

## POLICIES YOU SHOULD CONSIDER FOR YOUR HANDBOOK

|  |   |                                  |
|--|---|----------------------------------|
| 401(k) Retirement Plan                                 | Employment of Relatives   | Protecting Corporate Information |
| About Our Company                                      | Equal Employment Opportunity  | Recording Your Time              |
| About This Handbook                                    | Family and Medical Leave  | Reference Checks                 |
| Access to Personnel Files                              | Federal Family and Medical Leave Act (50 or more employees within a 75 mile radius) | Rehabilitation Leave             |
| Affirmative Action and Equal Employment                | Fire Drills   | Reporting Your Time              |
| Aids in the Workplace                                  | Garnishments  | Requirements for Employment      |
| Americans with Disabilities Act (15 or more employees) | Hazard Communication  | Rest Breaks                      |
| Anniversary Date                                       | Holidays  | Retirement Plan                  |
| Attendance and Punctuality                             | If You Leave  | School Visitation                |
| At-Will Employer                                       | Immigration Reform & Control Act  | Section 125 Plan                 |
| Bereavement Leave                                      | Internet Usage  | Severe Weather or Circumstances  |
| Bloodborne Pathogens                                   | Job Descriptions  | Sexual Harassment                |
| Exposure   | Jury Duty   | Short-Term Disability Insurance  |
| Bonus Plan   | Leave of Absence  | Sick Days                        |
| Care of Client Records                                 | Life Insurance  | Smoking in the Workplace         |
| Care of Equipment                                      | Long-Term Disability  | Social Security                  |
| Categories of Employment                               | Meal Breaks   | Solicitation and Distribution    |
| Cellular Telephones                                    | Medical Insurance   | State Disability Insurance       |
| Changes in Personal Data                               | New Employee Orientation  | Substance Abuse                  |
| Child Care Services                                    | Non-Harassment  | Suggestions & Ideas              |
| Clean-Up   | Office Cleanliness  | Tip Reporting                    |
| COBRA  | On Call Employees   | Travel/Expense Accounts          |
| Code of Ethics   | Open Door Policy  | Tuition Assistance Program       |
| Computer Software Licensing                            | Outside Employment  | Unemployment Insurance           |
| Concealed Weapons                                      | Overtime  | Uniforms                         |
| Conduct at Client's Office                             | Paid Family Leave   | Unpaid Military Leave            |
| Confidentiality of Client Matters                      | Paid Military Leave   | Use of Client Telephones         |
| Conflict of Interest                                   | Paid Time Off (PTO)   | Vacation                         |
| Contact with the Media                                 | Parental Leave  | Visitors                         |
| Corporate Discounts                                    | Parking   | Voting Leave                     |
| Corporate Vehicles                                     | Pay Advances  | Witness Leave                    |
| Customer and Public Relations                          | Pay Raises  | Work Assignments                 |
| Dental Insurance                                       | Paycheck Deductions   | Workers' Compensation            |
| Direct Deposit   | Payday  | Working Hours                    |
| Disability Leave                                       | Performance Appraisals  | Workplace Searches               |
| Domestic Violence Leave                                | Personal Days   | Workplace Violence               |
| Dress Policy   | Personal Property   | Workweek                         |
| Driving Record   | Personal Telephone Calls  |                                  |
| Drug and Alcohol Free Workplace                        | Pregnancy Disability Leave  |                                  |
| Education Leave  | Prescription Drug Plan  |                                  |
| E-Mail Monitoring                                      | Profit Sharing Plan   |                                  |
| Employee Benefits                                      | Promotions & Transfers  |                                  |
| Employee Relations Philosophy                          |   |                                  |