled to work less than 40 hours per week. These employees receive all legally mandated benefits (such as Social Security and workers' compensation insurance), and are eligible for other Homeland, Inc. programs as stipulated in each benefit section of this Handbook. Employees in this category must complete their scheduled number of hours or use vacation time to achieve their scheduled number of hours.

**First offense:** verbal warning

**Second offense:** written up with a letter of warning.

**Third offense:** termination

*\*For both Full time and Part time employees, 40 hour rule violation offenses will reset to zero following three years of no 40 hour rule violations.*

TEMPORARY EMPLOYEES are those who are hired as interim replacements, or temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. **Employment beyond any initially stated period does not in any way imply a change in employment status or a guarantee of future employment.** Temporary employees retain that status unless and until notified of a change. While temporary employees receive all legally mandated benefits (such as workers' compensation insurance and Social Security), they are ineligible for all of Homeland, Inc.'s other benefit programs.

SEASONAL EMPLOYEES are employees that work "on a seasonal basis" where, ordinarily, the employment pertains to or is of the kind exclusively performed at certain seasons or periods of the year and which, from its nature, may not be continuous or carried on throughout the year. While seasonal employees receive all legally mandated benefits (such as workers' compensation insurance and Social Security), they are ineligible for all of Homeland, Inc.'s other benefit programs.

### **Access to Personnel Files**

Homeland, Inc. maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, generally documentation of performance appraisals and salary increases, and other employment records.

Personnel files are the property of Homeland, Inc. and access to the information they contain is restricted. Generally, only supervisors and management personnel of Homeland, Inc. who have a legitimate reason to review information in a file are allowed to do so.

Employees who wish to review their own file should contact the Director of Human Resources. With reasonable advance notice, employees may be permitted to review their own personnel files in Homeland, Inc.'s offices and in the presence of an individual appointed by Homeland, Inc. to maintain the files.

### **Employment Reference Checks**

To ensure those individuals who join Homeland, Inc. are well qualified and have a strong potential to be productive and successful, it is the policy of Homeland, Inc. to check the employment references of all applicants.

Homeland, Inc. will respond in writing only to those reference check inquiries that are submitted in writing. Responses to such inquiries will confirm only dates of employment, wage rates, and position(s) held.

### **Employment Applications**

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

### **Personnel Data Changes**

It is the responsibility of each employee to promptly notify Homeland, Inc. of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, your educational accomplishments, and other such status reports should be accurate and current at all times. If any personnel data has changed, notify the Human Resources or payroll department.

### **Performance Evaluation**

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal day-to-day basis. Formal performance evaluations are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

Changes in pay may or may not be associated with any evaluation.

### **Eligible Employee Benefits**

Eligible employees at Homeland, Inc. are provided a wide range of benefits. A number of the programs (such as Social Security, workers' compensation, state disability, and unemployment insurance) cover all employees in the manner prescribed by law.

**Benefits eligibility is dependent upon a variety of factors, including employee classification.**

Your supervisor can identify the programs for which you are eligible. Details of many of these programs can be found elsewhere in the employee handbook, benefits' summary guide, or by contacting Human Resources.

The following benefit programs are available to eligible employees:

- 401 (k) Savings Plan
- Auto Mileage
- Bereavement Leave
- Family Medical Leave
- Health Insurance
- Holidays
- Jury Duty Leave
- Life Insurance
- Personal Leave
- Vacation Benefits
- Various Supplemental Insurances
- Vision Insurance
- Dental Insurance
- Short term and Long term Disability Insurance

Some benefit programs require contributions from the employee, but others are fully paid by Homeland, Inc. These contributions are subject to change.

### **Holidays**

Homeland, Inc. will grant holiday time off to all employees on the holidays listed below:

- New Year's Day (January 1)
- Martin Luther King, Jr. Day (third Monday in January)
- Good Friday (Friday before Easter)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Veterans Day (November 11)
- Thanksgiving (fourth Thursday in November)
- Day after Thanksgiving
- Christmas Eve (December 24)
- Christmas (December 25)
- Two **PAID** Floating Holiday (taken as whole work day, not increments)

Homeland, Inc. will grant paid holiday time off to all eligible employees immediately upon assignment to an eligible employment classification. Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day up to a maximum of eight hours. Eligible employee classification(s):

- Regular full-time employees
- Regular part-time employees

A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday.

If a recognized holiday falls during an eligible employee's paid absence (e.g., vacation, sick leave), the employee will be ineligible for holiday pay.

If eligible nonexempt employees work on a recognized holiday, they will receive holiday pay plus wages at their straight-time rate for the hours worked on the holiday; unless, the time worked puts them over 40 hours actually worked during the week.

If a part time employee is NOT scheduled to work on a holiday, he/she will NOT receive holiday pay. Part time employees will only be paid for scheduled hours on a holiday.

Paid time off for holidays will not be counted as hours worked for the purposes of determining overtime.

Floating Holiday must be used annually between 1/1 to 12/31 ("use it or lose it"). When a new employee is hired between **January 1-June 30**, they will receive **2** floating holidays for the first calendar year, if hired between **July 1-December 31**, they will receive **1** floating holiday for the first calendar year.

### **Workers' Compensation Insurance**

Homeland, Inc. provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirement, worker compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

Employees who sustain work-related injuries or illnesses should inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

### **Bereavement Leave**

Employees who wish to take time off due to the death of an immediate family member should notify their supervisor immediately.

Up to 2 days of paid bereavement leave will be provided to eligible employees in the following classification(s):

- Regular full-time employees (40 hours per week)
- Regular part-time employees (1-39 hours per week)

Bereavement pay is calculated based on the base pay rate at the time of absence and will not include any special forms of compensation, such as incentive, commissions, bonuses, or shift differentials.

Bereavement leave will normally be granted unless there are unusual business needs or staffing requirements. Employees may, with their supervisors' approval, use any available paid leave for additional time off as necessary.

Homeland, Inc. defines "immediate family" as the following:

| <b><u>Employee</u></b> | <b><u>Employee's spouses</u></b> |
|------------------------|----------------------------------|
| Spouse                 | Parent (employee's in-law)       |
| Parent (Step)          | Sibling (employee's in-law)      |
| Child (Step)           | Legal guardian                   |
| Sibling (Step)         |                                  |
| Grandparent            |                                  |
| Grandchild             |                                  |
| Legal Guardian         |                                  |

### **Jury Duty**

Homeland Inc. encourages employees to fulfill their civic responsibilities by serving jury duty when required. Regular full time and regular part time employees may request up to 1 week of paid jury duty leave over any 1-year period.

Jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence.

If employees are required to serve jury duty beyond the period of paid jury duty leave, they may use any available paid time off (for example, vacation benefits) or may request an unpaid jury duty leave of absence.

Employees must show the jury duty summons to their supervisor as soon as possible for the supervisor to make arrangements to accommodate their absence. Of course, employees are expected to report for work whenever the court schedule permits.

Either Homeland, Inc. or the employee may request an excuse from jury duty if, in Homeland, Inc.'s judgment, the employee's absence would create serious operational difficulties.

Homeland, Inc. will continue to provide health insurance benefits for the full term of the jury duty absence.

Benefit accruals such as vacation, sick leave, or holiday benefits will be suspended during unpaid jury duty leave and will resume upon return to active employment.

### **Benefits Continuation (COBRA)**

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under Homeland, Inc.'s health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours to below 30 hours work per week or a leave of absence; an employee's divorce or legal separation.

Under COBRA, the employee or beneficiary pays the full cost of continuation coverage at Homeland, Inc.'s group rates plus an administration fee. Homeland, Inc. uses a third party administrator for COBRA. Employees electing COBRA will correspond directly with the third party company.

### **Health Insurance**

Homeland, Inc.'s health insurance plan provides eligible employees and their dependents access to medical insurance benefits. Employees in the following employment classification are eligible to participate in the health insurance plan:

- Employees working 30 hours or more per week

Eligible employees may participate in the health insurance plan subject to all terms and conditions of the agreement between Homeland, Inc. and the insurance carrier.

Details of the health insurance plan are described in the Summary Plan Description (SPD). An SPD and information on cost of coverage will be provided upon enrollment to eligible employees. Contact the Human Resource Department for more information about health insurance benefits.

### **Life Insurance**

Life Insurance offers you and your family important financial protection. Homeland, Inc. provides (Homeland, Inc. pays premium in full) a basic life insurance plan for eligible employees. In addition, Homeland, Inc. eligible employees have the option of obtaining voluntary life insurance (employee pays premium in full).

Employees in the following employment classification are eligible to participate in the life insurance plans:

- Regular full-time employees (40 hours per week)

Eligible employees may participate in the life insurance plan subject to all terms and conditions of the agreement between Homeland, Inc. and the insurance carrier.

Details of the basic life insurance plan including benefit amounts are described in the Summary Plan Description provided to eligible employees. Contact the Human Resource Department for more information about life insurance benefits.

### **Dental Insurance**

Homeland, Inc.'s dental insurance plan provides eligible employees and their dependents access to dental coverage. Employees in the following employment classification are eligible to participate in the dental insurance plan:

- Regular full-time employees (40 hours per week)

Eligible employees may participate in the dental insurance plan subject to all terms and conditions of the agreement between Homeland, Inc. and the insurance carrier. Contact the Human Resource Department for more information about dental insurance benefits.

### **Vision Insurance**

Homeland, Inc.'s vision insurance plan provides eligible employees and their dependents access to vision coverage. Employees in the following employment classification are eligible to participate in the vision insurance plan:

- Regular full-time employees (40 hours per week)

Eligible employees may participate in the vision insurance plan subject to all terms and conditions of the agreement between Homeland, Inc. and the insurance carrier. Contact the Human Resource Department for more information about vision insurance benefits.

### **Voluntary Short term and Long term Disability Insurance**

Homeland, Inc.'s short term and long term disability insurance plans provide eligible employees access to short term and long term disability coverage. Employees in the following employment classification are eligible to participate in the short term and long term disability insurance plans:

- Regular full-time employees (40 hours per week)

Eligible employees may participate in the short term and long term disability insurance plans subject to all terms and conditions of the agreement between Homeland, Inc. and the insurance carrier. Contact the Human Resource Department for more information about short term and long term disability insurance benefits.

### **Supplemental Insurances**

Homeland, Inc.'s supplemental insurances (such as accident, critical illness, hospitalization, etc.) provide employees access to various insurances to better protect themselves and their family. Employees in the following employment classification are eligible to participate in the supplemental insurance plans:

- Regular full-time employees (40 hours per week)

Eligible employees may participate in various supplemental insurance plans subject to all terms and conditions of the agreement between Homeland, Inc. and the insurance carrier. Contact the Human Resource Department for more information about supplemental insurance benefits.

### **401 (k) Savings Plan**

Homeland, Inc. has established a 401(k) savings plan to provide employees the potential for future financial security for retirement.

To be eligible to join the 401(k) savings plan, you must complete 12 months of service and be 21 years of age or older. You may join the plan only during open enrollment periods. Eligible employees may participate in the 401(k) plan subject to all terms and conditions of the plan.

The 401(k) savings plan allows you to elect how much pay you want to contribute and direct the investment of your plan account, so you can tailor your own retirement package to meet your individual needs. Homeland, Inc. also contributes an additional matching amount to each employee's 401(k) contribution.

Because your contribution to a 401(k) plan is automatically deducted from your pay before federal and state tax withholdings are calculated, you save tax dollars now by having your current taxable amount reduced. While the amount deducted generally will be taxed when they are finally distributed, favorable tax rules typically apply to 401(k) distributions.

Complete details of the 401(k) savings plan are described in the Summary Plan Description provided to eligible employees. Contact the Accounting Department for more information on Homeland, Inc.'s 401 (k) plan.

### **Timekeeping**

Accurately recording time worked is the responsibility of every nonexempt employee. Federal and state laws require Homeland, Inc. to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked includes all the time actually spent on the job performing assigned duties.

Nonexempt employees must accurately record the time they begin and end their work day, as well as, the beginning and ending time of each meal and break period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Overtime work must always be approved before it is performed.

Altering, falsifying, tampering with time records, or recording time on another employee's time record will result in disciplinary action, up to and including termination of employment.

It is the employee's responsibility to sign their time records to certify the accuracy of all time recorded. The supervisor will review and then initial the time record before submitting it for payroll processing.

### **Overtime**

When business requirements or other needs cannot be met during regular working hours, requests will be made of non-exempt employees for overtime work assignments. All overtime work must be approved in writing in advance by the non-exempt employee's supervisor.

Due to the nature of their work, exempt employees are not subject to the overtime pay provisions of the law.

Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.

Overtime compensation is paid to all non-exempt employees in accordance with federal and state laws at the following rate(s):

As required by law, overtime pay is based on actual hours worked. Time off on sick leave, vacation leave, paid time off leave, holidays, lunch time, or any other leave of absence will not be considered hours worked for purposes of performing overtime calculations.

Overtime worked without receiving prior authorization from the supervisor may be considered by the supervisor in evaluating employees for salary increases, promotion, or disciplinary.

An infraction of this overtime policy shall result in appropriate disciplinary action, up to and including suspension or termination of employment.

Employees are required to accurately record the number of hours they work every week. Employees acknowledge that erroneously recording overtime work or omitting overtime work from their time and pay sheets is a violation of this policy and will result in immediate termination of employment.

### **Paydays**

All employees are paid bi-weekly on every other Friday. Each paycheck will include earnings for all work performed through the end of the previous payroll period.

All employees are required to participate in Homeland, Inc.'s **direct deposit** system for payroll checks.

### **Employment Termination**

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

- Resignation – voluntary employment termination initiated by an employee
- Discharge – involuntary employment termination initiated by the organization.
- Retirement – voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization.

Homeland, Inc. will generally schedule exit interviews at the time of employment termination. The exit interview will afford an opportunity to discuss such issues as employee benefits, conversion privileges, repayment of outstanding debts to Homeland, Inc., or return of Homeland, Inc.-owned property.

### **Work Schedules**

Work schedules for employees vary throughout our organization. Supervisors will advise employees of their individual work schedules. Staffing needs and operational demands may necessitate variation in starting and ending times, as well as, variations in the total hours that may be scheduled each day and week.

### **Use of Phone and Mail Systems**

Personal use of the office telephone for long-distance and toll calls is not permitted. Employees should practice discretion when making local personal calls and may be required to reimburse Homeland, Inc. for any charges resulting from their personal use of the telephone.

The use of Homeland, Inc.-paid postage for personal correspondence is not permitted.

To ensure effective telephone communications, employees should always use the approved greeting and speak in a courteous and professional manner. Please confirm information received from the caller and hang up only after the caller has.

### **Use of and Responsibility for Computers, Software, and Other Homeland, Inc. Property**

Homeland, Inc. strives to maintain a workplace free of harassment and is sensitive to the diversity of its associates and customers. Therefore, Homeland, Inc. prohibits the use of computers, telephones and e-mail systems or any Homeland, Inc. property in ways that are disruptive, offensive to others or harmful to morale. For example, the display or transmission of sexually explicit images, messages and cartoons is not allowed. Other such misuse includes, but is not limited to ethnic slurs, racial comments, off-color jokes or anything that may be construed as harassment or showing disrespect for others. In addition, the playing of computer games or Internet games is prohibited.

**All e-mail messages composed, sent or otherwise stored on our computer systems, are the property of Homeland, Inc. Employees should have no expectation of privacy with respect to stored e-mail or files, including the history of websites accessed, on their computer hard drives. Homeland, Inc. has the right to search these company computers at any time at its discretion.**

Accessing offensive and inappropriate Internet sites or misuse of the e-mail system will not be tolerated. Employees who abuse the use of the Internet will have their access removed and will be subject to discipline up to and including termination of employment.

Homeland, Inc. expects its associates to respect Homeland, Inc.'s property. This applies to all office equipment, including but not limited to printers, copiers, computers and phones. It applies to all products whether for sale or otherwise. The use of company property for personal reasons

is not allowed except with express permission from someone in management. Specific violations of this policy include:

- Taking materials or equipment out of the building without permission;
- Taking surplus products or anything else not belonging to you personally without permission.
- ***Using company provided cell phones or tablets for company business, non-company business, or personal use while driving is in violation of the cellular phone use and safety policy. If you need to use a cell phone or tablet while driving, locate a safe place to park to conduct the nature of the message. For a call, use a hands free device or locate a safe place to park to conduct the nature of the call.***

To use or remove the property of Homeland, Inc. or of a client's without permission would not only violate Homeland, Inc.'s policy, but also, it would violate the integrity of our relationship. Homeland, Inc. is not only concerned with the costs of misuse of materials, but also, we are concerned with what it would say about an associate's attitude toward Homeland, Inc. – that is, the associate has little respect for Homeland, Inc.'s or his co-workers' and, thus, is taking unfair advantage of the relationship.

Should a violation of this policy occur, disciplinary actions will be administered based upon the degree of severity of the violation.

### **Social Media Guidelines**

Whether or not a Homeland, Inc. employee chooses to create or participate in a blog, wiki, online social network or any other form of online publishing or discussion is his or her own decision. Homeland, Inc. regards blogs and other forms of online discourse as primarily a form of communication and relationship among individuals. In general, what employees do on their own time is their affair. However, activities in or outside of work that affect your job performance at Homeland, Inc, the performance of others, or Homeland, Inc's business interests are a proper focus for company policy. It is for that reason that this policy is being disseminated.

The use of social networking systems by their very definitions means that information provided is available to a broad base of individuals, in some cases unintended individuals. Those types of social networking communications, therefore, leave themselves open to review by Homeland, Inc., and employees should have no expectation of privacy regarding communications made via social networking forums. Stated simply, social networking is not private and employees must at all times be aware that anything they publish via social networks is subject to review not only by Homeland, Inc. but by virtually anyone with access to the Internet. As such, the utmost responsibility must be taken by employees when utilizing social networking sites in a manner which could in any way affect Homeland, Inc., its employees, products, or services.

Any form of email and social networking communication by Homeland, Inc. employees should be carefully thought through. In conjunction with the receipt of this policy, employees should

take special care and refresh their understanding of all Homeland, Inc. policies so as to avoid violations of any Homeland, Inc. policies in the course of utilizing email and social networking communications. In addition, you are reminded that there exist a number of avenues for employees to bring work place issues and/or concerns to the attention of management and to effectively deal with any such issues. When Homeland, Inc. wishes to communicate publicly as a company - whether to the marketplace or to the general public - it has well established means to do so. Only those officially designated by Homeland, Inc. have the authorization to speak on behalf of Homeland, Inc. in any forum, including any form of online disclosure including but not limited to blogs and social networking. Without express written evidence to the contrary, you do not have any authority to act on Homeland, Inc.'s behalf. Defamatory statements can lead to lawsuits against the author of the communication. False, slanderous, or defamatory statements regarding Homeland, Inc. or those who work for Homeland, Inc. including employees and officers, or statements which put Homeland, Inc.'s products and services in a false light are strictly forbidden.

Homeland, Inc. expressly prohibits disclosure of confidential or proprietary information and mandates compliance with its policies relating to privacy of health information and confidential information. To do any such disclosure is a violation of company policy and will subject you to discipline up to and including termination.

Moreover, Homeland, Inc. expressly prohibits posting or blogging during business hours, unless for business purposes as pre-authorized by your supervisor of Homeland, Inc.

Any questions regarding this policy should be directed to the Human Resources Director.

### **Recording Policy**

It is a violation of Homeland, Inc.'s policy to record conversations with a tape recorder or other device including a cell phone or electronic device unless prior approval is received from Homeland, Inc.'s President or Human Resource Director. This policy includes all types of recording including voice and video/photographic recording. The purpose of this policy is to eliminate a chilling effect to the expression of views that may exist when one person is concerned that his or her conversation with another is being secretly recorded. This concern can inhibit spontaneous and honest dialogue especially when sensitive or confidential matters are being discussed.

To be clear, nothing in this policy is intended to nor does it restrict employees' ability to talk with management and each other. The policy strictly prohibits the recording of all such communications unless prior permission is obtained.

Questions regarding this policy should be directed to the Human Resource Director.

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

### **Use of Equipment and Vehicles**

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

Please notify the supervisor if any equipment, machines, tools or vehicles appear to be damaged, defective or need repair. Prompt reporting of damages, defects and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as, excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination of employment.

### **Homeland, Inc. Vehicles and Personal Automobile Use for Business Purposes:**

Homeland, Inc. reimburses employees for expenses incurred in the use of their personal vehicles for company business in excess of their normal commute.

Mileage incurred while on an in-town business trip is reimbursable to the extent that the mileage exceeds normal commuting miles to and from home and the employee's customary work place.

Mileage incurred on an out-of-town trip is fully reimbursable.

Mileage is reimbursable per the current rate allowed by the Internal Revenue Service. This reimbursement includes all operating costs (fuel, oil, maintenance, and insurance).

When requesting mileage reimbursement on an Expense Report, the employee must indicate the date, destination, reason for the trip, and number of miles driven. Reimbursement will be made only if the request is submitted on the approved form during the same calendar year in which the expense is incurred.

### **While operating a Homeland, Inc. or personal vehicle on Homeland, Inc. business, an employee is required to comply with the following SAFETY REQUIREMENTS:**

Employees are required to use seat belts and shoulder restraints (if available) whenever they operate a vehicle on company business. The driver is responsible for seeing that all passengers in front or rear seats are buckled up.

Employees are required to comply with all traffic laws for the applicable geographic areas and insurance requirements including, having a valid driver's license issued by the state in which they reside and to maintain a safe driving record.

Employees are prohibited from conducting Homeland, Inc. business via cellular telephones, tablets, or other such devices while operating a Homeland, Inc. or personal vehicle. Employees are to pull over and stop, or use a hands-free device.

An employee who is involved in a vehicle accident that occurs during the performance of Homeland, Inc. business should immediately report the incident to his supervisor and to the applicable state agency, as required by law. The supervisor will, in turn, advise the division's Risk Management Department in order to initiate documentation of the accident and any possible injuries. The employee should be advised to report the accident to his own insurance Company as well.

Personal injuries sustained by an employee in a vehicle accident that occurs while the employee is engaged in the performance of Homeland, Inc. business will be covered under workers' compensation.

Homeland, Inc. will not be responsible for, nor will it assume any liability for the repair of mechanical problems, theft of or physical damage neither to employees' personal vehicles; nor for the loss or theft of personal effects in Homeland, Inc. or personal vehicles with limited exceptions, as described below.

Subject to the recommendation of the employee's immediate supervisor, consideration will be given to the reimbursement of the lessor of the following when an employee experiences a loss of personal articles due to theft from his Homeland, Inc. or personal vehicle or physical damage to his personal vehicle while on Homeland, Inc. business:

\$500, or

The employee's personal insurance deductible for the damages sustained to the employee's personal vehicle and/or the theft loss of personal property.

Such reimbursement would be subject to the following conditions:

No negligence on the part of the employee, and

A police or state Department of Motor Vehicles' Report describing the incident being included with the reimbursement request.

### **Employee Conduct and Work Rules**

To ensure orderly operations and provide the best possible work environment, Homeland, Inc. expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal or possession of property
- Falsification of timekeeping or other company records
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- Fighting or threatening violence in the workplace
- Negligence or improper conduct leading to damage of employer-owned or customer-owned property
- Sexual or other unlawful or unwelcome harassment
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- Excessive absenteeism or any absence without notice
- Unauthorized absence from work station during the workday
- Unauthorized use of telephones, mail system, or other employer-owned equipment
- Unauthorized disclosure of business “secrets” or confidential information
- Unsatisfactory performance or conduct
- Fraternizing with other employees or customers of our business
- Violation of company policy

Employment with Homeland, Inc. is at the mutual consent of Homeland, Inc. and the employee, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice.

### **Drug and Alcohol Use**

It is Homeland, Inc.’s desire to provide a drug free, healthful, and safe workplace to its employees. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their job in a satisfactory manner.

Drug and alcohol use is highly detrimental to the safety and productivity of employees in the workplace. No employee may be under the influence of any illegal drug or alcohol while in the workplace, while on duty, or while operating a vehicle or equipment owned or leased by the employer. The legal use of prescription drugs on the job is permitted only if it does not impair an employee’s ability to perform the essential functions of the job effectively and in a safe manner that does not negatively impact customers/clients or endanger others in the workplace or roadways.

The unlawful manufacture, possession, distribution, transfer, purchase, sale, use, or being under the influence of alcoholic beverages or drugs, illegal or prescription, while on the employer’s property, while attending business-related activities, while on duty, or while operating a vehicle or machine leased or owned by the employer is strictly prohibited and may lead to disciplinary action, including suspension without pay or discharge. "Illegal drugs" mean any chemicals or drugs, the possession of which is illegal under the state of employment laws or Federal laws. If

appropriate, the employer may refer the employee to approved counseling or rehabilitation programs. Employees may use physician-prescribed medications, provided that the use of such drugs does not adversely affect job performance or the safety of the employee or other individuals in the workplace or roadways.

The Employee Assistance Program (EAP) provides resources and referral services for assistance with such problems as drug or alcohol abuse or addiction. It is the employee's responsibility to seek assistance prior to reaching a point where his/her behavior, judgment, or performance is subject to disciplinary action. Participation and assistance in these programs after disciplinary action has begun will not preclude disciplinary action up to and including termination of employment.

### **Drug and Alcohol Abuse and Testing**

To maintain a drug free workplace, Homeland, Inc. requires that employees be tested for drugs and/or alcohol under the following circumstances:

1. Whenever an employee is involved in, or caused, a reportable incident or accident where someone has been injured, including an injury to the employee in question, which requires outside medical attention.
2. Whenever the employee is involved in, or caused, an incident or accident that results in any damage to Homeland, Inc.'s property, or to the property of others while the employee is on Homeland, Inc.'s premises or on work time.
3. Whenever Homeland, Inc. has a reasonable suspicion that an employee may be in violation of this policy.

Examples of situations where Homeland, Inc. may determine that reasonable suspicion exists include, but are not limited to the following:

- a. breath smells of alcohol;
- b. behavior, work performance, or work habit is abnormal or changes;
- c. excessive unexcused absences from work;
- d. there is any other evidence suggesting the employee may have violated this policy.

All drug screening tests for the above circumstances will be conducted by an independent, certified toxicology laboratory. All costs for drug testing will be absorbed by Homeland, Inc. Refusal to submit to drug and alcohol screening when required as outlined above may result in disciplinary action up to and including immediate termination.

Employees with questions on this policy or issues related to drug or alcohol use in the workplace should raise their concerns with their supervisor or the President without fear of reprisal.

Homeland, Inc. also may test employees randomly.

Violations of this policy will lead to disciplinary action, up to and including immediate termination of employment. Such violations may also have legal consequences.

### **Anti-harassment and discrimination**

It is Homeland, Inc.'s policy that no employee shall be harassed or discriminated against because of their race, sex, ethnicity, age, religion, disability or any other legally protected characteristic. Homeland, Inc. is an equal opportunity employer, and each employee will be treated and evaluated on the basis of his/her job performance.

Harassment includes behavior such as unwelcome sexual advances, requests for sexual favors or other unwelcome verbal or physical conduct that is based on race, sex, ethnicity, age, religion, disability or any other legally protected characteristic, and which threatens job security and advancement opportunities or unreasonably interferes with an employee's work performance, or creates an intimidating, hostile or offensive working environment.

Harassment does not refer to occasional compliments of a socially acceptable nature or welcomed social relationships. This policy, however, prohibits any subtle pressure or demands for sexual favors that are accompanied by a promise of favorable job treatment or a threat concerning the employee's employment. The policy also prohibits behavior that is not welcomed by the employee and is personally offensive such as: (1) repeated sexual flirtations, advances, or propositions; (2) continued or repeated verbal abuses, comments and joking, graphic or degrading comments about an employee's appearance, or the display of objects or pictures that is based on race, sex, ethnicity, age, religion, disability or any other legally protected characteristic; (3) any uninvited physical contact or touching, such as patting, pinching, or constant brushing against another's body.

Violations of this policy will not be permitted. Any employee or supervisor who violates this policy will be subject to discipline up to and including termination.

Any employee who feels that she or he is a victim of harassment or discrimination should immediately report the matter to her/his supervisor, unless that person is the offending party. In that event, the employee should immediately report the matter to the Human Resource Department. Likewise, any questions regarding this policy or a specific situation should be directed to an employee's supervisor or, if more appropriate, to the Director of Human Resources. Supervisors receiving a report of such a claim must report the claim to upper level management or the Director of Human Resources.

Because some conduct may be considered offensive by some and not by others, you should advise the offending party that you are offended by any of his/her conduct or comments which could be construed as sexual harassment. Then, if the conduct or comments are repeated or if you believe the conduct or comments are sufficiently serious during the first incident, you should report the matter immediately as described previously.

Homeland, Inc. will conduct an investigation when such a claim is brought to management's attention. The findings of this investigation will be used to aid in the resolution of the situation.

During the investigation, the confidentiality and privacy of all employees involved will be respected to the extent possible. Employees will not be retaliated against for having reported any instance of discrimination or harassment or for having participated in any way in an investigation of a report of discrimination or harassment.

### **Paid Time Off (PTO)**

Paid time off (PTO) is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Employees in the regular full time and regular part time employment classification(s) are eligible to earn and use PTO as described in this policy:

The length of eligible service is calculated on the basis of a “benefit year” which is the 12-month period that begins with the employee’s hire date. An employee’s benefit year may be effected by any significant leave of absence except military leave of absence. Military leave has no effect on this calculation. Once employees enter an eligible employment classification, they begin to earn PTO according to the schedule.

PTO may be used in quarter hour increments.

To take vacation, employees must request advance approval from their supervisor. Request will be reviewed based on a number of factors, including business needs and staffing requirements.

Before booking reservations of any kind for a vacation, talk to your supervisor to confirm the availability of the dates you wish to plan your vacation in order to prevent losing your deposits etc. if your vacation dates are denied.

PTO is paid at the employee’s base pay rate at the time which the employee uses PTO. It does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials.

As stated above, employees are encouraged to use available PTO for rest, relaxation, and personal pursuits.

Homeland, Inc. will allow an employee to sell back one week of PTO once during their entire employment with Homeland, Inc. This is allowed only if the employee has reached the “cap” point as described in the following PTO chart.

Upon separation from employment, employees will be paid for unused PTO that has been earned through the last day of work unless the employee is terminated for misconduct in which case unused PTO will be forfeited.

\*Misconduct is defined as being terminated for lack of job performance and/or breaking any policies described in this handbook.

**Failure to comply with this policy will subject the employee to discipline up to and including termination.**

Please refer to the below chart for the following information based upon an employee's length of employment and scheduled hours per week:

1. **PTO Hours earned per year** – this is the total amount of PTO an employee will earn for a year beginning on their anniversary hire date.
2. **PTO Hours Per Pay Period** – this is the amount of PTO an employee will earn per pay period.
  - a. There are 26 pay periods during the calendar year.
3. **PTO Cap (Max Limit)** – this is the maximum amount of PTO an employee is allowed.
  - a. In the event that the available PTO is not used by the end of the benefit year, the unused PTO carries forward to the next benefit year. If the total amount of unused PTO reaches a “cap,” further PTO accrual will stop. When the employee uses PTO which brings the available amount of PTO below the cap, PTO accrual will begin again. This occurs per pay period instead of at anniversary hire date.

**Full Time Employee – 40 hrs.  
per week**

| <u>Years of Employment</u> | <u>PTO Hours per year</u> | <u>PTO Hours Per Pay Period</u> | <u>PTO Cap (Max Limit)</u> |
|----------------------------|---------------------------|---------------------------------|----------------------------|
| 1st year                   | 128 hours                 | 4.92 hours                      | 128 hours                  |
| 2nd year                   | 128 hours                 | 4.92 hours                      | 256 hours                  |
| 3rd year                   | 128 hours                 | 4.92 hours                      | 304 hours                  |
| 4 - 9 years                | 168 hours                 | 6.46 hours                      | 400 hours                  |
| 10 - 14 years              | 208 hours                 | 8 hours                         | 480 hours                  |
| 15+ years                  | 248 hours                 | 9.54 hours                      | 560 hours                  |

**Part Time (PT) - 8 hrs. per wk.**

|               |          |             |          |
|---------------|----------|-------------|----------|
| 1 year        | 16 hours | 0.615 hours | 16 hours |
| 2 - 3 years   | 16 hours | 0.615 hours | 32 hours |
| 4 - 9 years   | 24 hours | 0.923 hours | 48 hours |
| 10 - 14 years | 32 hours | 1.231 hours | 64 hours |
| 15+ years     | 40 hours | 1.538 hours | 80 hours |

**PT - 12 hrs. per wk.**

|               |          |             |           |
|---------------|----------|-------------|-----------|
| 1 year        | 24 hours | 0.923 hours | 24 hours  |
| 2 - 3 years   | 24 hours | 0.923 hours | 48 hours  |
| 4 - 9 years   | 36 hours | 1.385 hours | 72 hours  |
| 10 - 14 years | 48 hours | 1.846 hours | 96 hours  |
| 15+ years     | 60 hours | 2.308 hours | 120 hours |

**PT - 16 hrs. per wk.**

|               |          |             |           |
|---------------|----------|-------------|-----------|
| 1 year        | 32 hours | 1.231 hours | 32 hours  |
| 2 - 3 years   | 32 hours | 1.231 hours | 64 hours  |
| 4 - 9 years   | 48 hours | 1.846 hours | 96 hours  |
| 10 - 14 years | 64 hours | 2.462 hours | 128 hours |
| 15+ years     | 80 hours | 3.077 hours | 160 hours |

**PT - 20 hrs. per wk.**

|               |           |             |           |
|---------------|-----------|-------------|-----------|
| 1 year        | 40 hours  | 1.538 hours | 40 hours  |
| 2 - 3 years   | 40 hours  | 1.538 hours | 80 hours  |
| 4 - 9 years   | 60 hours  | 2.308 hours | 120 hours |
| 10 - 14 years | 80 hours  | 3.077 hours | 160 hours |
| 15+ years     | 100 hours | 3.846 hours | 200 hours |

**PT - 24 hrs. per wk.**

|               |           |             |           |
|---------------|-----------|-------------|-----------|
| 1 year        | 48 hours  | 1.846 hours | 48 hours  |
| 2 - 3 years   | 48 hours  | 1.846 hours | 96 hours  |
| 4 - 9 years   | 72 hours  | 2.769 hours | 144 hours |
| 10 - 14 years | 96 hours  | 3.692 hours | 192 hours |
| 15+ years     | 120 hours | 4.615 hours | 240 hours |

**PT - 28 hrs. per wk.**

|               |           |             |           |
|---------------|-----------|-------------|-----------|
| 1 year        | 56 hours  | 2.154 hours | 56 hours  |
| 2 - 3 years   | 56 hours  | 2.154 hours | 112 hours |
| 4 - 9 years   | 84 hours  | 3.231 hours | 168 hours |
| 10 - 14 years | 112 hours | 4.308 hours | 224 hours |
| 15+ years     | 140 hours | 5.385 hours | 280 hours |

**Attendance and Punctuality**

To maintain a safe and productive work environment, Homeland, Inc. expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on Homeland, Inc. In the rare instances in which employees cannot avoid being late to work or are unable to work as scheduled, they are to adhere to the following:

***Absenteeism Policy***

Homeland, Inc. requires employees to phone in and personally communicate with their immediate supervisor **no later than 30 minutes** (as much advance notice as possible from the employee is appreciated) **prior to the beginning of the employee's shift** to inform the supervisor of an absence/tardiness from work. Employees should conduct this phone conversation in this manner. This procedure must be followed for each and every

absence/tardiness from work. The only exceptions to this requirement is if the employee has spoken to his/her supervisor and arranged an extended continuous absence for any and all approved reasons such as vacation or if the employee is medically incapable of making the call as certified by the employee's treating medical professional. If the absence is for more than one (1) day, please keep your supervisor informed of the situation daily at least one hour before your shift each day.

### ***Absence related to FMLA***

Employees on FMLA leave must adhere to the following notification policy:

1. Employees off work completely for a set period of time (Example: June 1 to June 7) on FMLA, only have to arrange the time off with their supervisor or HR prior to the beginning of the set amount of time. Unless requested by the supervisor, no further absence notification is required.
2. Employees off intermittently (ex. 9/8/2014, 9/14/2014, 10/20/2014) on FMLA, need to follow the normal call-in procedure for absence or tardiness. The call-in procedure is for the employee to make a phone call and conduct a conversation with the employee's immediate supervisor no later than 30 minutes before the start of the employee's shift.

### ***Tardiness***

Employees are expected to be in their assigned work station providing service at the appointed starting time. An employee is considered to be tardy if he/she clocks in, or returns from a meal or break after their scheduled time.

If an employee is going to be more than 5 minutes late, he/she must call and personally inform their supervisor. DO NOT leave a message with another employee!

### ***Schedule change requests***

Homeland, Inc. asks that requests for schedule changes be made in writing whenever possible and then to your supervisor at least two weeks in advance of the schedule being posted. Remember that schedule requests are ONLY requests and will be honored according to the needs of Homeland, Inc.

### **The following actions by an employee are considered to be a voluntary resignation:**

- an unreported absence for two (2) consecutively scheduled work days;
- failure to return on your release date after a leave of absence;
- job abandonment by leaving the premises without supervisor's permission; or
- taking another job while on leave of absence.

### **Business Casual Attire**

All office personnel must wear **business** casual attire on ***Monday through Thursday***. It is important that office personnel project an image of professionalism for the public and for Homeland's various business partners. Not all clothing is appropriate for the office. All clothing must be clean, neat professional clothing. It is never appropriate to wear stained, wrinkled, frayed, or revealing clothing to the workplace. If you are considering wearing something and you are not sure if it is acceptable, choose something else or inquire first.

For clarification, **business** casual attire is defined by Homeland, Inc. as follows:

- Button-down collared shirts
- Polo style collared shirts (short or long sleeved)
- Sweaters
- Dress slacks
- Khakis
- Dresses
- Skirts
- Leggings when worn with appropriately lengthened top
- Blouses

### **Casual Day**

The following information is intended to serve as a guide to help define appropriate casual wear for all employees during designated casual days at Homeland, Inc. Each ***Friday*** will be a designated casual day.

Our primary objective is to have employees project a professional image while taking advantage of more casual and relaxed fashions. Casual dress offers a welcome alternative to the formality of typical business attire.

Listed below is a general overview of acceptable ***casual Friday*** wear, as well as, a listing of some of the more common items that are not appropriate for the office. Obviously, neither group is intended to be all inclusive. Rather, these items should help set the general parameters for proper casual wear and allow you to make intelligent judgments about items that aren't specifically addressed.

Examples of acceptable ***casual Friday*** wear include:

- Jeans
- Casual dresses and skirts
- Homeland T-shirt (management approved design)
- Casual shirts and blouses
- Sweatshirts
- Tennis shoes

If school has been cancelled due to snow on Monday through Friday, casual Friday wear is acceptable.

Examples of inappropriate clothing items that should not be worn in the office Monday through Friday:

- Sweatpants
- Warm-up or jogging suits and pants
- Shirts with offensive messages or images
- Visible undergarments
- Rubber flip flops
- House shoes
- Shorts

On occasion, we may announce dress-down days where looser, even more informal clothing can be worn in order to allow you to enjoy a special occasion, better tolerate excessive heat condition, or more comfortably organize your work area.

For some, traditional business attire may simply remain a more favored option on casual days. The choice will be yours. We hope and fully expect that casual days will help make our workplace more enjoyable and productive.

Management reserves the right to address fashion trends and deem such as appropriate/inappropriate. Managers when traveling onsite during inclement weather or hot conditions may dress accordingly with their supervisor's approval.

Management may require certain positions within the company to attain to a higher standard of dress based upon the duties of the position or a business situation requires such. The above dress code is the minimum standard.

## Appendix A

### **Family and Medical Leave Act (FMLA)**

A medical leave under the FMLA will be granted to those employees who meet the statutory criteria necessary under the Act. The medical leave is a relief to employees who must take time off from work because of an extended illness or injury. The leave is also available to an employee who is the spouse, son, daughter, parent or nearest blood relative of a member of the Armed Forces, National Guard or Reserves (hereinafter referred to as a Service Member) who is undergoing medical treatment, recuperation or therapy for a serious injury or illness. An employee may request time off for family and medical leave without pay for a limited period with job protection and no loss of accumulated service provided the employee returns to work.

A family and/or medical leave of absence shall be defined as an approved absence available to eligible employees for up to twelve weeks of unpaid leave per year (**this year is calculated on a rolling year basis, not a calendar year**) under particular circumstances that are critical to the life of a family. In the case of an employee taking leave relating to a Service Member, the amount of leave is twenty-six (26) weeks in a twelve month period.

Homeland, Inc. uses a rolling 12 month period in order to determine your eligibility for leave on any given date. The 12 month period is measured backward from the date you want to use your FMLA leave. Each time you want to use FMLA leave, we will look backward to determine how much FMLA leave you used during the preceding 12 months. For example, in the case of someone eligible for 12 weeks of leave, if you use 4 weeks September 1, 2014, and 4 more weeks beginning December 1, 2014, you could still use 4 weeks in June 2015. To obtain additional leave, you would have to wait until September 1, 2015 when you would be entitled to 4 more weeks. Likewise, on December 1, 2015, you would be entitled to 4 more weeks, and so on. The leave is not required to be taken consecutively and may be divided throughout the year so long as the leave does not exceed the amount for which the employee is qualified within any twelve month period.

FMLA leave is available for the following family and medical concerns:

- to care for the employee's child within the child's first year after birth;
- the employee's adoption of a child or placement of a foster child in the employee's home, within the first year after the adoption or placement;
- to care for an employee's spouse, child or parent with a serious health condition; or
- because of the employee's own serious health condition which renders him/her unable to perform the functions of his/her position;

- because of a qualifying exigency arising out of the fact that the spouse, son, daughter or parent of an employee is on active duty or has been notified of an impending call or order to active duty in the Armed Forces.

**The provisions of this policy shall apply to all family and medical leaves of absence. When an employee has earned PTO at the time of the FMLA request, he/she shall be required to apply it towards the twelve weeks of FMLA. Homeland, Inc. will require all paid time off to be used up to 80 hours of PTO on the books.**

To be eligible for leave under this policy an employee must have been employed by Homeland, Inc. for at least eleven months in continuous service, and must have worked at least 1250 hours during the twelve month period preceding the commencement of the leave. At the end of an FMLA leave, the employee will be reinstated to her/his original position, or an equivalent one, with the same seniority and retirement benefits, accrued prior to the date on which the FMLA leave commenced.

**EXCEPTION:** If the employee on leave is a salaried employee and is among the highest paid ten percent of company employees within seventy-five miles, and keeping the job open for the employee would result in substantial economic injury to the company, reinstatement to the employee on leave can be denied.

#### **Notice and Certification Requirements:**

##### **Notice Requirements:**

The employee seeking leave must provide notice of the leave and medical certification.

The employee must ordinarily provide 30 days advance notice when the leave is foreseeable such as for the birth or adoption of a child, or a planned medical treatment. If 30 days advance notice is not given, and the leave was foreseeable, then the qualification of the leave as FMLA eligible may be delayed and, therefore, count against any paid leave time which the employee has available. If the employee does not have any paid leave time, then absences taken for foreseeable medical leaves where advance notice is not given could result in termination for excessive absenteeism. Obviously, if the employee has less than 30 days from when he/she became aware of the need for a leave until the leave is to commence, he/ she will not be able to give a full thirty days' notice. In such situations, the employee must give notice as soon as possible and no later than two days after becoming aware of the need for the leave or the commencement of the leave whichever is sooner.

In the case of leave relating to a Service Member, when the leave is foreseeable, either because the spouse, or a son, daughter, or parent of the employee is on active duty, or because of notification of an impending call or order to active duty, the employee shall provide notice of the request for leave as soon as it is reasonable and practicable.

If the need for leave is not foreseeable, the employee must at least give notice as soon as is practical (within 1 to 2 business days of learning of their need for leave), except in extraordinary circumstances.

To give notice of the need for a leave, the employee shall notify his/her supervisor and Human Resources of the desire to take a leave of absence, and also provide the anticipated dates of absence.

### **Certification Requirements:**

Homeland, Inc. will require medical certification to support a claim for leave for an employee's own serious health condition or to care for a seriously ill child, spouse or parent or Service Member. In its discretion, Homeland, Inc. may request a second medical opinion at Homeland, Inc.'s expense. In addition, Homeland, Inc. may request periodic recertification. If the first and second opinions differ, Homeland, Inc., at its own expense, may require the binding opinion of a third health care provider, approved jointly by the company and the employee.

In the case of a leave relating to a Service Member, Homeland, Inc. will also require certification verifying the Service Member's participation in the Armed Forces.

### **Partial Leave:**

If medically necessary for a serious health condition of the employee or his or her spouse, child or parent, or Service Member, leave may be taken on an intermittent or reduced leave schedule. If leave is requested on this basis, however, Homeland, Inc. may require the employee to transfer temporarily to an alternative position which better accommodates recurring periods of absence or a part-time schedule, provided that the position has equivalent pay and benefits.

In the case where the need for intermittent leave is necessary for planned medical treatment or other predictable reason, the employee must make a reasonable effort to schedule the treatment or other event so as not to disrupt the operations of Homeland, Inc.

### **Health Insurance:**

Any employee who is granted an approved leave of absence under this policy is advised to provide for the retention of his or her group insurance coverage by arranging to pay the premium contributions for health, dental, vision and any other insurance product during the period of absence whether paid or unpaid. It will be possible for an employee to continue his medical and other insurance benefit coverage by paying his portion of the premium through Homeland, Inc.

In the event that an employee elects not to return to work upon completion of an approved unpaid leave of absence, Homeland, Inc. may recover from the employee the cost of any payments made to maintain the employee's coverage, unless the failure to return to work was for reasons beyond the employee's control.

**To obtain a leave under this policy the employee must:**

1. Complete the Request for Family and Medical Leave of Absence form, which HR will supply. A Request for Family and Medical Leave of Absence Form must be originated in duplicate by the employee. This form should be completed in detail, signed by the employee, submitted to the immediate supervisor for proper approvals, and forwarded to the Human Resources Department. The form should be submitted thirty (30) days in advance of the effective date of the leave.
2. Certain qualified requests for family and medical leaves of absence due to illness include the requirement of a form to be completed by the employee's health care provider. The form requests among other things: 1) the date on which the serious health conditions commenced; 2) the probable duration of the condition; and 3) the appropriate medical facts within the knowledge of the health care provider regarding the condition. In addition, for purposes of leave to care for a child, spouse or parent, the certificate should give an estimate of the amount of time that the employee is needed to provide such care. For purposes of leave for an employee illness, the certificate must state that the employee is unable to perform the functions of his or her position. In the case of certification for intermittent leave or leave on a reduced leave schedule for planned medical treatment, the dates on which such treatment is expected to be given and the duration of such treatment must be stated. The form will be provided to the employee seeking leave and is to be completed by the health care professional and returned to the Human Resources Department within fifteen (15) days.

At the end of the FMLA leave for the employee's own serious health condition, the employee is required to submit a doctor's statement indicating that he/she is fit to return without restrictions to his/her pre-leave position without jeopardizing the health or the safety of himself/herself and/or other employees.

Forms which are used for FMLA purposes are maintained in the Human Resources Department.

**Attachment to Appendix A**

**LENGTH OF FAMILY MEDICAL LEAVE**

When an employee is covered by the FMLA, the employer is required to provide the employee with 12 weeks of FMLA leave during any 12-month period, and to treat the leave taking employee as if he/she had not taken leave.

The FMLA allows employers to calculate the 12-month period for leave purposes in any of four different ways.

Homeland, Inc.'s policy in calculating the 12-month period for their employees is a "rolling" 12-month period measured backward from the date of any FMLA leave usage.

It is the employee's choice to use any accrued paid leave (such as sick or vacation leave) beyond 80 hours to cover some or all of the FMLA leave. Homeland, Inc. will not force the employee to use any accrued time beyond 80 hours during FMLA (Homeland, Inc. will allow an employee to leave 80 hours accrued paid leave on the books during FMLA, but will require the use of the accrued paid leave up to 80 hours remaining).

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