



# Employee Handbook

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## Welcome to Monterey Bay Community Power

Dear MBCP Employee:

Congratulations on your employment with Monterey Bay Community Power Authority (MBCP)! We at MBCP share great pride and passion in the work we do, and we're glad you're joining us to help advance our mission for the benefit of our ratepayers, our environment, and our communities.

As an employee of MBCP, you are our most valuable resource. With your talent and abilities, as well as those of the rest of our team, we plan to continue fostering an open, cooperative and dynamic environment. It is our hope that you find MBCP a rewarding place to work.

Information regarding the procedures, practices, policies and benefits of MBCP are contained within this handbook and we encourage you to review carefully and become familiar with them. MBCP's policies may change at any time, and staff employees are expected to comply with the most current versions. You will be informed of any changes as they occur.

If you would like further information or have questions about any of the information outlined in this handbook, please feel free to reach out to me or your supervisor to discuss.

On behalf of the MBCP Board of Directors and staff, I extend a warm welcome to our team!

Sincerely,

Tom Habashi  
Chief Executive Officer

## Introductory Policies

### Introduction & Future Revisions

We hope you will find your employment with MBCP to be both rewarding and challenging. Our staff are key to MBCP's success and we carefully select our new employees. This handbook is not a contract, express or implied, nor does it guarantee employment for any specific length of time.

The policies included in this handbook are guidelines only and are subject to change as MBCP deems appropriate and necessary. In the future we may, modify, delete or add to any and all policies, procedures, work rules or benefits stated in this employee handbook or in any other document, except for the policy of at-will employment. Any written changes to this employee handbook will be distributed to all employees so that you will be aware of the new policies or procedures. No oral statements or representations can in any way change or alter the provisions of this employee handbook.

### Our Working Relationship

MBCP does not offer tenure or any other form of guaranteed employment. Either MBCP or the employee can terminate the employment relationship at any time, with or without cause, with or without notice. This is called Employment At Will. This employment at will relationship exists regardless of any other written statements or policies contained in this handbook or any other Authority documents or any verbal statement to the contrary.

No one except MBCP's CEO can enter into any kind of employment relationship or agreement that is contrary to the previous statement. To be enforceable, such relationship or agreement must be in writing and signed by the CEO.

### What Monterey Bay Community Power Expects from You

MBCP wants your employment to be a positive and rewarding experience. You help create the pleasant and safe working conditions that MBCP intends for you. As such, MBCP expects you to:

- Know your own duties and how to do them promptly, safely, correctly and pleasantly
- Cooperate with management and your fellow employees and maintain a good team attitude
- Perform every task to the very best of your ability
- Be on time and work all of your scheduled hours
- Be courteous and maintain a positive attitude
- Approach your supervisor, or any member of management, to discuss any problem or question
- Voice your opinions and contribute your suggestions to improve the quality of MBCP

### Employee Relations Policy

MBCP's commitment to long-term collective relationships with its employees is guided by the implementation of our Employee Relations Policy, which is as follows:

1. Provide an exciting, challenging, and rewarding workplace and experience.
2. Select people on the basis of skill, training, ability, attitude, and character without discrimination with regard to age (40 and over), ancestry, color, religious creed (including religious dress and grooming practices), denial of family and medical care leave, disability (mental and physical) including HIV and

AIDS, marital status, medical condition (cancer and genetic characteristics), genetic information, military and veteran status, national origin (including language use restrictions), race (including traits historically associated with race, such as, but not limited to, hair texture and protective hairstyles like braids, locks, and twists), sex (which includes pregnancy, childbirth, breastfeeding and medical conditions related to pregnancy, childbirth or breastfeeding), gender, gender identity, and gender expression, sexual orientation, or any other protected status defined by law.

3. Develop competent people who understand and meet our objectives, and who accept ideas, suggestions and constructive feedback from fellow employees.
4. Assure employees an opportunity to discuss any problems with the appropriate representatives MBCP.
5. Make prompt and fair assessment of any complaints, which may arise in the everyday conduct of our business, to the extent that it is practical.
6. Respect individual rights and treat all employees with courtesy and consideration.
7. Promote employees on the basis of their ability and merit.
8. Keep all employees informed of the progress of MBCP as well as MBCP's overall aims and objectives.

### **Open Communication Policy**

At MBCP, courtesy, tact and consideration should guide each employee in relationships with fellow workers and the public. It is mandatory that each employee show maximum respect to every other person in the organization. The purpose of communication should be to help others and to make our business run as effectively as possible, thereby gaining the respect of our colleagues and customers.

- Discuss any issue you may have with a co-worker directly with that person. If your co-worker is your supervisor and you are not comfortable discussing the issue with your supervisor, contact Human Resources. If a resolution is not reached, arrange a meeting with your supervisor to discuss any concerns, problems, or issues that arises during the course of your employment. MBCP will not retaliate against you for appropriate usage of open communication channels.
- Differences of opinion should be handled privately and discreetly. Gossip and backbiting are to be avoided.
- Employees should strive to maintain a civil work atmosphere at all times and refrain from shouting, yelling or using vulgarities at co-workers.

### **Equal Employment Opportunity**

MBCP considers itself to be an equal opportunity employer and makes employment decisions on the basis of merit and business need. MBCP's policies prohibit unlawful discrimination in employment, recruiting, and selection based on age (40 and over), ancestry, color, religious creed (including religious dress and grooming practices), denial of family and medical care leave, disability (mental and physical) including HIV and AIDS, marital status, medical condition (cancer and genetic characteristics), genetic information, military and veteran status, national origin (including language use restrictions), race (including traits historically associated with race, such as, but not limited to, hair texture and protective hairstyles like braids, locks, and twists), sex (which includes pregnancy, childbirth, breastfeeding and medical conditions related to pregnancy, childbirth or breastfeeding), gender, gender identity, and gender expression, sexual orientation, or any other protected status defined by law.. All such discrimination is unlawful.

MBCP furthers the principles of equal employment by seeking talented and competent persons who are

suitable for a specific position by reason of training, experience, character, personality, intelligence and general ability. MBCP does not consider an individual's age (40 and over), ancestry, color, religious creed (including religious dress and grooming practices), denial of family and medical care leave, disability (mental and physical) including HIV and AIDS, marital status, medical condition (cancer and genetic characteristics), genetic information, military and veteran status, national origin (including language use restrictions), race (including traits historically associated with race, such as, but not limited to, hair texture and protective hairstyles like braids, locks, and twists), sex (which includes pregnancy, childbirth, breastfeeding and medical conditions related to pregnancy, childbirth or breastfeeding), gender, gender identity, and gender expression, sexual orientation, or any other protected status in recruiting and selecting employees.

Promotions are based on an employee's past performance and qualifications to assume additional responsibilities determined without regard to, or consideration of, the individual's status. MBCP takes all personnel actions without regard to an individual's protected status.

We are committed to complying with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in the operations of MBCP, and prohibits unlawful discrimination by any employee of MBCP.

We will make reasonable accommodations when requested to comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability. These accommodations will be made for the known physical or mental disability of an applicant or an employee unless undue hardship would result in a direct threat to the health and safety or other job related considerations exist.

MBCP will engage in a timely, good-faith, interactive process to determine a reasonable accommodation, if any, in response to a request for reasonable accommodation by an employee or applicant with a known physical or mental disability or known medical condition.

MBCP is committed to providing a safe and welcoming workplace environment, free from discrimination based on religion or religious practices (including religious dress and grooming practices, such as religious clothing or hairstyles). Employees requiring an accommodation for a religious belief or practice should promptly notify their supervisor and Human Resources to discuss the need for an accommodation.

### **Unlawful Harassment**

MBCP intends to provide a work environment that is pleasant, professional, and free from intimidation, hostility or other offenses which might interfere with work performance. Harassment of any sort - verbal, physical, or visual - will not be tolerated. This includes both sexual harassment as well as harassment based on an employee's status in a protected class. These classes include, but are not necessarily limited to age (40 and over), ancestry, color, religious creed (including religious dress and grooming practices), denial of family and medical care leave, disability (mental and physical) including HIV and AIDS, marital status, medical condition (cancer and genetic characteristics), genetic information, military and veteran status, national origin (including language use restrictions), race (including traits historically associated with race, such as, but not limited to, hair texture and protective hairstyles like braids, locks, and twists), sex (which includes pregnancy, childbirth, breastfeeding and medical conditions related to pregnancy, childbirth or breastfeeding), gender, gender identity, and gender expression, sexual orientation, or any other protected status defined by law. This policy

also prohibits unlawful harassment based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics. This policy extends to unlawful harassment of, or by vendors, independent contractors, customers, or others with whom employees may come into contact with during their work for MBCP.

Our workplace is not limited to our authority facilities, but may also include customer and vendor facilities, as well as anywhere a business-related function, or social function sponsored by MBCP, is taking place.

### **What Is Workplace Harassment?**

Workplace harassment can take many forms. It may be, but is not limited to, words, signs, slurs, epithets, offensive jokes, cartoons, pictures, posters, e-mail jokes, social media communication, messages or statements, pranks, intimidation, physical assaults or contact, or violence. It may also take the form of other vocal activity including derogatory statements not directed to the targeted individual but taking place within their hearing. Other prohibited conduct includes written material such as notes, photographs, cartoons, articles of a harassing or offensive nature, and taking retaliatory action against an employee for discussing or making a harassment complaint. In addition, this policy covers all individuals in the workplace, such as fellow employees, supervisors, outside customers, vendors, independent contractors, paid or unpaid interns, volunteers, applicants, government officials, other professionals or other non-employees who conduct business with our authority.

### **What Is Sexual Harassment?**

Sexual harassment may include unwelcome sexual advances, requests for sexual favors, or other verbal or physical contact of a sexual nature. When this conduct creates an offensive, hostile and intimidating working environment, it may prevent an individual from effectively performing the duties of their position. It also encompasses such conduct when it is made a term or condition of employment or compensation, either implied or stated and when an employment decision is based on an individual's acceptance or rejection of such conduct.

It is important to note that harassment crosses age and gender boundaries and cannot be stereotyped. Sexual harassment may involve two women or two men or can occur among a mixed-gender group of people. Harassment may exist on a continuum of behavior. For instance, one example of harassment may be that of an employee showing offensive pictures to another employee. A picture will be presumed to be sexually suggestive if it depicts a person of either sex who is not fully clothed or in clothes that are not suited to, or customarily accepted for, the accomplishment of routine work in and around the workplace.

Generally, two categories of harassment exist. The first, "quid pro quo," may be defined as an exchange of sexual favors for improvement or continuance in your working conditions and/or compensation. The second category, "hostile, intimidating, offensive working environment," can be described as a situation in which unwelcome sexual advances, requests for sexual favors, or verbal or other conduct creates an intimidating or offensive environment. Examples of a hostile, intimidating, and offensive working environment includes, but is not limited to, pictures, including material found on an authority or personal computer, cartoons, symbols, or apparatus found to be offensive and which exist in the workspace of an employee. This behavior does not necessarily link improved working conditions in exchange for sexual favors. An employee may have a claim of harassment even if he or she has not lost a job or other economic benefit. The law prohibits any form of

protected basis harassment that impairs an employee's working ability or emotional well-being at work.

We prohibit any employee from retaliating in any way against anyone who has raised any concern or participated in any investigation about sexual harassment or discrimination against another individual. We will investigate any complaint of sexual harassment and will take immediate and appropriate disciplinary action if sexual harassment has been found within the workplace.

### **Responsibility**

All MBCP employees, and particularly supervisors, have a responsibility for keeping our work environment free of harassment. Any employee who becomes aware of an incident of harassment, whether by witnessing the incident or being told of it, must report it to their immediate supervisor, the CEO or the designated management representative with whom they feel comfortable. You are not required to complain first to your immediate supervisor. When management becomes aware of the existence of harassment, it is obligated by law to take prompt and appropriate action, whether or not the victim wants MBCP to do so.

### **Reporting**

All reported incidents of prohibited harassment will be investigated in an effective, thorough and objective manner that provides all parties with appropriate due process and reaches reasonable conclusions based on the evidence collected. The investigation will be completed by Human Resources and a determination regarding the reported harassment will be made and communicated to both the complainant and to the accused harasser(s). If you believe you have been harassed by any authority employee, customer, or other business contact, confront the harasser and ask him/her to stop. While we encourage you to communicate directly with the alleged harasser and make it clear that the harasser's behavior is unacceptable, offensive or inappropriate, it is not required that you do so. It is essential, however, to notify Human Resources immediately even if you are not sure the offending behavior is considered harassment. If Human Resources is not available, contact your immediate supervisor. At any time if you feel that you are in immediate harm and do not have time to contact either Human Resources or your supervisor, seek assistance from any management representative.

Appropriate investigation and disciplinary action will be taken. All reports will be promptly investigated with due regard for the privacy of everyone involved. However, confidentiality cannot be guaranteed. Any employee found to have harassed any employee will be subject to severe disciplinary action up to and including termination. MBCP will also take any additional action necessary to appropriately remedy the situation.

Retaliation of any sort will not be permitted. No adverse employment action will be taken towards any employee for making a good faith report of alleged harassment or for participating in a harassment investigation.

In addition, MBCP will take appropriate action to remedy any loss to the complaining employee resulting from the harassment. The individual who makes unwelcome advances, threatens or in any way harasses another employee may be personally liable for such actions and their consequences.

All employees must report any incidents immediately so that complaints can be quickly and fairly resolved. The California Department of Fair Employment and Housing ("DFEH") investigates and may prosecute

complaints of harassment. Whenever an employee thinks he or she has been harassed or that he or she has been retaliated against for resisting or complaining, that employee may file a complaint with the DFEH. The nearest DFEH office is listed in the telephone book or on-line. A brochure providing additional information on sexual harassment was provided as part of employees onboarding materials and is available from Human Resources or online.

## Employment Policies and Practices

### Classification of Employees

All employees will be classified as either “exempt” or “non-exempt” upon hire.

Non-exempt employees are entitled to overtime pay for hours worked in excess of forty (40) hours per workweek. Part-time and temporary non-exempt employees are eligible for overtime.

Exempt employees are those employees whose duties and responsibilities allow them to be “exempt” from provisions as provided by the Federal Fair Labor Standards Act (FLSA) and any applicable state laws. If you are an exempt employee, you will be advised that you are in this classification at the time you are hired, transferred, or promoted. Participation in MBCP’s benefits programs may be affected by your employment status or classification.

All employees of MBCP whether exempt, non-exempt, full-time, part-time, or temporary are employed at-will.

1. The EXEMPT status applies to certain administrative, professional, and executive staff. Exempt employees qualify for exemption from overtime regulations under state and federal law and their salaries already consider that they may work long hours.
2. The NON-EXEMPT status applies to all other regular employees. Non-exempt employees are covered by federal regulations and receive extra pay for overtime work (as described in the overtime section of this employee handbook). Employees working in non-exempt positions are compensated for the actual amount of time spent on their job and are entitled to receive time and one-half (1 ½) their regular rate of pay for each hour worked in excess of forty (40) hours in a work week. Non-exempt California employees are eligible for overtime compensation after eight (8) hours worked in one (1) day or forty (40) hours worked in one (1) week, at one and one-half (1½) times their regular pay.
3. FULL-TIME REGULAR employees work on a regular basis for at least 30 hours per week. Full-time employees may or may not be EXEMPT. They are eligible for all benefits available through work at MBCP, so long as they meet the applicable requirements, such as length of service.
4. PART-TIME REGULAR employees work on a regular basis for fewer than 30 hours per week. Part-time regular employees are not eligible for benefits covered in this employee handbook, other than those required by law.
5. TEMPORARY EMPLOYEES are hired with the understanding that their employment will not continue beyond a stated date or beyond completion of a specified project or projects. Temporary employees will generally not be employed for more than one thousand (1,000) hours. Temporary employees are not eligible for benefits covered in this employee handbook, other than those required by law.
6. INTERNS are employees who are students gaining supervised practical experience in a professional

field. Interns may be paid or unpaid but are not eligible for any benefits listed in this employee handbook other than those required by law.

### **Job Postings**

Open positions at MBCP will be posted and will include the position title, department and a brief description of qualifications. If you are interested in a job opening, you should discuss first with your current supervisor. A promotion or transfer will not be considered without the supervisor's knowledge. You are also encouraged to refer qualified candidates for open positions.

### **Rehired/Converted Employees**

If you meet eligibility requirements for rehire at the time of your separation from MBCP, you will be considered at any time there is a position available for which you are qualified. Former employees will be considered along with all other applicants and have no greater chance of being selected for employment than all other applicants.

If you are rehired by MBCP or convert from part-time to full-time status, your length of service with MBCP for all purposes will be calculated beginning with the rehiring date or the date of conversion to full-time status.

Employees who are terminated due to misconduct or violation of authority policy will be considered ineligible for rehire.

### **Job Duties**

Your supervisor will explain your job responsibilities and the performance standards expected of you. Your job responsibilities may change at any time during your employment; for example, you may be asked to work on special projects or to assist with other work necessary or important to the operation of MBCP. It is expected that MBCP will have your cooperation and assistance in performing such additional work.

MBCP also may, at any time, with or without notice, alter or change your job responsibilities, reassign or transfer your position, or assign you additional job responsibilities depending on business needs.

### **Employee Work Schedules**

MBCP's normal business hours are 8:00 a.m. through 5:00 p.m., Monday through Friday. Your supervisor will assign your individual work schedule, and you are expected to be ready to perform your work at the start of your scheduled workday.

On occasion, work schedules may fluctuate with workload. If a change in your work schedule is required, your supervisor will notify you at the earliest opportunity. You may be required to work overtime or hours other than those normally scheduled, although we expect this to be kept to a minimum. Exempt employees are required to work as many hours as are necessary to complete the responsibilities of their positions.

### **Personnel Records**

A personnel file will be maintained by Human Resources for each MBCP employee. General personnel records may be kept in your file such as: job application, performance evaluations, training records, emergency contact information and payroll changes. You may review your personnel file during regular business hours upon making a request to Human Resources. No one other than you, your supervisor, Human Resources, the CEO, or his/her designee may seek information from your file without your written permission. Under no

circumstances should your file be removed from the office.

MBCP will keep your personnel records private. However, there are certain times when information may be given to a person outside MBCP. These are:

1. In response to a subpoena, court order, or order of an administrative agency;
2. To a governmental agency as part of an investigation by that agency of MBCP's compliance with applicable law;
3. In a lawsuit, administrative proceeding, grievance, or arbitration in which you and MBCP are parties;
4. In a workers' compensation proceeding;
5. To administer employee health benefit plans;
6. To a health care provider, when necessary;
7. To first aid or safety personnel when necessary; and
8. To a prospective employer or other person requesting a verification of your employment. Requests for verification of employment must be in writing.

Please promptly notify Human Resources of any changes in your personal data. Keeping your file up-to-date can be important with regard to pay, deductions, benefits and other matters. Coverage or benefits that you and your family may receive under MBCP's benefits package could be negatively affected if the information in your personnel file is incorrect.

### **Inspection of Payroll Records**

Employees and former employees have the right to inspect and obtain copies of their own payroll records. All requests must be submitted in writing to the CEO, his/her designee or to MBCP's Human Resources department who will process the request. Requests will be honored within 30 days from the date they are received. Individuals who make a request may be asked to provide identification and may be required to pay for the cost of making the copies.

### **Layoffs and Work Reductions**

Depending on the scope of the reduction, (i.e., authority-wide, job classification, position), employees will be selected for layoff based on a combination of factors, including, but not necessarily limited to: past performance and productivity, qualifications, attendance, ability and willingness to work the required days and hours, and the ability to work cooperatively with others in the affected work unit.

The weight given to the above factors may vary depending upon the particular needs of the affected work unit and MBCP as a whole at the time of the layoff.

Seniority shall be considered only when, in the sole discretion and opinion of MBCP, all other factors are equal between two or more employees in the affected work unit. Seniority will be computed based on an employee's total continuous service with MBCP. For this purpose, continuous service before and after any break in service of less than 30 days or an approved leave of absence, will be counted.

### **Employment Termination**

MBCP strives to ensure a smooth transition for employees leaving MBCP.

MBCP and its employees have an employment relationship that is known as “employment at will.” This means that employees are not required to work for MBCP for any set period of time nor is MBCP required to employ individuals for any specific length of time. **The statements made in this policy do not alter, modify or limit the employment at will relationship.** An “at-will” employee is subject to termination of employment at any time MBCP concludes it appropriate to do so.

Involuntary separation from service means that the termination action is being initiated by MBCP, rather than by the employee. In general, employees who are discharged by MBCP are not eligible for rehire. However, employees who are terminated due to layoff or restructuring may be eligible for rehire or recall at MBCP’s discretion.

MBCP will consider you to have voluntarily terminated your employment if you do any of the following:

1. Resign from MBCP;
2. Fail to return from an approved leave of absence on the date specified by MBCP, or;
3. Fail to report to work or call in for 3 consecutive workdays in accordance with our policies

If you resign voluntarily, you will be asked to provide us with the professional courtesy of two weeks’ notice of resignation to allow for a smooth transition and training of any replacement personnel. A resignation becomes final when the **CTFO/COO/CEO** accepts the resignation in writing. Once a resignation has been accepted, it is final and irrevocable.

The notice you give will be noted on the employment record and will be considered in any discussion regarding rehire or reference information. Once notice has been given, accrued and unused paid time off (PTO) days normally may not be taken, unless an exception is granted by the CEO.

All authority property such as office equipment, credit cards, keys, manuals, computer equipment, and cell phones must be returned on or prior to the last day of employment. You should return these items to your immediate supervisor.

Final wages for time worked, plus any pay for unused but accrued PTO, will be paid on the next regularly schedule pay date or earlier.

### **Exit Interviews**

If you resign voluntarily, Human Resources or your direct supervisor will conduct an exit interview whenever feasible. This interview allows you to communicate your views on your work with MBCP and the job requirements, operations and training needs and future reference information to potential employers.

### **Employment Verification and References**

MBCP’s policy as to references for employees who have left MBCP is to disclose only the dates of employment and the title of the last position held. In addition, and in accordance with California State Law (AB2770, passed in 2018,) MBCP will disclose if an employee or past employee is not eligible for rehire due to a determination that the employee had engaged in sexual harassment. You may provide a signed form authorizing MBCP to release additional specific reference information to potential employers.

It is our policy that only Human Resources or their designee is authorized to respond to requests for

employee references and verification of employment from financial institutions, etc. No other supervisor or employee is authorized to provide references for current or former employees.

As an employee of MBCP, do not under any circumstances respond to any requests for information regarding another employee unless it is part of your assigned job responsibilities. If it is not, please forward the information request to Human Resources or the CEO.

## **Timekeeping and Attendance**

### **Punctuality and Attendance**

Regular attendance and punctuality is considered an “essential function” of your job. You are expected to have regular attendance during all scheduled work hours, report to work on a timely basis, and work through the end of your regularly scheduled workday. Chronic lateness will not be tolerated and will result in discipline, up to and including termination.

- You must personally call your supervisor prior to the start of your workday if you are unable to report to work, or will be late to work, on any day.
- You are expected to advise another management representative of your absence if you are not able to reach your supervisor and leave a telephone number where you can be reached.
- You may not have a relative or friend call in to report your absence, unless you are unable to call yourself due to a medical or other emergency.
- You are expected to provide your supervisor with a reason or explanation of your absence or reporting to work late and inform your supervisor of the expected duration of the absence.
- Except for certain extenuating circumstances, you must call in each day you are scheduled to work and will not report to work.

Repeated absenteeism or reporting to work late (whether excused or not) is not tolerated. Continuing patterns of absences, early departures, or late reporting - regardless of the exact number of days—may warrant disciplinary action, up to and including termination of employment. Emergency or extraordinary circumstances concerning an absence or late reporting to work will be considered and we reserve the right to make an exception to this policy if, at our discretion, an exception is warranted. Repeated car failures, missing the bus, consistently failing to arrange back-up childcare or oversleeping do not constitute emergency or extraordinary circumstances. We reserve the right to determine what is considered excessive absenteeism.

If you fail to report for work for three (3) consecutive days without any notification to your supervisor, we will consider that you have abandoned your employment, and have resigned your position. If you return, you may be required to provide documentation verifying your absence.

### **Timekeeping Requirements for Non-Exempt Staff**

Federal and state law requires MBCP to keep an accurate record of time worked. Employee time records are official MBCP records and must be accurately maintained. Non-exempt employees must input their own time at the start and at the end of each workday, and at the start and end of each lunch break. Under no circumstances should you perform any work that is “off-the-clock” or not recorded on your time sheet. If there are any circumstances that make it difficult for you to record all time worked, you should discuss the

situation with your supervisor for assistance.

Completing another employee's time record or intentionally falsifying a time record is a serious violation and may result in immediate termination of employment. If a time record needs to be corrected, both you and your supervisor must initial the change in the time record to verify its accuracy.

### **Meal and Rest Periods for Non-Exempt Staff**

California law requires that each non-exempt employee be given at least a 30-minute lunch break each day, and that this break begins within the first five hours of your workday. Accordingly, taking a lunch period of at least 30 minutes is mandatory. If you work more than 10 hours, you are entitled to a second, unpaid meal period of at least 30 minutes. Depending on the circumstances, you may be able to waive your second meal period if you took the first one.

You are allowed one minimum ten-minute rest period for every four hours of work or major portion thereof. While there is no set schedule for breaks, you are able to take restroom breaks and get refreshments as desired.

If, at any time, you are unable to take a lunch break and/or rest period because of workload, please inform your supervisor.

You are expected to observe your assigned working hours and the time allowed for meal and rest periods.

### **Overtime Time Provisions for Non-Exempt Staff**

As necessary, you may be asked to work overtime. Only actual hours worked in each workweek will be counted in determining which hours constitute overtime. We will attempt to distribute overtime evenly and accommodate individual schedules. A supervisor must authorize all overtime work in advance. Any overtime worked without prior authorization may be grounds for discipline. We provide compensation for all overtime hours worked by non-exempt employees in accordance with state and federal law as follows:

- All hours worked in excess of eight (8) hours in one workday or forty (40) hours in one workweek will be treated as overtime. The workweek begins on Sunday and ends on Saturday.
- One and one-half (1 ½) times your regular rate of pay for hours worked in excess of a normal work period, which is forty (40) hours for the workweek, or in excess of eight (8) hours and not more than twelve (12) hours for the workday, and for the first eight (8) hours on the seventh consecutive day of work in one (1) workweek.
- Two (2) times your regular rate of pay for hours worked in excess of twelve (12) hours in one (1) workday and/or in excess of eight (8) hours on the seventh consecutive workday in the same work week.

Exempt employees may have to work hours beyond their normal schedules, as work demands require. No overtime compensation will be paid to exempt employees.

## **Lactation Accommodation**

MBCP provides a reasonable amount of break time to accommodate an employee's need to express breast milk for the employee's infant child. MBCP will make a reasonable effort to provide the employee with the use of a room or other location in close proximity to the employee's work area for the employee to express milk in private. Such space will meet the requirements of the California Labor Code including a surface to place a breast pump and personal items, a place to sit, access to electricity, a sink with running water, and a refrigerator or cooling device suitable for storing breast milk. An employee may request an accommodation for lactation breaks by requesting the accommodation to her supervisor in writing. The supervisor must respond to the employee's accommodation request in writing and notify Human Resources.

Employees have the right to file a complaint with the labor commissioner for any violation of rights provided under Chapter 3.8 of the California Labor Code regarding lactation accommodations.

If any employee feels that they have not been provided the appropriate lactation accommodation, they have the right to file a complaint with the Labor Commissioner.

## **Payment of Wages**

Paydays are the 5<sup>th</sup> and the 20<sup>th</sup> of the month. There are 24 pay periods in a year. The workday (a 24-hour, consecutive period) begins at 12:00 a.m. and ends at 11:59 pm. The workweek begins on Sunday and ends on Saturday.

If a regular payday falls on a weekend or holiday, you will be paid on the first day of work prior to the regularly scheduled payday. If there is an error on your check, please report it immediately to your supervisor.

For your convenience, we offer a direct deposit option.

## **Payroll Deductions, Wage Attachments and Garnishments**

MBCP makes certain deductions from every employee's paycheck. Among these are applicable federal, state, and local income taxes and Medicare taxes. By law, MBCP is also required to honor legal attachments and garnishments of an employee's wages or salaries. If your wages are attached, we will withhold the specified amount to satisfy the terms of the attachment.

## **Reporting Time Pay**

Reporting time pay will be paid to non-exempt employees under the following conditions:

1. Reporting time pay is owed when you report to work at your regularly scheduled time, but you are not put to work or are given less than half the usual or scheduled day's work. In this case, you will be paid for at least half of the hours you were scheduled to work, but never less than two hours pay, and never more than four hours pay.
2. Reporting time pay is also owed if you are required to report to work a second time in any one workday and are given less than two hours work on the second reporting. In this case you will receive at least two hours pay for the second appearance.

In some instances, you may not receive reporting time pay. Reporting time pay does not apply if public utilities fail, such as water, gas, electricity, or sewer and/or when work is interrupted by natural disaster or other causes not within the authority's control.

### **Payment for Hours Worked During Business Travel for Non-Exempt Staff**

Whenever possible, non-exempt employees traveling on authority business are expected to do so during normal working hours. In the very rare instance where your travel time constitutes overtime, you will be paid overtime as required by law. Non-exempt employees will be paid for all hours worked, including out of town travel time, at regular and overtime pay rates according to the law.

If you are non-exempt and traveling on business, you will not be paid for time between work assignments; e.g., if you stay the night in a hotel, pay begins when you begin to work, or are in transit. Travel pay is to be scheduled in advance, in writing by your supervisor, with the knowledge of the CEO.

Non-exempt travel may be approved on an as-needed basis, but only with prior authorization from your supervisor.

### **Pay for Mandatory Meetings for Non-Exempt Staff**

MBCP will pay you for non-exempt employees' attendance at meetings, lectures and training programs if all the following conditions are met:

1. Attendance is mandatory (i.e. required by MBCP).
2. The meeting, course, or lecture is directly related to your job.
3. You are notified of the necessity for such meetings, lectures, or training programs by your supervisor (i.e. pre-approval by management is required)

If you meet the above conditions you will be compensated at your regular rate of pay, including applicable OT pay. If you are required to travel, then travel pay will be initiated. You will not receive compensation time spent for voluntary attendance in courses that are conducted outside of normal business hours and/or that are not directly related to your current job.

## **Standards of Conduct**

### **Professional Business Conduct and Ethics**

By accepting employment with us, you have a responsibility to MBCP and to your fellow employees to adhere to certain codes of behavior and conduct. The purpose of these rules is not to restrict your rights, but rather to be certain that you understand what conduct is expected and necessary. When each person is aware that he or she can fully depend upon fellow workers to follow the rules of conduct, then our authority will be a better place for everyone to work.

We always expect you to act in a mature and responsible way and MBCP values honesty in communication and personal responsibility. To avoid any possible confusion, some of the more obvious unacceptable activities are noted below. Your avoidance of these activities will be to your benefit as well as to the benefit

of MBCP. If you have any questions concerning any work or safety rule, or any of the unacceptable activities listed, please ask for an explanation.

Occurrences of any of the following violations, because of their seriousness, may result in disciplinary action up to and including immediate suspension or termination:

### **Unacceptable Activities**

1. Generally, conduct which is disruptive, competitive in nature or damaging to MBCP.
2. Falsification of timekeeping records.
3. Dishonesty; falsification or misrepresentation on your application for employment or other work records; falsifying reason for a leave of absence or other data requested by MBCP; alteration of authority records or other authority documents.
4. Working under the influence of alcohol, illicit, or illegal drugs, including marijuana.
5. Theft or inappropriate removal or possession of authority property or the property of fellow employees; unauthorized use of authority equipment and/or property for personal and/or illegal reasons.
6. Possession, distribution, solicitation, sale, transfer, or use of alcohol or legal or illegal drugs, including marijuana, in the workplace, while on duty, or while operating authority-owned vehicles or equipment.
7. Fighting, threatening, or coercing fellow employees for any purpose.
8. Boisterous or disruptive activity in the workplace.
9. Negligence or any careless action leading to damage of authority-owned or customer-owned property or which endangers the life or safety of another person.
10. Obscene or abusive language toward any supervisor, employee or customer; indifference or rudeness towards a customer or fellow employee; any disorderly/antagonistic conduct on authority premises.
11. Insubordination or other disrespectful conduct; refusing to obey instructions properly issued by your supervisor pertaining to your work; refusal to help out on a special assignment.
12. Violation of security or safety rules or failure to observe safety rules and/or practices; failure to wear required safety equipment; tampering with MBCP equipment or safety equipment.
13. Creating or contributing to unsanitary conditions.
14. Smoking in prohibited areas. MBCP offices, parking lot and events are designated as non-smoking.
15. Any act of harassment, sexual, racial or other; telling sexist or racist jokes; making racial or ethnic slurs.
16. Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace.
17. Excessive absenteeism or any absence without notice; failure to report an absence or late arrival.
18. Unauthorized absence from workstation during the workday; sleeping or loitering during working hours.
19. Unauthorized use of telephones, mail system, or other authority-owned equipment.
20. Originating, spreading, and taking part in malicious gossip or rumors about employees of MBCP.
21. Unauthorized disclosure of business "secrets" or confidential information; giving confidential or proprietary information to competitors or other organizations or to unauthorized MBCP employees; breach of confidentiality of personnel or authority information.
22. Violation of authority rules or policies; any action that is detrimental to MBCP's efforts to

operate profitably.

23. Unsatisfactory or careless work; failure to meet production or quality standards as explained to you by your supervisor.
24. Soliciting during working hours and/or in working areas; selling merchandise or collecting funds of any kind for charities or others without authorization during business hours, or at a time or place that interferes with the work of another employee on authority premises. If you wish to distribute fundraising items such as cookies, candy, and coupon books for sale, you may place them without solicitation in your workstation or MBCP break rooms. You may not send "all employees" email or messages regarding merchandise or fund-raising.
25. Conducting a lottery or gambling on authority property.
26. Failure to immediately report any damage or accident involving authority equipment and vehicles.
27. Failure or refusal to comply with the work schedule, including mandatory overtime.
28. Using, removing, or borrowing authority equipment or property without prior authorization.
29. The use of abusive or threatening language or actions toward anyone.

This list is not exhaustive. Rather, we ask that you always keep in mind the need to conduct yourself with reasonable and proper regard for the welfare and rights of all our employees and for the best interests of the authority. This statement of prohibited conduct does not alter MBCP's policy of at-will employment. Either you or MBCP remains free to terminate the employment relationship at any time, with or without reason or advance notice.

### **Performance Evaluations**

MBCP encourages an open dialogue between an employee and his or her supervisor on an informal, regular basis. We believe this type of interaction increases job satisfaction for both the employee and MBCP.

Formal performance evaluations will be conducted annually or with frequency dependent on length of service, job position, past performance, changes in job duties, or recurring performance problems. After the review, you will be asked to sign the evaluation report to acknowledge that it has been presented to you and discussed with you by your supervisor, and that you are aware of its contents.

Positive performance evaluations do not guarantee increases in salary or promotions. Salary increases and promotions are solely within the discretion of MBCP and depend upon many factors in addition to performance. Wage and salary increases are based on merit alone, not length-of-service or the cost-of-living. Having your compensation reviewed does not necessarily mean that you will be given an increase.

### **Problem Resolution**

At some time, you may have a concern or question about your job, your working conditions, or the treatment you are receiving. Your good-faith complaints and questions are of concern to us. We ask that you take your concerns first to your supervisor, or to Human Resources, following these steps:

1. Bring the situation to the attention of your immediate supervisor or Human Resources who will then investigate and provide a solution or explanation.
2. If the problem remains unresolved, you may present it in writing to the CEO who will work towards a resolution.

This procedure, which we believe is important for both you and us, cannot result in every problem being resolved to your satisfaction. However, we value your input and you should feel free to raise issues of concern, in good faith, without the fear of retaliation.

### **Alcoholic Beverage Consumption**

Due to the high risk and liability involved, MBCP will not provide alcoholic beverages at social gatherings to MBCP employees. MBCP reserves the right to ask you to leave authority events when you consume alcohol you have brought to the event or if you appear to be inebriated. This policy applies to the following:

1. Birthday parties;
2. Office parties;
3. Office picnics; and
4. Recreational activities (i.e. organized team sports)

### **Drug and Alcohol Abuse**

MBCP is concerned about the use of alcohol, illegal drugs, or controlled substances as it affects the workplace. We comply with state and federal drug abuse regulations, including the Drug-Free Workplace Act of 1988. Use of these substances whether on or off the job can adversely affect your work performance, efficiency, and safety and health. The use or possession of these substances on the job constitutes a potential danger to the welfare and safety of other employees and exposes MBCP to the risks of property loss or damage, or injury to other persons. Furthermore, the use of prescription drugs and/or over-the-counter drugs also may affect your job performance and seriously impair your value to us. Any employee who is using prescription or over-the-counter drugs that may impair your ability to safely perform the job, or affect the safety or well-being of others, must notify a supervisor of such use immediately before starting or resuming work. All precautions necessary to preserve your privacy will be taken. You must adhere to the rules stated in this policy as a condition of employment. Failure to comply with this policy may result in discipline, including termination. Human Resources has been designated to administer this policy, monitor the program and make reports as required by law.

If there is ever a reasonable basis to suspect you of violating the drug and alcohol policy, you will be requested to immediately submit to a drug and/or alcohol test. Suspicion will be based on objective symptoms, such as factors related to your appearance, behavior and speech. A reasonable basis may also exist if you are found to be in possession of illegal drugs, alcohol or paraphernalia connected with the use of an illegal drug. Possession of illegal drugs or alcohol is prohibited even if you have not used these substances. To help ensure a safe and healthful working environment, job applicants and employees may be asked to provide body substance samples (such as urine, hair samples, and/or blood) to determine the improper or illegal use of drugs and alcohol.

The following rules and standards of conduct apply to all employees either on authority property, or during the workday (including meals and rest periods). The following are strictly prohibited by MBCP:

1. Possession or use of alcohol, illicit or illegal drugs, including marijuana, or being under the influence of alcohol or illegal drugs while on authority premises or at any time on duty.
2. Driving an authority vehicle or driving for authority business in a private vehicle while under the

influence of alcohol or illegal drugs, including marijuana.

3. Distribution, sale, or purchase of an illegal or controlled substance while on authority premises or at any time on duty.
4. Possession or use of an illegal or controlled substance or being under the influence of an illegal or controlled substance while on authority premises or at any time while working.
5. Any drug or alcohol statute conviction. You must notify MBCP within 5 days of such conviction.

In order to enforce this policy, we reserve the right to conduct searches of authority property and to implement measures necessary to deter and detect abuse of this policy.

In the event of reasonable suspicion of alcohol, illicit, or illegal drug use, you may be asked to provide body substance samples (such as urine and/or blood) to determine the illicit or illegal use of drugs and alcohol. MBCP will test for alcohol, cannabinoids, (THC), Opiates, i.e. codeine and morphine, Cocaine metabolites, Amphetamines, i.e. amphetamine and metamorphines, adulterants low creatine levels and Phencyclidine. MBCP assures that any information concerning your drug and/or alcohol use will remain confidential. Refusal to submit to drug testing may result in disciplinary action, up to and including termination of employment.

If the results of your drug and/or alcohol test are positive, MBCP will take disciplinary action which may include suspension or immediate termination. The disciplinary action will be based on the seriousness of the offense and your past performance. If you return to work after testing positive for drugs and/or alcohol, you may be required to consent to unannounced tests for drugs and/or alcohol for a two-year period as a condition of continued employment. If you test positive, you may request a second test to be performed by a reliable drug testing agency, at your expense.

Any conviction you receive on a charge of illegal sale or possession of any controlled substance will not be tolerated. In addition, we must keep people who use, sell, or possess controlled substances off MBCP's premises in order to keep the controlled substances themselves off the premises.

Violation of the above rules and standards of conduct will not be tolerated. MBCP may bring the matter to the attention of appropriate law enforcement authorities.

MBCP's policy on drug and alcohol in no way limits or alters the at-will employment relationship.

### **Customer and Public Relations**

The success of MBCP depends upon the quality of the relationships between MBCP, our employees, and our customers, suppliers and the general public. Our customers' impression of MBCP and their interest and willingness to do business with us are formed by how you serve them.

The opinions and attitudes that customers have toward our authority can be affected for a long period of time by the actions of just one employee. It is sometimes easy to take a customer for granted, but when we do, we run the risk of not only losing that customer, but their associates, friends or family who also may be customers or prospective customers.

Here are several things you can do to help give customers a good impression of MBCP:

1. Customers are always to be treated courteously and given proper attention. Never regard a customer's questions or concerns as an interruption or an annoyance. Customer inquiries, whether in person or by telephone, must be addressed promptly and professionally.
2. Never place a telephone caller on hold for an extended period. Direct incoming calls to the appropriate person and make sure that the call is received.
3. Act competently and deal with customers in a courteous and respectful manner. Through your conduct, show your desire to assist the customer in obtaining the help that he or she needs. If you are unable to help a customer, find someone who can.
4. All correspondence and documents, whether to customers or others, must be neatly prepared and error-free. Attention to accuracy and detail in all paperwork demonstrates your commitment to those with whom we do business.
5. Never argue with a customer. If a problem develops or if a customer remains dissatisfied, ask your supervisor to intervene.
6. Always communicate pleasantly and respectfully with other employees.

These are the building blocks for your and MBCP's continued success.

### **Confidentiality**

It is your responsibility to safeguard confidential information obtained during your employment with us, including information obtained from customers and vendors of MBCP.

You may in no way reveal or divulge any such information unless it is necessary for you to do so in the performance of your duties. Such confidential information includes, but is not limited to, the following examples:

- customer lists and customer history
- pending projects and proposals
- marketing strategies
- compensation data
- budget information
- periodic business reports and summaries
- bid proposals/contract negotiations
- statistical data
- research and development programs
- mergers/dissolutions
- employee data
- financial information
- pricing information
- passwords
- business plans

Access to confidential information should be on a "need-to-know" basis and must be authorized by your supervisor.

Upon accepting employment with MBCP, you will be asked to sign a Confidentiality Agreement, which generally provides that you will not disclose or use any of MBCP's confidential information, either during or after your employment with us. If you are questioned by someone outside MBCP or your department and you are concerned about the appropriateness of giving them certain information, you are not required to answer. Instead, as politely as possible, refer the request to your supervisor or Human Resources.

It is also important to remember that you may not disclose or use proprietary or confidential information except as your job requires. You may not keep or retain any originals or copies of reports, notes, proposals, customer lists or other confidential and proprietary documents, equipment, supplies, or property belonging to MBCP. Any and all copies or originals of reports, notes, proposals, customer lists or other confidential and proprietary documents must be turned over to MBCP within twenty-four (24) hours of termination of employment.

You are not permitted to remove or make copies of any MBCP records, reports or documents without prior management approval. Do not post confidential or proprietary information about MBCP, customers, employees, or affiliates on any social media. Disclosure of confidential information could lead to termination, as well as other possible legal action.

### **Whistleblower Policy**

A whistleblower as defined by this policy is an employee of MBCP who reports an activity that he/she considers to be illegal or dishonest to one or more of the parties specified in this Policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

Examples of illegal or dishonest activities are violations of federal, state or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting.

If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee is to contact his/her immediate supervisor or Human Resources. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination.

Whistleblower protections are provided in two important areas -- confidentiality and against retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense. MBCP will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes he/she is being retaliated against must contact Human Resources immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

All reports of illegal and dishonest activities will be promptly submitted to Human Resources who is responsible for investigating and coordinating corrective action, or to the CEO if the allegations involve Human Resources.

Employees with any questions regarding this policy should contact Human Resources.

### **Conflict of Interest**

As an employee of MBCP, you must avoid actual or potential conflicts of interest with MBCP. If you are found to have a conflict of interest, you may be subject to discipline, including termination. You should contact your supervisor with any questions about this policy. Prohibited activities include, but are not limited to:

1. Being an owner, employee, consultant or vendor to any business that competes, directly or indirectly, with MBCP.

2. Having a direct or indirect financial relationship with a competitor, customers, or supplier; however, no conflict will exist in the case of ownership of less than 1 percent of a publicly traded corporation.
3. Engaging in any other employment or personal activity during work hours, or using MBCP's name, logo, equipment or property, including stationery, office supplies, computers, telephones, fax machines, postage, and office machines, for personal purposes.
4. Soliciting authority employees, suppliers, or customers to purchase goods or services of any kind for non- authority purposes, or to make contributions to any organizations or in support of any causes.
5. Soliciting or entering into any business or financial transaction with another employee whom the soliciting employee supervises, either directly or indirectly, such as hiring the employee to perform personal services or soliciting the employee to enter an investment.

### **Solicitation**

You are not permitted to solicit or distribute literature during working time. Working time includes both your working time and the working time of the employee to whom the solicitation or distribution is directed. Similarly, distribution of written solicitation material in working areas is always prohibited. If you wish to distribute fundraising items such as cookies, candy, and coupon books for sale, you may place them without solicitation in your workstation or MBCP break rooms.

### **Media Contact**

Only contact people designated by the CEO of MBCP may comment on authority policy or events that have an impact on MBCP. If you are contacted by a news organization for a statement from the authority on any matter, please direct all media inquiries to your supervisor, the Director of Marketing or the Media Manager.

### **Personal Relationships in the Workplace**

The employment of friends and relatives in the same area of an organization may cause conflicts of interest and appearances of impropriety. The organization is committed to maintaining a professional work environment where their supervisors treat all employees fairly and impartially.

Although the organization does not prohibit the hiring of friends and relatives of existing employees, the organization is committed to monitoring situations in which friends or relatives work in the same area or directly report to one another. Accordingly, supervisors are not allowed to date, or become romantically or intimately involved with, employees who report to them directly or indirectly. Spouses and immediate family members are prohibited from working in job positions where they directly report to their spouses or family members.

The organization asks that if you become romantically involved with another employee that you disclose your relationship to an appropriate supervisor with whom you feel comfortable. This information will be kept as confidential as possible. For purposes of this provision, "romantically involved" will be interpreted broadly.

The organization reserves the right to take necessary and appropriate action to resolve any potential conflict of interest arising out of romantic involvement among employees. Depending on the facts of the situation, such action may include reassignment or termination of one or both employees involved.

Unprofessional behavior in the workplace, such as sexually related conversations, inappropriate touching (i.e., kissing, hugging, massaging, sitting on laps) of another employee, and any other behavior of a sexual nature, is prohibited, even among couples who are romantically involved. Supervisors who have any questions about the application of this policy to an employee or applicant should contact the CEO or Human Resources.

## **Dress Policy**

You are expected to dress and groom yourself in accordance with accepted social and business standards, particularly if your job involves dealing with customers or visitors in person. A neat, tasteful appearance contributes to the positive impression you make on our customers.

Business casual dress is generally expected.

## **Day-to-Day Operations**

### **Employer and Employee Property**

Routine inspections of authority property might result in the discovery of an employee's personal possessions. You are encouraged not to bring into the workplace any item of personal property which you do not want to reveal to MBCP.

All desks, lockers, offices, workspaces, cabinets, electronic mail (e-mail), telephone systems, office systems, computer systems, any and all electronically issued technology, authority vehicles and other areas or items belonging to MBCP are open to MBCP and its employees. **YOU SHOULD HAVE NO EXPECTATION OF PRIVACY IN ANY OF THESE AREAS.** Personal items and messages or information that you consider private should not be placed or kept in any of these places or areas belonging to MBCP.

Storage areas, work areas, file cabinets, credenzas, computer systems and software, office telephones, cellular telephones, any and all electronically issued technology, modems, facsimile machines, copy and scanner machines, tools, equipment, desks, voice mail, and electronic mail are the property of MBCP, and need to be maintained according to authority rules and regulations.

Desks and work areas must be kept clean and are to be used for work-related purposes. MBCP's property is subject to inspection at any time, with or without prior notice. Prior authorization must be obtained before any of MBCP's property may be removed from the premises.

For security reasons, you should not leave personal belongings of value in the workplace. Stolen items are not the responsibility of MBCP. Personal items, lockers and desks are subject to inspection and search, with or without notice, and with or without your prior consent.

Terminated employees should remove any personal items at the time they leave us. Personal items left in the workplace by previous employees are subject to disposal if not claimed at the time of your termination.

### **Electronic Systems and Privacy**

There should be NO expectation of privacy in connection with the use of electronic systems, including stored e-mail/voice mail/text messages or any messages sent electronically. All messages created, sent, received or stored in these systems are and remain the property of MBCP. MBCP reserves the right to retrieve and review any message composed, sent or received via the system. Please note that even when a message is deleted or erased, it is still possible to recreate the message; therefore, the ultimate privacy of messages cannot be ensured to anyone.

To safeguard and protect the proprietary, confidential and business-sensitive information of MBCP, and to ensure that the use of all electronic systems and equipment is consistent with MBCP's legitimate business interests, authorized representatives of MBCP may monitor the use of such systems from time to time without notice, which may include printing and reading materials, files on the system, list servers, and equipment.

You should be aware that e-mail messages, like MBCP correspondence, and any and all messages sent electronically may be read by other MBCP employees and outsiders under certain circumstances. While it is impossible to list all of the circumstances, some examples are the following: (1) during system maintenance of the e-mail system, (2) when MBCP has business needs to access the employee's mailbox, (3) when MBCP receives a legal request that requires disclosure of e-mail messages, or (4) when MBCP has reason to believe the employee is using e-mail in violation of MBCP policies.

Employees who have been given approval to use their smartphone for MBCP business shall download and use the Outlook Office 365 App. In order to protect the confidentiality of MBCP data and other sensitive information, employees may not use the native mail app on their cell phone to connect to Office 365. Prior to leaving the employment of MBCP, any employee who has downloaded the Office 365 App to conduct MBCP business on their smartphone will be required to delete this App from their smartphone and the MBCP data and information stored on this App.

### **Social Media Guidelines**

MBCP understands that various forms of communication occur through social media, such as Facebook, Twitter, LinkedIn, Reddit, Yelp, Instagram, Snapchat, blogs, and multimedia host sites such as YouTube. It should be remembered that social media sites do not provide a private setting. Employees who communicate information through social media therefore should not expect that such information is private.

Employees must remember that all existing policies apply to information disseminated through social media. These guidelines are intended to help employees understand some of the unintended outcomes of sharing information through social media.

### **Application of Policies**

The employer's policies and standards apply to conduct that occurs in the workplace and while employees are outside of work, if the activities have an actual or potential impact on the employee's performance, the performance of coworkers, or the employer. Nothing in this policy prevents employees from exercising their broad rights to discuss the terms and conditions of employment with others, to act with others to improve your working conditions, or to otherwise exercise their rights to engage in protected concerted activity.

### **General Policies**

MBCP's policies regarding workplace conduct and interpersonal interactions are embodied in several policies, including policies that protect MBCP's trade secrets, legal interests and confidential information.

The policies also prohibit unlawful harassment and discrimination and require employees to use work time in an appropriate manner.

The principles set forth in MBCP's policies apply equally to social media, even when the policies do not refer

specifically to social media. Violations of any policy through social media or networking will be appropriately addressed when brought to management's attention.

Illustrations of some of the relevant policies and how they may apply to social media are provided below. The following guidelines apply to all employees when they are at work and away from work.

#### General expectations

- Employees may not post or transmit any material or information that includes confidential, proprietary or trade secret information, or information that is, defamatory, obscene, profane, threatening, harassing, abusive, hateful or humiliating to another person or entity. This includes, but is not limited to, comments regarding MBCP or its employees or customers. Employees should ask their supervisors and refer to authority policies if they have any questions about what is appropriate to include in communications involving social media.

#### Harassment

- MBCP will not tolerate intimidation, bullying or threats of violence among co-workers and such acts, even if occurring online outside of work, will result in serious consequences, including termination.
- MBCP maintains a strict policy prohibiting unlawful harassment of any kind. Harassment is unlawful if it is based upon any legally protected characteristic. It includes unwelcome verbal, physical, or visual conduct that creates an intimidating, offensive, or hostile work environment or unreasonably interferes with work performance.

#### Reputation

- Employees should act responsibly and remember that defamatory postings can have serious consequences. Do not create fake blogs or false reviews of MBCP or its competitors.

#### Acceptable Use Guidelines

- E-mail and Internet access is provided to support MBCP's business operations. Users who are given access to these tools may not make personal use of them either during work or non-work time. Any use that includes tapping into electronic social media should be consistent with MBCP's values, policies and applicable laws.
- Participation in social media sites should be limited during work time; incidental use during break time is not prohibited by this policy. Under no circumstances may employees access social media sites while performing safety-sensitive functions such as driving.

#### Opinions

- Employees should always make it clear that their opinions do not represent those of MBCP. They should include disclaimers in online communications advising that they are not speaking officially or unofficially on behalf of the organization.
- Employees may not use MBCP's logo or proprietary graphics to imply that you are speaking on behalf of MBCP.

#### Questions

- Employees who have concerns regarding workplace conduct or inappropriate behavior or comments

are encouraged to contact Human Resources for further guidance.

### **Additional Guidance and Information**

While MBCP's policies offer very clear direction on some issues, there are other areas where common sense must prevail. When in doubt about posting, employees should consider the following:

- There is no expectation of privacy when engaging in social media networking activities. You may know everyone in the room when you have a conversation in person. This will not apply with social networking applications. You may not have full control over how your comments are perceived or shared.
- These are public forums. As a practical matter, it may be impossible to delete information that is shared. Comments may be publicly available for years.
- Even when you do not identify your employer by name in the communication or posting, some readers are likely to know where you work. Keep this in mind when you consider posting or transmitting comments that may be work-related. This should also be considered when creating your profile.
- Do not state or imply that the opinions you express are those of MBCP, its management, or other employees. Include a disclaimer to this effect.

### **Telephone Usage**

You may use authority telephones for local or personal calls within reason. You are not to charge long distance personal telephone calls to MBCP. You are expected to limit personal calls, so they do not become excessive or disruptive to your work or work area.

### **Cell Phone Usage**

Within California, and many other states, it is illegal to drive a motor vehicle while using a wireless telephone, unless that telephone is designed and configured to allow hands-free listening and talking operation and is used in that manner while driving.

Additionally, writing, sending, or reading text-based communications on your cell phone while driving is also prohibited under California law. This includes text messaging, instant messaging, and e-mail. You will be responsible for any tickets you receive if you violate this law.

Use of a hands-free cell phone is required if you are required to use a cell phone while driving for authority business. Another option is that you pull over while driving to place or receive calls on your cellular phones. There is a great potential for harm to you and to others if this policy is violated.

### **Cell Phone Stipend**

Employees who hold positions that require cell phone availability will receive a stipend to compensate for business-related costs incurred when using their individually owned smartphone. Determination of which positions require cell phone availability will be made by management with final approval by the CEO. MBCP will not own smartphones for the use of individual employees.

Once approved, the stipend amount will be added to the employee's regular pay. In order to meet IRS guidelines, any amount added for smartphone service will be identified as a nontaxable benefit. A cell phone stipend is neither permanent nor guaranteed. MBCP reserves the right to cancel the stipend for business

reasons.

Employees who are not eligible for cell phone stipend should request reimbursement for the actual extra expenses of business calls on their personal phone. Reimbursement documentation should identify the business purpose.

MBCP will not accept any liability for claims, charges or disputes between service provider and the employee, and the employee will be solely responsible for all payments to their service provider.

Any smartphone that has data capabilities must be secured based on current security standards including password protection and encryption. If a smartphone with data capabilities is stolen or missing, it must be reported to the employee's supervisor as soon as possible.

Employees are expected to delete all MBCP data from the smartphone when their employment with the authority ends, except when required to maintain their data in compliance with litigation hold notice. The departing employee will allow the MBCP Information Technology representative to verify all Office 365 data has been deleted from the device. If MBCP cannot verify that the data has been deleted, MBCP may remotely delete the data in the Office 365 App that was installed when the employee began their employment with MBCP.

### **Computer Software**

MBCP does not condone the illegal duplication of software. The copyright law is clear. The copyright holder is given certain exclusive rights, including the right to make and distribute copies. Title 17 of the U.S. Code states that "it is illegal to make or distribute copies of copyrighted material without authorization" (Section 106). The only exception is the users' right to make a backup copy for archival purposes (Section 117).

The law protects the exclusive rights of the copyright holder and does not give users the right to copy software unless a backup copy is not provided by the manufacturer. Unauthorized duplication of software is a federal crime. Penalties include fines up to and including \$250,000 and jail terms of up to five years.

Even users of unlawful copies suffer from their own illegal actions. They receive no documentation, no customer support and no information about product updates.

1. MBCP licenses the use of computer software from a variety of outside companies. MBCP does not own this software or its related documentation and, unless authorized by the software manufacturer, does not have the right to reproduce it.
2. With regard to use on local area networks or on multiple machines, you shall use the software only in accordance with the software publisher's license agreement.
3. Should you learn of any misuse of software or related documentation within the authority you must notify your supervisor or MBCP legal counsel immediately.
4. According to U.S. Copyright Law, illegal reproduction of software can be subject to civil damages and criminal penalties, including fines and imprisonment. Making, acquiring or using unauthorized copies of computer software will result in discipline as appropriate under the circumstances, up to and including termination.

### **Workplace Monitoring**

Workplace monitoring, both human and electronic, may be conducted by MBCP to ensure quality control,

employee safety, security, and customer satisfaction.

Customer sites may also utilize video surveillance of non-private workplace areas. Video monitoring is used to identify safety concerns, maintain quality control, detect theft and misconduct, and discourage or prevent acts of harassment and workplace violence.

Because MBCP is sensitive to your legitimate privacy rights, every effort will be made to see that workplace monitoring is done in an ethical and respectful manner.

### **Travel Expense Policy**

MBCP will reimburse you for work-related travel expenses such as transportation, overnight accommodations and meals. You should have your supervisor's approval before incurring travel expenses. All requests for reimbursement must be submitted to the Finance Department for approval along with supporting documents or original invoices.

Non-exempt employees will be paid for time spent traveling and in conference sessions. If you are required to use your personal automobile on work-related business, MBCP will reimburse you for mileage at the current IRS reimbursement rate and for parking expenses. Submit the appropriate expense form to your supervisor for approval and then forward it to accounting for payment once per month. If you use your personal vehicle for work-related travel you are expected to maintain at least the minimum insurance required by law.

### **Authority Property and Equipment**

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

MBCP requires that all equipment be in proper working order and safe to work with at all times. If any equipment appears to be damaged, defective, or in need of repair, do not use it until a qualified technician certifies that it is repaired and safe. Never try to fix broken equipment yourself. Please notify your supervisor of any equipment breakdown as soon as it happens. If the breakdown requires emergency repairs, your supervisor will help you deal with the emergency situation as soon as possible. Prompt reporting of damages, defects, and the need for repairs could prevent possible personal injury and deterioration of equipment. Please ask your supervisor if you have any questions about your responsibility for maintenance and care of equipment used on the job.

If you are authorized to operate an authority vehicle in the course of your assigned work, or if you operate your own vehicle in performing your job, you must adhere to the following rules:

1. You must be a licensed California driver and must provide a copy of your drivers' license on or before the first day of employment.
2. If you are driving your own car, you must maintain at least the minimum insurance required by law and provide proof of current effective auto insurance coverage on or before the first day of employment.
3. You must maintain weekly mileage reports.

4. If you are driving your own car, you must provide adequate maintenance to the car such that it does not pose a safety risk to yourself or others.
5. For authority vehicles, you are responsible for following all the manufacturer's recommended maintenance schedules so as to maintain valid warranties, and for following the manufacturer's recommended oil change schedule.
6. MBCP provides insurance on authority vehicles. However, you will be considered completely responsible for any accidents, fines, moving or parking violations.
7. If involved in an accident do not admit fault, only provide required insurance and personal DMV information.
8. You must keep MBCP vehicle clean at all times.
9. Persons not authorized or employed by MBCP cannot operate or ride in an authority vehicle.
10. Prior to operation of any authority vehicle, your supervisor will train you on the appropriate steps to take if you are involved in an accident, such as filling out the accident report, getting names and phone numbers of witnesses and so on.

You are responsible for all authority property, materials, or written information issued to you or in your possession. If you are assigned a laptop computer, tablet other equipment, you are required to maintain the security of both the hardware and information content on the device at all times. These devices should never be left unsecured or out of your immediate possession unless locked. They should never be left in an unattended vehicle or overnight. You may be asked to sign an acknowledgment of receipt of authority property issued to you. All authority property must be returned on or before your last day of work. You may be responsible for the replacement cost of authority property not returned.

Authority cars are for authority business only, and only authorized employees may drive authority cars. Employee spouses, children, friends or anyone other than the employee may not operate these vehicles, unless an emergency arises. A violation of these rules, or excessive or avoidable traffic and parking violations may result in disciplinary action, up to and including termination.

#### **Auto Insurance Liability**

Per CA law, when an employee is using a personal auto for work, their personal auto insurance responds first in case of an accident, no matter who is at fault. If the employee's limits are exhausted, MBCP's liability policy would respond per the terms and conditions of the policy.

#### **Personal Use of Authority Property**

You are not allowed to use authority owned property for personal use. The definition of "authority owned" assets includes, but is not limited to, facilities, computers, and their related equipment, labelers, copy machines, postage meter, any type of supplies including office supplies, tools, vehicles, credit cards, etc. These assets are provided to you for authority related business only.

Please also remember that all desks, lockers, cabinets, computers and vehicles that belong to MBCP will be open to all authority employees. Personal items, messages or information that you consider private should not be placed or kept in telephone systems, office systems, authority computer systems, office workspaces, desks, and file cabinets.

If you are issued an authority credit card, you are responsible for the use of that card. Under no circumstances will MBCP allow you to sign an authority credit card unless the card being signed is issued in your name. Signing another employee's credit card will result in liability for the expense and may subject you to immediate termination. If you hold an authority credit card you may only give permission to another employee to make an authorized business purchase or reservation using your card with prior approval from the Director of Internal Operations of MBCP. Any holders of authority credit cards or authorized users who transact a non-business-related charge may be subject to immediate termination. Receipts for all credit card transactions must be given to the Director of Internal Operations along with an explanation of the purchase.

### **Driving Record and Insurance**

As a condition of employment, we require you to maintain an acceptable driving record if you drive for authority business. Only authorized staff members are permitted to operate MBCP motor vehicles. All drivers must have an un-expired valid California State driver's license. All Employees' driving history will be verified on a semi-annual basis through the Department of Motor Vehicle's "Pull-Notice Program."

Any accidents or traffic violations must be reported to a supervisor immediately if they occur during the course of your duties. You will be responsible for any tickets you receive while driving on authority business whether in an authority vehicle or your own personal vehicle. Failure to report an on-the-job motor vehicle accident, no matter how minor, will lead to disciplinary action, up to and including termination. Additionally, you are required to maintain the level of insurance required by the State of California. A copy of your insurance card must be on file before you will be allowed to drive for authority business.

### **Health and Safety**

Safety is everybody's business. Safety is to be given primary importance in every aspect of planning and performing all MBCP activities. We want to protect you against injury and illness, as well as minimize the potential loss of production. To achieve our goal of maintaining a safe workplace, everyone must be safety conscious at all times.

You are required to immediately report any unsafe or hazardous condition or accident, no matter how minor, to a supervisor. MBCP will make every effort to take corrective action as soon as possible. Failure to report an accident can result in a violation of legal requirements and may subject an employee to discipline, up to and including termination.

You will receive a copy of the company's general safety rules and will receive health and safety training as part of this program. A complete copy of the Safety Program is kept by the Responsible Safety Officer and is available for your review.

### **Smoking Policies**

MBCP's offices, parking lots and events are designated as "no smoking" areas which applies to both regular and "e-cigarettes" or vapor products.

### **Security**

To provide for the safety and security of you, our customers and our facilities, only authorized visitors are allowed in the work areas. To ensure the safety of our guests, we encourage family and friends to check in

at the front desk when visiting you at the workplace.

The following security procedures should always be followed to ensure your safety and the safety of your fellow employees, and to ensure the confidentiality of MBCP's proprietary information. At no time should unauthorized persons be allowed to roam unescorted through MBCP's office. It is a matter of courtesy to accompany customers and guests to and from the exits and other office to which they may be destined. If strangers are encountered in our office who do not satisfactorily identify themselves or the person with whom they will be meeting, escort them to the front of the office or ask them to leave the building. If they resist, contact your supervisor or 911 immediately.

Be aware of persons loitering for no apparent reason in other non-office areas (e.g., in parking areas, walkways, entrances/exits and service areas). Report any suspicious persons or activities to your supervisor or 911. Secure your desk at the end of the day or when called away from your work area for an extended length of time and do not leave valuable and/or personal articles in or around your workstation that may be accessible.

Please report any lost facility keys to your supervisor immediately.

### **Workplace Violence**

MBCP has adopted the following policies to ensure the safety of its employees and to provide guidance on dealing with violence in the workplace. If qualified, you may provide first aid to injured persons when required. You are required to:

1. Immediately report all indirect and direct threats of violence to a supervisor.
2. Immediately report all suspicious individuals or activities to a supervisor.
3. Never put yourself or others in peril.
4. Immediately call 911 and seek shelter if you hear a violent commotion near your workstation.
5. Cooperate fully with security, law enforcement, and medical personnel who respond to a call for help.
6. Direct all inquiries from the media about violence on MBCP premises to your supervisor or the CEO.

The CEO of MBCP will make the sole determination of whether, and to what extent, threats or acts of violence will be acted upon by the authority. In making this determination, we may undertake a case-by-case analysis in order to ascertain whether there is a reasonable basis to believe that workplace violence has occurred. No provision of this policy shall alter the at-will nature of employment at MBCP.

### **Off-Duty Use of Facilities**

You are prohibited from being on authority premises, or making use of authority facilities, while not on duty. You are expressly prohibited from using authority facilities, authority property or authority equipment for personal use.

### **Parking**

You are encouraged to use the parking areas designated for our employees. Remember to lock your car every day and park within the specified areas.

Courtesy and common sense in parking will help eliminate accidents, personal injuries, and damage to your vehicle and to the vehicles of other employees. If you should damage another car while parking or leaving, immediately report the incident, along with the license numbers of both vehicles and any other pertinent information you may have, to your supervisor. MBCP cannot be and is not responsible for any loss, theft or damage to your vehicle or any of its contents. You will be responsible for any parking tickets you receive while driving on authority business whether in an authority vehicle or your own personal vehicle.

**Employee Suggestion Program**

We encourage you to bring forward your suggestions and good ideas about how our authority can be made a better place to work and our service to customers enhanced. When you see an opportunity for improvement, please talk it over with your supervisors. Your manager can help you bring your idea to the attention of the people in MBCP who will be responsible for possibly implementing it.

All suggestions are valued and listened to. When a suggestion of yours has particular merit, we provide special recognition.

## Employee Benefits

### Benefits

MBCP has developed and invested in an employee benefit program to supplement your regular wages. MBCP will continue these benefits as approved by MBCP's Policy Board as part of its Annual Operating Budget; however, we reserve the right to change or eliminate any benefit program at any time.

Our benefit program consists of programs which may include health, dental, and vision coverage, life insurance, paid time off (PTO) and holiday pay, retirement programs, flexible spending accounts, health reimbursement arrangement, and wellness programs. In addition, there are a number of programs such as Unemployment Insurance and Workers' Compensation. Eligibility to participate in these programs is determined by your employee classification and length of continued service with MBCP.

This handbook provides brief summaries to acquaint you with some of the key features of MBCP's benefit programs. Separate plan summaries and plan documents describe the plans in detail and should be consulted for further information. In the case of a conflict between the benefit information set forth in this employee handbook or oral explanations by authority representatives and the terms and conditions of the official plan documents, the provisions of the official plan documents, as interpreted by the plan administrator, shall control.

### Paid Time Off (PTO)

#### Eligibility

Paid Time Off (PTO) is an all-purpose time-off policy for eligible employees to use for vacation, the diagnosis, care, treatment of an existing health condition or preventative care of an employee, family member or for employees who are victims of domestic violence, sexual assault or stalking to seek aid, treatment, or related assistance. A family member is defined as a spouse, registered domestic partner (RDP), grandparent, grandchild, sibling, In-law, parent, step-parent, legal guardian, or child (regardless of age or dependency status), illness or injury, and personal business. Personal business also includes time spent for bereavement. Regular full-time employees are eligible to earn and use PTO as described in this policy.

PTO begins accruing upon your date of hire. Employees may begin using PTO as it is accrued.

#### Accrual

All full-time employees scheduled 40 hours per week are eligible to accrue PTO per pay period. Regular, full-time employees scheduled to work 40 hours per week accrue at least 180 hours per year, or 7.5 hours of PTO per pay period in their first year of employment. Full-time employees scheduled less than 40 hours per week will accrue PTO on a pro-rata basis on the number of hours scheduled. After your first anniversary, and thereafter until your 10<sup>th</sup> year of employment, you will receive an additional eight (8) hours per year which will accrue at an additional rate of .33 hours per pay period.

The length of eligible service is calculated on the basis of a "benefit year." This is the 12-month period that begins when you start to earn PTO. You will not earn PTO while you are out on a leave of absence. Therefore,

your benefit year may be extended if you go out on a leave of absence other than a military leave of absence. Military leave has no effect on this calculation. (See individual leave of absence policies for more information.)

Part time and temporary employees, as well as paid interns, will be granted 24 hours of PTO upon hire and on January 1st of each year thereafter. Part time and temporary employees, as well as paid interns, may begin using PTO upon completion of 30 days worked for MBCP.

### **Scheduling**

All requests for time off (PTO or unpaid) shall be submitted to the employee's immediate supervisor or manager with as much advance notice as possible.

PTO can be used in minimum increments of one (1) hour for non-exempt employees.

Exempt employees may use PTO in ½ day (four hour) or 1 full day increments. Exempt employees may be required to use PTO for partial day absences when they are not working for the majority of a day or when their absence impacts their ability to meet their commitments and the department's operational demands for the day or to adequately complete their work for the day, regardless of the number of hours worked. Authority to approve the request is at the sole discretion of the requesting employee's immediate supervisor based on the nature of the request and the operational demands of the department.

If you have an unexpected need to be absent from work you should notify your direct supervisor before the scheduled start of your workday, if possible. Your direct supervisor must also be contacted on each additional day of unexpected absence.

To schedule planned PTO, you need to request advance approval from your supervisor. Requests will be reviewed based on a number of factors, including business needs and staffing requirements.

Employees will request advance approval from their supervisor if they need to cancel or adjust any previously approved PTO. Example: an employee received approval for eight hours of PTO time. A change in plans requires the employee to cancel the request for PTO and work a regular eight hours or a half day of four hours. The employee will inform the supervisor in writing and, if approved, the previously approved PTO will be voided or reduced, based on the new request.

### **Payment of PTO**

PTO is paid at your base pay rate at the time of absence. It does not include overtime or any special forms of compensation such as incentives, commissions or bonuses.

A paid absence is counted as hours worked for the purposes of computing a 40-hour week but is not counted as a basis for computing overtime.

PTO will be used to supplement any payments that you are eligible to receive from disability insurance or workers' compensation. The combination of any such disability payments and PTO cannot exceed your normal weekly earnings.

### **PTO Caps**

Employee can accumulate PTO up to a balance of twice the annual PTO for which they are entitled. Once that limit is reached, employees will no longer accrue PTO. Accrued PTO carries over into the next calendar year.

Upon termination of employment, you will be paid at your base rate of pay for unused PTO that has been earned through your last day of work.

### **MBCP Paid Family Leave Benefit Program**

Eligible employees who take approved time off to: (1) care for a seriously ill family member (child, parent, parent-in-law, grandparent, grandchildren, sibling, spouse or registered domestic partner); or, (2) bond with a new child may be eligible to receive full or partial replacement of wages for up to twelve weeks (60 days) during a 12-month period, under the MBCP Paid Family Leave benefit. Approved time off for bonding with a new child must be concluded within the first 12 months of birth, adoption, or foster care placement of the child.

Under this program, employees who have worked for MBCP for a minimum of 12 months will receive 100% of their regular wages for up to 12 weeks while they are on an approved family care leave. Regular wages for a non-exempt full-time employee will be defined as the hourly rate times the standard number of working hours during a 12 month period.

This is a wage replacement benefit program only, and it provides no job protection. A leave of absence or other absence must still be requested and approved as defined in MBCP's leave policies in order to be eligible for this benefit. Approval of leaves will be based on policies and business needs of MBCP. Employees must coordinate time off with their supervisors. Managers and supervisors must contact Human Resources for planning and utilization of the benefit.

Employees must use at least 75% of their available accrued PTO first in order to become eligible to receive MBCP Paid Family Leave benefits. At no point in time can the combined use of accrued PTO and MBCP Paid Family Leave earnings exceed your regular earnings. You will not accrue PTO while receiving MBCP Paid Family Leave benefits. Provisions around the cost and continuation of group benefits (such as healthcare, etc.) are not impacted by this policy and will follow the terms of whatever leave of absence the employee is on.

### **Holidays**

We observe the following paid holidays for full-time employees:

- New Year's Day
- Martin Luther King Jr.'s Birthday
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving
- Day after Thanksgiving
- Christmas Day

Eligibility for holiday pay begins upon date of hire. You must also be regularly scheduled to work on the day on

which the holiday is observed and must work your regularly scheduled working days immediately preceding and immediately following the holiday, unless an absence on either day is approved in advance by your supervisor.

When a holiday falls on a Saturday or Sunday, it is usually observed on the preceding Friday or the following Monday. Holiday observance will be announced in advance.

If you are on a paid absence due to PTO when a holiday occurs, you will receive holiday pay. Non-exempt employees who work on holidays, due to customer job requirements, will receive regular earned wages in addition to their Holiday pay.

## **Insurance Benefits**

### **Medical, Dental and Vision Insurance**

We provide comprehensive medical, dental & vision insurance plans for eligible employees and their dependents. You may be required to provide adequate proof of the dependent relationship in order to add the dependents to our insurance policies. Typically proof of the relationship may be established through a copy of a birth certificate, adoption documents, marriage license, or certificate of registered domestic partnership. We cannot guarantee your domestic partner relationship will be kept confidential.

Full-time employees who work a minimum of 30 hours per week are eligible on the first of the month after their start date. MBCP will, conditioned on Board approvals, contribute toward full-time employee's medical, dental and vision benefits. You will be responsible for any excess premiums due for the coverage you choose for your dependents. Deductions from your paycheck will be made to cover this cost through payroll deductions.

Information describing your benefits, including the MBCP contribution toward benefits will be given to you when you join the program. Employees who choose not to enroll in MBCP insurance benefits will receive a board approved in-lieu payment, added to their base salary.

During any leave of absence such as personal leave, Workers' Compensation leave or other disability leave, health benefits will continue through the end of the month. For the duration of any pregnancy disability leave of absence, or New Parent Leave, health and life insurance benefits will be continued for the duration of your leave.

Please direct any questions you have regarding your health and dental insurance to Human Resources.

### **Disability Insurance**

MBCP furnishes private long-term and short-term disability policies. For more information, contact Human Resources.

### **Life and Accidental Death and Dismemberment Insurance**

If you are a regular full time employee of MBCP, you will be provided our group life insurance coverage paid for by the organization. This insurance is payable in the event of your death, in accordance with the policy,

while you are insured. You may change your beneficiary whenever you wish by submitting the appropriate documents to Human Resources. Refer to the literature provided by our insurance authority for details on your life insurance coverage.

### **Section 125 (Flexible Spending Account)**

Through the two separate flexible spending accounts (1) dependent care and (2) un-reimbursed medical expenses, you may designate an annual dollar amount of your before-tax income to pay for certain eligible expenses. In addition, MBCP may contribute a Board approved amount to eligible employees Flexible Spending Account (FSA). Particular care should be taken to assure that the funds required in either of these accounts are not overestimated as unused funds cannot be returned to the participant at the end of the plan year beyond any runout period. Please refer to the Flexible Benefit Plan (SPD) booklet for information about the program. If you need additional information or change forms, please contact Human Resources.

### **Health Reimbursement Arrangement (HRA)**

A health reimbursement arrangement is an IRS-approved, employer funded, tax-advantaged health benefit to reimburse employees for certain uninsured medical expenses. MBCP will contribute a Board approved amount to a full-time employee's HRA. Only the employer contributes to the HRA and the funds used by the employee for allowable expenses are non-taxable. Contribution accruals are limited to twice the annual contribution amount but may change with future plan years. Eligible expenses include health related products and services, copays and prescriptions. For more information, please contact Human Resources.

### **Retirement Plans**

MBCP provides a 401(a) defined contribution retirement plan for eligible employees in order to assist in planning for your retirement. Through our 401(a) retirement plan, we pay a matching contribution of 10% to each employee's mandatory contribution in lieu of Social Security taxes. For more information regarding eligibility, contributions, benefits and tax status, contact Human Resources. All eligible participants will receive a summary plan description.

MBCP provides a voluntary 457(b) deferred compensation retirement plan for eligible employees in order assist in planning for your retirement. MBCP does not contribute to employees' 457(b) retirement plan. For more information regarding eligibility, contributions, benefits and tax status, contact Human Resources. All eligible participants will receive a summary plan description.

### **Unemployment Compensation**

We contribute each year to the California Unemployment Insurance Fund on behalf of our employees.

### **Workers' Compensation**

MBCP purchases a workers' compensation insurance policy to protect you while you are employed by us. The policy covers you in case of occupational injury or illness. It is your responsibility to notify a member of management immediately if injured. Please refer to the Workers' Compensation policy for additional information.

We provide workers' compensation insurance for our employees as required by state law. The insurance provides important protection for employees who suffer a work-related injury. We encourage you to report all workplace injuries immediately and to take advantage of the benefits provided by our workers' compensation insurance if you are injured on the job.

Workers' compensation insurance provides important protection for employees who suffer an injury at work. Unfortunately, we understand that some employees are encouraged to file fraudulent workers' compensation claims. For your own protection, you should know that the California Insurance Frauds Protection Act provides that it is unlawful for any person to:

*"Make or cause to be made any knowingly false or fraudulent material statement or material representation for the purpose of obtaining . . . compensation . . . and shall be punished by imprisonment in county jail for one year, or in the state prison for two, three or five years, or by a fine not exceeding Fifty Thousand Dollars (\$50,000.00) . . . or by both imprisonment and fine."*

Our policy is to investigate all questionable workers' compensation claims. If they appear to be fraudulent, they are referred to the Bureau of Fraudulent Claims and the District Attorney's office.

### **Domestic Partners**

MBCP believes that basic medical/dental/vision coverage should be available to employees and their dependents. To recognize non-traditional family arrangements and to demonstrate our commitment to our community of employees and their families, MBCP has instituted a Domestic Partners Policy. This policy gives you the opportunity to cover a long-term, significant same sex partner under our benefits plans, as well as opposite sex partners for employees. MBCP wishes to make it clear that it cannot guarantee confidentiality of the relationship once a domestic partner is covered under our policy. See Human Resources for more information.

### **COBRA**

The Continuation Benefits Replacement Act (COBRA) gives qualified employees and their dependents the opportunity to continue health insurance coverage under MBCP'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 or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements. Under COBRA, you or the beneficiary pays the full cost of coverage at MBCP's group rates. In addition, you or the beneficiary may be required to pay an administration fee. Our plan administrator will provide you with a written notice describing rights granted under COBRA when you become eligible for coverage under our plan. The notice contains important information about your rights and obligations.

### **Recreational Activities and Programs**

MBCP or its insurer will not be liable for payment of workers' compensation benefits for any injury that arises out of your voluntary participation in any off-duty recreational, social, or athletic activity that is not part of your work-related duties.

### **Leaves of Absence**

Occasionally, for medical, personal, or other reasons, you may need to be temporarily released from the duties of your job with MBCP. It is the policy of MBCP to allow its eligible employees to apply for and be considered for certain specific leaves of absence.

All requests for leaves of absence shall be submitted in writing to your supervisor. Each request shall provide sufficient detail such as the reason for the leave, the expected duration of the leave, and the relationship of

family members, if applicable. When you become aware of your need for leave, requests should be provided at least 30 days in advance. If your need for leave is not foreseeable, you should follow MBCP's customary notice and procedural requirements for requesting leave. Failure to return to work as scheduled from an approved leave of absence or to inform your supervisor of an acceptable reason for not returning as scheduled will be considered a voluntary resignation of employment. While on a leave of absence you may not obtain other employment or apply for unemployment insurance. If either of these instances occurs, you may be viewed as having voluntarily resigned from MBCP.

You will not accrue PTO while you are on a leave of absence, regardless of whether it is paid or unpaid. There are several types of leaves for which you may be eligible.

### **Medical Leaves of Absence**

A medical leave of absence may be granted for non-work related temporary medical disabilities (other than pregnancy, childbirth and related medical conditions) with a doctor's written certificate of disability. Requests for leave should be made in writing as far in advance as possible, preferably at least 30 days in advance. If your need for leave is not foreseeable, you should follow MBCP's customary notice and procedural requirements for requesting leave. If you are granted a medical leave you are required to use any accrued PTO and, if eligible, you may use MBCP Paid Family Leave.

A medical leave begins on the first day your doctor certifies that you are unable to work and ends when your doctor certifies that you are able to return to work or when the employer is unable to accommodate additional leave whichever occurs first. Your supervisor will supply you with a form for your doctor to complete, showing the date you were disabled and the estimated date you will be able to return to work. You must present a doctor's certificate showing fitness to return to work.

For the duration of any leave of absence, health and life insurance benefits ordinarily provided by MBCP, and for which you are otherwise eligible, will be continued at the same level until you have exhausted your PTO, short-term disability, or MBCP Paid Family Leave benefits. During the time you are on your leave, you will be required to contribute your portion of the premium on the same basis as you would have been required during your normal working relationship, including payment of any premium for the dependent coverage you have elected. If you wish to continue these benefits after you have exhausted your PTO, short-term disability, or MBCP Paid Family Leave benefits, you may do so by electing to continue the benefit through the COBRA provisions, and by paying the applicable premiums.

You will not accrue PTO while you are on a medical leave of absence.

If returning from a non-work-related medical leave, you will be offered the same position held at the time of leaving, if available. However, we cannot guarantee that your job or a similar job will be available upon your return. If MBCP is unable to provide a job for you at the end of your leave, we will end your employment, but you will be eligible to apply for any opening that may arise for which you are qualified.

### **Bereavement Leave**

MBCP understands the need to take bereavement leave in the event of a death in your immediate family (child, parent, parent-in-law, grandparent, grandchildren, sibling, spouse or registered domestic partner).

You may be granted up to three days (per incident) of unpaid leave. If you need to take time off due to the death of an immediate family member you should contact your supervisor and request bereavement leave.

### **Bone Marrow and Organ Donation Leave**

Employees who have been employed for at least 90 days who are donating an organ to another person may take a paid leave of absence not exceeding 30 business days (and which may be taken in one or more periods) in any one-year. Employees who are donating their bone marrow to another person may take a paid leave of absence not exceeding 5 business days (and which may be taken in one or more periods) in any one year. An additional unpaid leave of up to 30 business days in a 12-month period may be granted to an employee donating an organ.

Requests for leave should be made in writing as far in advance as possible. You must provide a written medical certification from your health care provider to MBCP that shows that you are a bone marrow or organ donor and that there is a medical necessity for the donation.

Bone Marrow and Organ Donation leave is a paid leave. However, you are required to use up to 5 days of accrued but unused PTO leave for bone marrow donation, and up to 2 weeks of accrued but unused PTO leave for organ donation.

For the duration of a Bone Marrow or Organ Donation leave of absence, health and life insurance benefits ordinarily provided by MBCP, and for which you are otherwise eligible, will be continued until the last day of the month in which the leave begins. During this time, you will be required to contribute your portion of the premium on the same basis as you would have been required during your normal working relationship, including payment of any premium for the dependent coverage you have elected.

When you are ready to return to work after a Bone Marrow or Organ Donation leave, you must provide certification from your medical care provider that you are able to safely perform all of the essential functions of your position with or without reasonable accommodation. Except as otherwise allowed by law, you are entitled, upon return from leave, to be reinstated in the position you held before the Bone Marrow or Organ Donation leave, or to be placed in a comparable position with comparable benefits, pay, and terms and conditions of employment.

### **Civil Air Patrol Leave**

Employees who volunteer for the California Wing of the Civil Air Patrol are allowed up to ten days of unpaid leave each year. This leave covers employees who are needed to respond to an emergency operational mission who have been employed by MBCP for at least 90 days immediately preceding the requested leave. MBCP reserves the right to verify the need for the leave with the Air Patrol.

### **Domestic Violence and Sexual Assault Victim Leave**

MBCP takes threats and actions of domestic abuse and sexual assault against our employees very seriously and wants employees to feel free to obtain services to keep themselves and their dependents safe.

If at any time you need to be absent from work because you have been a victim of domestic violence or sexual assault, and you need to take time off to ensure your safety, seek medical treatment, or receive counseling as

a result of domestic violence or sexual assault, please let your supervisor or Human Resources know immediately. Your privacy will be protected to the greatest extent possible. You may use accrued PTO leave in lieu of unpaid time off for these purposes.

### **Jury Duty or Witness Leave**

MBCP encourages employees to fulfill their civic responsibilities by serving on a jury or as a witness as required by law. You may request paid jury duty leave, up to five (5) days, with the remaining time required to serve taken as PTO or as unpaid leave. We will comply with federal requirements on pay for exempt employees. You will be requested to provide your supervisor with written verification that you served from the court clerk.

If you receive a jury duty or witness summons, please show it to your supervisor as soon as possible so that arrangements can be made to cover your absence. Of course, you are expected to report for work whenever the court schedule permits. If you are called for jury duty during a particularly busy time, we may ask you to request the court to postpone the mandatory jury duty to a more convenient time. You retain all fees paid for appearing, plus transportation reimbursements received, if any.

### **Military Leave**

If you wish to serve in the military and take military leave you should contact Human Resources for information about your rights before and after such leave. You are entitled to reinstatement upon completion of military service provided you return or apply for reinstatement within the time allowed by law.

### **Military Spouse Leave**

If your spouse is on leave from active military service, you may be eligible for ten days of unpaid leave. Employees who work an average of 20 hours per week and have a spouse who is deployed during a period of military conflict are eligible for this leave. In order to determine whether you are eligible for leave, please contact Human Resources within two days of receiving official notice that your spouse will be on leave from deployment. You must submit written documentation certifying that your spouse will be on leave from deployment during the time the leave is requested.

### **New Parent Leave**

#### **Eligibility and Terms of New Parent Leave**

If you have worked at least 12 months and for at least 1250 hours in the previous 12 months and work at a worksite where the employer employs between 20 and 49 employees either at the worksite or within 75 road miles of the worksite, you will be eligible to take a parental leave of absence under the New Parent Leave Act for Small Employers (“NPL”) (“NPL leave”) of up to twelve (12) workweeks in a 12-month period. This “rolling” 12-month period begins on the date your leave begins and ends 12 months after that date. Each time an employee takes family leave, the remaining leave entitlement is any balance of the 12 workweeks not used during the immediately preceding 12 months.

If eligible, you may take an NPL leave for any one of the following reasons:

- a. The birth of a child, in order to care for the child;
- b. The placement of a child with you for adoption or foster care;

Leave must be concluded within one year of the birth or placement of the child. Where both parents are employed by MBCP, the two parents are entitled to a combined total of 12 workweeks of NPL leave in order to care for the newborn child or newly placed child.

### **Applying for New Parent Leave**

If possible, you should give at least thirty (30) days' notice before beginning an NPL leave.

### **Return to Work from New Parent Leave**

Except as otherwise allowed by law, you are entitled, upon return from leave, to be reinstated in the position you held before the NPL leave, or to be placed in a comparable position with comparable benefits, pay, and terms and conditions of employment.

### **Integration of New Parent Leave with Other Benefits**

NPL leave is unpaid. You may use any accrued PTO and, if eligible, MBCP Paid Family Leave during an NPL leave. MBCP will maintain the group medical benefits during an NPL leave as may be required by law. However, MBCP may recover any premium it has paid for maintaining group medical care coverage during any unpaid part of the NPL leave if you fail to return from the leave, provided that the failure to return is for a reason other than the continuation, recurrence, or onset of a serious health condition, or other circumstances beyond your control. You will not accrue PTO nor be paid for holidays, during NPL leave. You should make a "reasonable effort" to schedule such leave so as not to disrupt unduly MBCP's operations.

### **Relationship of New Parent Leave with Pregnancy Disability Leave**

The provisions of this NPL leave policy are separate and distinct from those of the pregnancy disability leave to which you may also be entitled. Leave because of the employee's disability for pregnancy, childbirth or related medical condition is not counted as time used under NPL. Once the pregnant employee is no longer disabled, or once the employee has exhausted PDL and has given birth she may apply for leave under the NPL, for purposes of baby bonding.

NPL leave does not have to be taken in one continuous period of time but will be granted in minimum amounts of two weeks. However, the company will grant a request for NPL leave of less than two weeks' duration on any two occasions. Any leave taken must be concluded within one year of the birth or placement of the child with the employee.

For the duration of your NPL leave, health and life insurance benefits ordinarily provided by MBCP, and for which you are otherwise eligible, will be continued for a maximum period of 12 weeks from the start of the leave. This obligation begins on the date leave first begins under NPL. During this time, you will be required to contribute your portion of the premium on the same basis as you would have been required during your normal working relationship, including payment of any premium for the dependent coverage you have elected.

Beyond this coverage period, if you wish to continue these benefits you may do so by electing to continue the benefit through the Cal-COBRA provisions, and by paying the applicable premiums.

## **Pregnancy Disability Leave**

### **Eligibility and Terms of Pregnancy Disability Leave**

Female employees are entitled to an unpaid Pregnancy Disability Leave (PDL) during the time they are disabled due to pregnancy, childbirth, or related medical conditions. This leave will be for the period of disability, up to four months or 17 1/3 workweeks. You are “disabled by pregnancy” if you are unable because of pregnancy to work at all, are unable to perform the essential functions of your job, or to perform these functions without undue risk to successful completion of your pregnancy, or to other persons.

Leave may be taken intermittently or on a reduced work schedule when medically advisable, as determined by your medical care provider. Medical certification is required, and the length of Pregnancy Disability Leave will depend on the medical necessity for the leave. If you need intermittent leave or leave on a reduced schedule, MBCP may require you to transfer, during the period of the intermittent or reduced schedule leave, to an available alternative position for which you are qualified and which better accommodates your recurring periods of leave. Transfer to an alternative position may include altering an existing job to better accommodate your need for intermittent leave or a reduced work schedule.

### **Applying For Pregnancy Disability Leave**

If possible, you should give at least 30 days notice requesting a pregnancy-related leave. This notice must provide and include the expected date on which the leave will begin, written certification from your medical care provider stating the anticipated delivery date and the duration of the leave.

### **Return to Work from Pregnancy Disability Leave**

Before returning to work, you must provide a release from your medical care provider certifying that you are able to safely perform all of the essential functions of your position with or without reasonable accommodation. MBCP will reinstate you to your position unless:

1. Your job has ceased to exist for legitimate business reasons;
2. Your job could not be kept open or filled by a temporary employee without substantially undermining MBCP’s ability to operate safely and efficiently;
3. You have directly or indirectly indicated your intention not to return;
4. You are no longer able to perform the essential functions of the job with or without reasonable accommodation;
5. You have exceeded the length of the approved leave;
6. You are no longer qualified for the job.

If MBCP cannot reinstate you to the position you held before the pregnancy disability leave began, MBCP will offer you a comparable position, provided that a comparable position exists and is available, and provided that filling the available position would not substantially undermine MBCP’s ability to operate safely and efficiently.

### **Integration of Pregnancy Disability Leave with Other Benefits**

A pregnancy disability leave is unpaid, but you may elect to use accrued PTO during the leave and, if eligible,

MBCP Paid Family Leave. PTO will supplement any Disability Insurance benefits. MBCP will maintain group medical benefits during a pregnancy disability leave as required by law. No additional PTO or holiday pay will accrue during the leave. You may also, however, be eligible for short term disability benefits.

### **Continuation of Medical Benefits with Pregnancy Disability Leave**

For the duration of your PDL leave of absence, health and life insurance benefits ordinarily provided by MBCP, and for which you are otherwise eligible, will be continued for the duration of your pregnancy disability leave. During this time, you will be required to contribute your portion of the premium on the same basis as you would have been required during your normal working relationship, including payment of any premium for the dependent coverage you have elected. If you wish to continue these benefits you may do so by electing to continue the benefit through the Cal-COBRA provisions, and by paying the applicable premiums.

### **School Activities and Day Care Leave**

The company will allow employees who work at a location with 25 or more employees, time off to participate in school activities. An employee who is the parent, guardian, step-parent or foster parent of a child enrolled in a licensed child day care facility or in kindergarten through grade 12 may take up to 40 hours of unpaid time off per year (limited to eight hours per month) to visit the child's facility or school, find or enroll the child in school or day care and cover child care emergencies. You must use PTO for the visits and may be asked to provide documentation from the facility or school verifying the date and time of your visits.

### **School Appearance Leave**

If you are the parent or guardian of a child who has been suspended from school and you receive a notice from your child's school requesting that you attend a portion of a school day in the child's classroom, you may take unpaid time to appear at the school, unless you use accrued PTO. Before your planned absence, you must give reasonable notice to your supervisor that you have been requested to appear by your child's school.

### **Time Off for Victims of a Violent or Serious Crime**

Under certain circumstances, employees who are victims of serious crimes may take time off work to participate in judicial proceedings. Qualified family members of such crime victims may also be eligible to take time off from work to participate in judicial proceedings. The law defines a serious crime to include violent or serious felonies, such as felonies involving theft or embezzlement, crimes involving vehicular manslaughter while intoxicated, child abuse, physical abuse of an elder or dependent adult, stalking, solicitation for murder, hit-and run causing death or injury, driving under the influence causing injury, and sexual assault. When possible, you must provide us with advance notice of the need for the time off. Your privacy will be protected to the greatest extent possible. Time away from work for non-exempt employees will be without pay, unless you wish to use your accrued PTO to cover the period of absence.

### **Time Off To Vote**

If you do not have time outside of working hours to vote in a statewide election, you may, without loss of pay, take off up to two hours of working time to vote. Such time must be at the beginning or end of the regular workday, whichever allows the most free time for voting and the least time off from working, unless otherwise mutually agreed. You must notify us at least two working days in advance to arrange a voting time.

### **Volunteer Emergency Duty Leave**

MBCP will allow unpaid time off to employees who perform emergency duty as a volunteer firefighter, reserve peace officer, emergency rescue personnel, an officer, employee, or member of a disaster medical response entity sponsored or requested by the state. If you are a volunteer firefighter, or perform other emergency personnel duties, please alert your supervisor so that he or she may be aware of the fact that you may have to take time off for emergency duty. When possible, you must provide us with advance notice of the need for the time off. Time away from work will be without pay, unless you wish to use your accrued PTO to cover the period of absence.

### **Workers' Compensation**

We, in accordance with state law, provide insurance coverage for employees in case of a work-related injury. To ensure that you receive any workers' compensation benefits to which you may be entitled, you will need to:

1. Immediately report any work-related injury to your supervisor.
2. Seek medical treatment and follow-up care if required.
3. Complete a written Employee's Claim Form (DWC Form 1) and return it to your supervisor.

Provide us with certification from your health care provider regarding the need for workers' compensation disability leave and your ability to return to work from the leave.

### **Return to Work Policy**

MBCP is committed to returning injured employees to modified or alternative work as soon after a work-related injury as possible. This may be accomplished by temporarily modifying your job or providing you with an alternative position. Your medical condition along with any limitations or restrictions given by the attending physician will be considered as a priority when identifying the modified/alternative position.

The program is intended to provide our employees with an opportunity to continue as valuable members of our team while recovering from a work-related injury. We want to minimize any adverse effects of an ongoing disability on our employees. This program is intended to promote speedy recovery, while keeping the employees' work patterns and income consistent. At the same time, we benefit from having our employees providing a service and contributing to the overall productivity of our business.

You may return to work only after you provide the company with a release to work from your physician. If you have been released without limitation, or are capable of performing the essential functions of your job with reasonable accommodation, you will be offered the same position you held prior to the leave, unless that job no longer exists or has been filled in order for the company to operate safely and efficiently. In this event, you will be offered a substantially similar position if one is available. If we receive medical evidence that you will be permanently unable to resume safely all of the essential functions of your job, with or without reasonable accommodation, and if reassignment to a vacant position is not possible, your employment may be terminated.

**Receipt and Acknowledgment of MBCP Employee Handbook**

I have received my copy of MBCP’s employee handbook. I understand and agree that it is my responsibility to read and familiarize myself with the policies and procedures contained in the handbook.

**At-Will Employment**

I further understand that my employment is at-will, and neither MBCP nor I have entered into a contract regarding the duration of my employment. I am free to terminate my employment with MBCP at any time, with or without cause. Likewise, MBCP has the right to terminate my employment with or without cause, at the discretion of MBCP. No employee of MBCP can enter into an employment contract for a specified period of time or make any agreement contrary to this policy without the written approval from the CEO.

**Future Revisions**

We reserve the right to revise, modify, delete or add to any and all policies, procedures, work rules or benefits stated in this employee handbook or in any other document, except for the policy of at-will employment. Any written changes to this employee handbook will be distributed to all employees so that you will be aware of the new policies or procedures. No oral statements or representations can in any way change or alter the provisions of this employee handbook.

**Drug and Alcohol Abuse Policy**

I certify that I have read MBCP’s Drug and Alcohol Abuse Policy and agree to abide fully by its terms. I understand that as a condition of my employment, I must notify MBCP of any conviction for a drug violation that occurs within five days after such a conviction. I understand that any violation of the policy may result in serious disciplinary action, including immediate termination.

Employee’s Printed Name \_\_\_\_\_

Position \_\_\_\_\_

Employee’s Signature \_\_\_\_\_

Date \_\_\_\_\_