

EMPLOYEE HANDBOOK

CM PERFORMING ARTS CENTER

EFFECTIVE: APRIL 2017

TABLE OF CONTENTS

DOCUMENT CONTROL	5
INTRODUCTION	7
Welcome to CM Performing Arts Center (CMPAC)	7
History	7
Mission and Vision	7
Core Values	7
Handbook Purpose	7
EMPLOYMENT	9
Equal Employment	9
Background Checks	10
At-Will Notice	10
Anniversary Date and Seniority	10
Immigration Law Compliance	10
Introductory Period	10
Employment Classifications	11
Personnel Records	12
Employee References	12
Job Transfers	12
Employment of Relatives	12
CONDUCT AND BEHAVIOR	14
General Conduct Guidelines	14
Sexual & Other Unlawful Harassment	15
Abusive Conduct	18
Complaint Procedure	18
Corrective Action	19
COMPENSATION	20
Pay Periods	20
Timekeeping	20
Reporting Time Pay	20
Overtime	20
Payroll Deductions	21
Pay Adjustments, Promotions and Demotions	22
Performance Evaluation	22
Work Assignments	23
Expense Reimbursement	23
Advances and Loans	25
BENEFITS	26
Paid Time Off (PTO) Summary	26
Holidays	26
Sick Leave	26
Vacation	27

Health and Welfare Benefits	27
Temporary Disability Leave	27
Military Leave.....	28
Jury Service Leave	28
Witness Leave	28
Voting Leave.....	29
Bereavement Leave.....	29
HEALTH, SAFETY, AND SECURITY.....	30
Non-Smoking.....	30
Drug and Alcohol.....	30
Reasonable Accommodations.....	30
Injury and Accident Response and Reporting	31
Workers' Compensation.....	32
Workplace Violence and Security.....	32
Driving Safety	32
Inclement Weather	34
WORKPLACE GUIDELINES.....	36
Hours of Work	36
Off-the-Clock Work	36
Meal Periods	36
Attendance and Tardiness	36
Personal Appearance and Hygiene	37
Confidentiality.....	38
See the CMPAC Confidentiality Policy in the appendix of this document	38
Solicitation and Distribution.....	38
Conflict of Interest	38
CMPAC Conflict of Interest Disclosure Questionnaire	39
Business Gifts	39
Outside Activities	39
Reporting Irregularities	40
Inspections and Searches.....	40
CMPAC Internet Usage and Email Policy.....	40
Please see the appendix for the CMPAC approved Internet Usage and Email Policy ..	40
Company Phone Usage and Personal Cell Phones.....	42
Personal Property.....	42
Parking	43
EMPLOYMENT SEPARATION	44
Resignation.....	44
Termination.....	44
Personal Possessions and Return of Company Property.....	44
Please see the CMPAC approved Intellectual Property Policy in the Appendix of this document	44
Appendix	45
Confidentiality and Non-Disclosure Policy.....	45

Internet Usage and Email Policy..... 46
Intellectual Property Policy 48
Work for Hire/Assignment..... 49
RECORD RETENTION and DESTRUCTION (“RRD”)POLICY 51
Reference: 56
CMPAC PERFORMING ARTS CENTER EMPLOYEE HANDBOOK ACKNOWLEDGEMENT .. 57

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INTRODUCTION

WELCOME TO CM PERFORMING ARTS CENTER (CMPAC)

We're very happy to welcome you to our Company. Thanks for joining us! The Company would like you to feel that your employment with us will be mutually beneficial and enjoyable.

You are joining an organization that has established an outstanding reputation for quality theatrical productions, educational programs and special events. Credit for this goes to every one of our employees and we hope that you will find satisfaction and take pride in your work here.

HISTORY

During his years as a youth minister, CMPAC founder Noel S. Ruiz came to realize the importance of music, drama and dance as tools for expression, teaching and community building. With the encouragement and support of many friends and co-workers Creative Ministries was founded on February 15, 1987 (Creative Ministries does business as CM Performing Arts Center which is often abbreviated as CMPAC or CM with CM being a short form of "Creative Ministries").

CMPAC started out as a touring company then continued to evolve in size and stature with its next milestone being the development of a permanent home at the former Oakdale Theatre where CMPAC continues to operate today.

CM Performing Arts Center opened May 23, 1997 at its current Oakdale, NY location with a production of Man of La Mancha at which point "The Impossible Dream" Noel and CMPAC's co-founders had realized.

MISSION AND VISION

The CM Performing Arts Center, a not-for-profit organization is "home" to people from all walks of life who work collaboratively to produce quality theatrical productions. Guided by the values of excellence, diversity and community, we seek to make a positive contribution to arts-education, culture and the quality of life on Long Island.

CORE VALUES

Welcome people from all walks of life regardless of race, religion, gender or sexual orientation.

HANDBOOK PURPOSE

This employee handbook is presented as a matter of information and has been prepared to inform employees about the Company's philosophy, employment practices, policies, and the benefits provided to our valued employees, as well as the conduct expected from them. While this handbook is not intended to be a book of rules and regulations or a

contract, it does include some important guidelines which employees should know. Except for the at-will employment provisions, the handbook can be amended at any time.

This employee handbook will not answer every question employees may have, nor would the Company want to restrict the normal question and answer interchange among us. It is in our person-to-person conversations that we can better know each other, express our views, and work together in a harmonious relationship.

We hope this guide will help employees feel comfortable with us. The Company depends on its employees; their success is our success. Please don't hesitate to ask questions. The Executive Director will gladly answer them. We believe employees will enjoy their work and their fellow employees here. We also believe that employees will find the Company a good place to work.

No one other than authorized management may alter or modify any of the policies in this employee handbook. No statement or promise by a supervisor, Executive Director, or designee is to be interpreted as a change in policy, nor will it constitute an agreement with an employee.

Should any provision in this employee handbook be found to be unenforceable and invalid, such a finding does not invalidate the entire employee handbook, but only the subject provision. Nothing in this handbook is intended to infringe upon employee rights under Section 7 of the National Labor Relations Act (NLRA) or be incompatible with the NLRA.

We ask that employees read this guide carefully, become familiar with the Company and our policies, and refer to it whenever questions arise.

EMPLOYMENT

EQUAL EMPLOYMENT

It is the policy of the Company to provide equal employment opportunities to all qualified individuals and to administer all aspects and conditions of employment without regard to the following:

- Race
- Color
- Age
- Sex
- Sexual orientation
- Gender
- Gender identity
- Religion
- National origin
- Pregnancy
- Physical or mental disability
- Military or veteran status
- Citizenship and/or immigration status
- Genetic information, including family medical history
- Marital status
- Familial status
- Domestic violence or stalking victim status
- Legal use of consumable products outside of work hours
- Legal recreational activities outside of work hours
- Political activities
- Child or spousal support withholding
- Wage garnishment for consumer debt
- Wearing a depiction of the American flag or displaying an American flag at the employee's workstation
- Non-conviction arrest records, unless pending
- Association or relationship with someone in a protected class
- Any other protected class, in accordance with applicable federal, state, and local laws

The Company takes allegations of discrimination, intimidation, harassment and retaliation very seriously and will promptly conduct an investigation when warranted.

Equal employment opportunity includes, but is not limited to, employment, training, promotion, demotion, transfer, leaves of absence and termination.

BACKGROUND CHECKS

Prior to making an offer of employment, or after making a conditional offer, the Company may conduct a job-related background check. The background check may consist of prior employment verification, professional reference checks, education confirmation, criminal background, and/or credit checks, as permitted by law. Third-party services may be hired to perform these checks. All offers of employment and continued employment are contingent upon a satisfactory background check.

AT-WILL NOTICE

Employees are not hired for any definite or specified period of time even though employee wages are paid regularly. Employees are at-will with the Company and their employment can be terminated at any time, with or without cause and with or without prior notice. Company policy requires all employees to be hired at-will and this policy cannot be changed by any oral modifications. There have been no implied or verbal agreements or promises to an employee that they will be discharged only under certain circumstances or after certain procedures are followed. There is no implied employment contract created by this handbook or any other Company document or written or verbal statement or policy.

ANNIVERSARY DATE AND SENIORITY

The employee's date of hire is their official employment anniversary date. Seniority is the length of continuous service commencing on the date of hire at the Company. Should employees leave the Company's employment and then be rehired, previously accrued seniority will be forfeited and seniority will begin to accrue again on the date of rehire. With the exception of certain protected leaves and paid time off, seniority does not accrue during leaves of absence without pay or leaves of absence that exceed 30 calendar days.

IMMIGRATION LAW COMPLIANCE

All individuals hired by the Company will be required to establish and certify their identity and right to work in the United States. Each individual employed by the Company will be required to complete Section 1 of Form I-9 on their first day of employment, and produce, within three business days, proof of their identity and eligibility to work in the United States.

INTRODUCTORY PERIOD

The employee's first 30 days of employment with the Company are considered an introductory period. This introductory period will be a time for getting to know fellow employees, Executive Directors and the tasks involved in the position, as well as becoming familiar with the Company's products and services. The supervisor or Executive Director will work closely with each employee to help them understand the needs and processes of their job.

This introductory period is a try-out time for the employee and the Company. During this introductory period, the Company will evaluate employees' suitability for employment and employees can evaluate the Company as well. At any time during this first 30 days, employees may resign. If, during this period, employee work habits, attitude, attendance, performance or other relevant factors do not measure up to our standards, the Company may terminate employment.

At the end of the introductory period, the supervisor or Executive Director will discuss each employee's job performance with them. During the course of the discussion, employees are encouraged to give their comments and ideas as well.

Completion of the introductory period does not guarantee continued employment for any specified period of time, nor does it require that an employee be discharged only for cause. Completion of the introductory period also does not imply that employees now have a contract of employment with the Company, other than at-will. Successful completion of the introductory period does not alter the at-will employment relationship.

A former employee who has been rehired after a separation from the Company of more than one year is considered an introductory employee during their first 60 days following rehire.

EMPLOYMENT CLASSIFICATIONS

The Company has established the following employee classifications for compensation and benefit purposes only. An employee's supervisor or Executive Director will inform the employee of their classification, status, and responsibilities at the time of hire, re-hire, promotion or at any time a change in status occurs. These classifications do not alter the employment at-will status.

Regular Full-Time Employee

An employee who is scheduled to work no less than 100% of the scheduled work hours in a workweek on a fixed work schedule (not less than 40 hours). The employee may be exempt or non-exempt from overtime and is generally eligible for all employment benefits offered by the Company.

Regular Part-Time Employee

An employee who is scheduled to work less than 40 hours in a workweek and may be eligible for some benefits.

Temporary Employee

An employee who is scheduled to work on a specific need of the Company. The employee will not receive any benefits unless specifically authorized in writing.

Exempt

Employees whose positions meet specific tests established by the Fair Labor Standards Act (FLSA) and applicable state law and who are exempt from overtime pay requirements. The basic premise of exempt status is that the exempt employee is to work the hours required to meet their work responsibilities.

Non-Exempt

Employees whose positions do not meet FLSA and state exemption tests and who are paid a multiple of their regular rate of pay for overtime hours worked. Unless notified otherwise in writing by management, all employees of the Company are non-exempt.

PERSONNEL RECORDS

The Company will maintain various employment files while individuals remain an employee of the Company. Examples of these files are employee personnel files, attendance files, I-9 files and files for medical purposes. If any changes with respect to personal information, such as a change in home address and telephone number or a change of name occur, employees are required to notify their supervisor or Executive Director so the appropriate updates can be made to the files. The Company will take reasonable precautions to protect employee files and employee personally identifiable information in its records.

Employee files have restricted access. Employees, their supervisor or Executive Director, or their designated agents, may have access to those personnel files. In the event that an employee wishes to review their personnel file, they must do so in the presence of a supervisor or Executive Director. Employees may review their personnel file by making a written request to their supervisor or Executive Director. The written request will become a permanent part of the personnel file.

EMPLOYEE REFERENCES

The Company makes strict provisions regarding information provided to people outside the Company for current and former employees. This information is restricted to the employment dates and positions held in the Company for that person. This is done to protect the Company and its employees. This information will only be released by authorized management.

JOB TRANSFERS

Management reserves its right to place employees where, and in whatever jobs it deems necessary. All job transfers, job changes, reassignments, promotions or lateral transfers are solely decided by the Company.

EMPLOYMENT OF RELATIVES

The Company does not have a general prohibition against hiring relatives. However, a few restrictions have been established to help prevent problems of harassment, safety, security, supervision and morale.

Close family members generally may not be hired or transferred into positions where they have access to sensitive information regarding a close family member, or if there is an actual or apparent conflict of interest (including but not limited to establishing an immediate supervisor/employee relationship).

These restrictions apply to the following degrees of relationships, whether established by blood, marriage, or other legal action: spouse, domestic partner (including parties to a civil union), child, step-child, parent, step-parent, sibling, grandparent, grandchild, parent-in-law, son-in-law, daughter-in-law, sister-in-law, brother-in-law, aunt, uncle, nephew, niece, cousin, or relations of the same degree of a domestic partner. This policy also applies to romantic relationships.

If marriage or other action creates these kinds of relationships, one of the employees affected must give up that position by the end of the fiscal year or within six months from the date the relationship was established (whichever is the greater period). The employees will be permitted to determine which of them will resign. If the employees cannot make a decision, the Company will decide who will remain in the position. At the sole discretion of the Company, either or both of the employees may be allowed to transfer to other positions within the Company.

CONDUCT AND BEHAVIOR

GENERAL CONDUCT GUIDELINES

Orderly and efficient operation of the Company requires that employees maintain proper standards of conduct and observe certain procedures. These guidelines are provided for informational purposes only and are not intended to be all-inclusive. Nothing here is intended or will be construed to change or replace, in any manner, the "at-will" employment relationship between the Company and the employee. Nothing here is intended to infringe upon employee rights under Section 7 of the National Labor Relations Act (NLRA). The Company views the following as inappropriate behavior:

1. Failure to follow the policies outlined in this handbook.
2. Negligence, carelessness or inconsiderate treatment of Company customers and/or their matters/files.
3. Theft, misappropriation or unauthorized possession or use of property, documents, records or funds belonging to the Company, or any customer or employee; removal of same from Company premises without authorization.
4. Divulging trade secrets or other confidential business information to any unauthorized person(s) or to others without an official need to know.
5. Obtaining unauthorized confidential information pertaining to customers or employees.
6. Changing or falsifying customer records, Company records, personnel or pay records, including time sheets without authorization.
7. Willfully or carelessly damaging, defacing or mishandling property of a customer, the Company or other employees.
8. Taking or giving bribes of any nature, or anything of value, as an inducement to obtain special treatment, to provide confidential information or to obtain a position. Acceptance of any gratuities or gifts must be reported to a supervisor or Executive Director.
9. Entering Company premises without authorization.
10. Willfully or carelessly violating security, safety, or fire prevention equipment or regulations.
11. Unauthorized use of a personal vehicle for Company business.
12. Conduct that is illegal under federal, state, or local law.
13. Creating a disturbance on Company premises.
14. Use of abusive language.
15. Any rude, discourteous or un-businesslike behavior, on or off Company premises, which is not protected by Section Seven of the National Labor Relations Act (NLRA) and which adversely affects the Company services, operations, property, reputation or goodwill in the community or interferes with work.
16. Insubordination or refusing to follow instructions from a supervisor or Executive Director; refusal or unwillingness to accept a job assignment or to perform job requirements.

17. Failure to observe scheduled work hours, failure to contact a supervisor or Executive Director in the event of illness or any absence at least 60 minutes before the scheduled start of work; failure to report to work when scheduled; abuse of sick leave or any other leave of absence.
18. Leaving the office during scheduled work hours without permission; unauthorized absence from assigned work area during regularly scheduled work hours.
19. Sleeping during regular working hours.
20. Recording time for another employee or having time recorded to or by another employee.
21. Use or possession of intoxicating beverages or illegal use or possession of narcotics, marijuana or drugs (under state, federal or local laws), on Company premises during working hours or reporting to work under the influence of intoxicants or drugs so as to interfere with job performance, or having any detectable amount of illegal drugs in an employee's system.
22. Unauthorized possession of a weapon on Company premises.
23. Illegal gambling on Company premises.
24. Soliciting, collecting money, vending, and posting or distributing bills or pamphlets for non work related objectives during working hours in work areas. These activities are closely controlled in order to prevent disruption of Company services and to avoid unauthorized implication of Company sponsorship or approval. However, this general rule is not intended to hinder or in any way curtail the rights of free speech or free expression of ideas. Therefore, such activity by employees during non-working time, including meal and rest periods, is not restricted so long as such activity does not interfere with the orderly and regular conduct of the Company business, is lawful, in good taste, conducted in an orderly manner, and does not create safety hazards or violate general good housekeeping practices. Any person who is not an employee of the Company is prohibited from any and all forms of solicitation, collecting money, vending, and posting or distributing bills or pamphlets on Company property at all times.
25. Falsification of one's employment application, medical or employment history.

SEXUAL & OTHER UNLAWFUL HARASSMENT

Sexual harassment and unlawful harassment are prohibited behavior and against Company policy. The Company is committed to providing a work environment free of inappropriate and disrespectful behavior, intimidation, communications and other conduct directed at an individual because of their sex, including conduct that may be defined as sexual harassment.

Applicable federal and state law defines sexual harassment as unwanted sexual advances, requests for sexual favors, or visual, verbal, or physical conduct of a sexual nature when: (1) submission of the conduct is made a term or condition of employment; or (2) submission to or rejection of the conduct is used as basis for employment decisions affecting the individual; or (3) the conduct has the purpose or effect of unreasonably

interfering with the employees work performance or creating an intimidating, hostile, or offensive working environment. The following list contains examples of prohibited conduct. They include, but are not limited to:

- Unwanted sexual advances;
- Offering employment benefits in exchange for sexual favors;
- Making or threatening reprisals after a negative response to sexual advances;
- Visual conduct such as leering, making sexual gestures, or displaying sexually suggestive objects, pictures, cartoons, or posters;
- Verbal conduct such as making or using derogatory comments, epithets, slurs, sexually explicit jokes, or comments about any employee's body or dress;
- Verbal abuse of a sexual nature, graphic verbal commentary about an individual's body, sexually degrading words to describe an individual, or suggestive or obscene letters, notes, or invitations;
- Physical conduct such as touching, assault, or impeding and/or blocking movements;
- Retaliation for reporting harassment or threatening to report harassment.

Sexual harassment on the job is unlawful whether it involves coworker harassment, harassment by an Executive Director, Supervisor or harassment by persons doing business with or for the Company, such as customers, customers or vendors.

Other Types of Harassment

Prohibited harassment on the basis of race, color, religion, national origin, ancestry, physical or mental disability, veteran status, age, or any other basis protected under local, state or federal law, includes behavior similar to sexual harassment, such as:

- Verbal conduct such as threats, epithets, derogatory comments, or slurs;
- Visual conduct such as derogatory posters, photographs, cartoons, drawings, or gestures;
- Physical conduct such as assault, unwanted touching, or blocking normal movement;
- Retaliation for reporting harassment or threatening to report harassment.

Retaliation

It is against Company policy and unlawful to retaliate in any way against anyone who has lodged a harassment complaint, has expressed a concern about harassment, including sexual harassment, or has cooperated in a harassment investigation. Therefore, the initiation of a complaint, in good faith, will not under any circumstances be grounds for disciplinary action.

Enforcement

The Executive Director and supervisors are responsible for:

- Implementing the Company policy on harassment, which includes, but is not limited to, sexual harassment and retaliation;
- Ensuring that all employees they supervise have knowledge of and understand the Company policy;
- Reporting any complaints of misconduct to the designated company representative, Executive Director, so they may be investigated and resolved internally;
- Taking and/or assisting in prompt and appropriate corrective action when necessary to ensure compliance with the policy, and; Conducting themselves in a manner consistent with the policy.

Harassment Complaint Procedure

The Company's complaint procedure provides for an immediate, thorough and objective investigation of any claim of unlawful or prohibited harassment, appropriate disciplinary action against one found to have engaged in prohibited harassment, and appropriate remedies for any victim of harassment. A claim of harassment may exist even if the employee has not lost a job or some economic benefit.

Anyone who has been subjected to the conduct prohibited under this policy, or who has knowledge of such conduct, should report this information following the normal Complaint Procedure as soon as possible. However, employees are not required to report any prohibited conduct to a supervisor who may be hostile, who has engaged in such conduct, who is a close associate of the person who has engaged in the conduct in question or with whom the employee is uncomfortable discussing such matters. Complaints regarding harassment or retaliation may be oral or in writing. Any individual who makes a complaint that is demonstrated to be intentionally false may be subject to discipline, up to and including termination.

All reported incidents of prohibited harassment will be promptly investigated. When the investigation is complete, a determination regarding the reported harassment will be made and communicated to the employee who complained and to the accused harasser. During the investigation, confidentiality will be preserved to the fullest extent possible without compromising the Company's ability to conduct a good faith and thorough investigation.

If the Company determines that prohibited harassment has occurred, the Company will take effective remedial action commensurate with the circumstances. Appropriate action will also be taken to deter any future harassment. If a complaint of prohibited harassment is substantiated, appropriate disciplinary action, up to and including discharge, will be taken.

The Company recognizes that actions that were not intended to be offensive may be taken as such. An employee who believes that they have been subjected to sexual

harassment by anyone is encouraged, but not required, to promptly tell the person that the conduct is unwelcome and ask the person to immediately stop the conduct. A person who receives such a request must summarily comply with it and must not retaliate against the employee for rejecting the conduct. The Company encourages, but does not require, individuals to take this step before utilizing the above Complaint Procedure.

ABUSIVE CONDUCT

Abusive conduct means malicious conduct of an employer or employee in the workplace that a reasonable person would find hostile, offensive, and unrelated to an employer's legitimate business interests. Abusive conduct may include repeated infliction of verbal abuse, such as the use of derogatory remarks, insults, and epithets, verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, or the gratuitous sabotage or undermining of a person's work performance. A single act will generally not constitute abusive conduct, unless especially severe and egregious.

The Company considers abusive conduct in the workplace unacceptable and will not tolerate it under any circumstances. Employees should report any abusive conduct to a supervisor or Executive Director with whom employees are comfortable speaking. Supervisors and the Executive Director are to assume the responsibility to ensure employees are not subjected to abusive conduct. All complaints will be treated seriously and investigated promptly. During the investigation process the Company will attempt to maintain confidentiality to the fullest extent possible.

It is a violation of Company policy to retaliate or otherwise victimize an employee who makes a complaint or a witness who serves in the investigation of the abusive conduct allegation.

COMPLAINT PROCEDURE

The Company subscribes to the open door policy. Employees may bring a particular complaint to their supervisor or Executive Director for resolution. When matters cannot be handled on an informal basis, the Company has established a formal procedure for a fair review of any work related controversy, dispute or misunderstanding. A complaint may be brought by one or more employees concerning any work-related problem where the complaint has not been satisfactorily resolved in an informal manner. Employees may skip to Step 2 if the complaint is related to their supervisor or Executive Director or if they feel they would not provide an impartial resolution to the problem.

Step 1

The complaint should be submitted in writing to a supervisor, Executive Director or designee within three working days of the incident. A written request for a meeting must be submitted simultaneously. Generally, a meeting will be held within three working days of the employee's request depending upon scheduling availability. Witnesses will be allowed as necessary. If the problem is not resolved during this meeting the supervisor,

Executive Director or designee will give the employee a written resolution within three working days. If the employee is not satisfied, the employee may proceed to Step 2.

Step 2

If the employee is not satisfied after Step 1, the employee may submit a written request for review of the complaint and Step 1 solution to the Executive Director or their designee. Such a request should be made within three working days following the receipt of the Step 1 resolution. The Executive Director or appointed representative will review the complaint and proposed solution and may call a further meeting to explore the problem. This meeting is to be attended by the employee concerned, the employee's supervisor or Executive Director (if appropriate), and any other employee of the Company whom the aggrieved employee chooses. The Executive Director or appointed representative will render the final decision within ten working days after receiving the Step 2 request, assuming scheduling availability. The decision will be given to the employee in writing and will become part of the employee's personnel file.

CORRECTIVE ACTION

A high level of job performance is expected of each and every employee. In the event that an employee's job performance does not meet the standards established for the position, employees should seek assistance from their supervisor or Executive Director to attain an acceptable level of performance. If employees fail to respond to or fail to make positive efforts toward improvement, corrective action may ensue, including termination of employment.

It is the policy of the Company to regard discipline as an instrument for developing total job performance rather than as punishment. Corrective action is one tool the Company may select to enhance job performance. The Company is not required to take any disciplinary action before making an adverse employment decision, including discharge. Corrective action may be in the form of a written or oral reprimand, notice(s) of inadequate job performance, suspension, discharge or in any combination of the above, if the Company so elects. The Company reserves its prerogative to discipline, and the manner and form of discipline, at its sole discretion.

If employees violate established Company procedures, guidelines, or exhibit behavior that violates commonly accepted standards of honesty and integrity or creates an appearance of impropriety, the Company may elect to administer disciplinary action.

COMPENSATION

PAY PERIODS

The standard seven-day payroll workweek for the Company will begin at 12:00 a.m. Monday. The designated pay period for all employees is weekly. Paydays are Friday of each week. Except as otherwise provided, if any date of paycheck distribution falls on a weekend or holiday, employees will be paid on the preceding scheduled workday.

TIMEKEEPING

All non-exempt employees are required to use the timekeeping system to record their hours worked. Non-exempt employees are required to clock in/out or write in their time for time off and other leave tracking purposes.

Employees should clock in no sooner than five minutes before their schedule shift and clock out no later than five minutes after their scheduled shift. Additionally, employees are required to clock in/out for their designated lunch periods. The length of the lunch period should have the agreement of the employee's Executive Director. A typical lunch period is one hour or less of unpaid time.

Should an employee miss an entry into the timekeeping system, the employee will notify their Executive Director as soon as possible for correction. Employees may not ask another employee to clock in/out for them.

Accurate time reporting is a federal and state wage and hour requirement, and employees are required to comply. Failing to enter time into the timekeeping system in an accurate and timely manner is unacceptable job performance.

Non-exempt employees are not permitted to work overtime or unscheduled time without prior authorization from their Executive Director. This includes clocking in early, clocking out late, or working through the scheduled lunch period.

REPORTING TIME PAY

Non-exempt employees who are required to report to work and are subsequently sent home by the Company without completing their assigned shift due to a lack of work will be paid any applicable reporting time pay.

Employees may be paid for their regularly scheduled shift or four hours, whichever is less. All time worked prior to dismissal counts toward these totals. Reporting time pay will be compensated at minimum wage.

OVERTIME

The Company complies with all applicable federal and state laws with regard to payment of overtime work. Non-exempt employees are paid overtime at the rate of one and one-half times the regular rate of pay for all hours worked over 40 in a workweek.

Employees are required to work overtime when assigned unless there is a personal issue that precludes them from doing so that is communicated to Executive Director and deemed acceptable. Any overtime worked must be authorized by a supervisor or Executive Director, in advance. Working unauthorized overtime or the refusal or unavailability to work overtime unless cleared by the Executive Director is not acceptable work performance, and is subject to discipline, including but not limited to termination. The Executive Director may choose to compensate overtime with comp time but comp time has to be awarded in the same work week in which the overtime was worked. Overtime will not be paid to exempt employees.

PAYROLL DEDUCTIONS

The Company is required by law to make certain deductions from all employees' paychecks. Such deductions include federal, state, and local taxes and court-ordered wage garnishments. Voluntary deductions might include premiums for benefits, retirement plan contributions, and disability insurance. Check with your Executive Director to verify your deductions.

Exempt Employee Payroll Deductions

The Company complies with the salary basis requirements of the Fair Labor Standards Act (FLSA) and does not make improper deductions from the salaries of exempt employees. Exempt employees are those employed in a *bona fide* executive, administrative or professional capacity and who are exempt from the FLSA's overtime pay requirements.

There are certain circumstances where deductions from the salaries of exempt employees are permissible. Such circumstances include:

- When an exempt employee is absent from work for one or more full days for personal reasons other than sickness or disability;
- When an exempt employee is absent for one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing compensation for salary lost due to illness;
- To offset amounts received as witness or jury fees, or for military pay;
- For unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions

The Company is not required to pay the full salary in the first or last week of employment; for weeks in which an exempt employee takes unpaid leave under the Family and Medical Leave Act, if applicable; or for penalties imposed in good faith for infraction of safety rules of major significance. In these circumstances, either partial day or full day deductions may be made.

What to Do if an Improper Deduction Occurs

If you believe that an improper deduction has been made, you should immediately report this information to your direct supervisor, or to the person responsible for payroll processing.

Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, you will be promptly reimbursed for any improper deduction made.

PAY ADJUSTMENTS, PROMOTIONS AND DEMOTIONS

The Company is most interested in providing maximum opportunity for employee advancement within the Company, if advancement opportunities are available. Accordingly, present employees of the Company may be considered for promotions and may be preferred for promotion before any new employees are hired to fill vacancies that may arise. Of course, the Company retains sole discretion to determine the factors to be applied in any promotion decision, and the relative weight of the factors.

All pay increases are based upon merit, market factors, and the profitability of the company. There may not be an automatic annual cost of living or salary adjustment to reflect current economic conditions. Employees pay also may be adjusted downward. Salary decreases may take place when there is job restructuring, job duty changes, job transfers or adverse business economic conditions.

Demotion is a reduction in responsibility, usually accompanied by a reduction in salary. If and when a demotion occurs, employees may maintain their seniority with the Company.

PERFORMANCE EVALUATION

Employees will generally receive an appraisal of their job performance semi-annually . This evaluation may be either written or oral. Such evaluation may not occur at exactly the same time each year, but thereabout, at the discretion of the supervisor or Executive Director.

If in this appraisal employees are given an evaluation sheet or other written document, employees will be required to sign it. An employee's signature does not necessarily indicate that the employee agrees with all the comments, but merely that the employee has been given the opportunity to examine the evaluation and fully discuss the contents of it with their supervisor or Executive Director. The completed and signed evaluation form will be placed in the employee's personnel file and the employee will receive a copy of the performance evaluation.

In addition to any formal review, informal counseling sessions may be conducted from time to time.

WORK ASSIGNMENTS

In addition to specific duties that come with an individual's job responsibilities, each job also includes "other duties as assigned." From time to time, employees may be required to perform duties or tasks of a fellow employee who is absent or for a position that is temporarily vacant. Employees will be compensated at their regular rate of pay while performing other assigned duties on a temporary basis.

EXPENSE REIMBURSEMENT

This is a general Expense Reimbursement Policy. All business expenses are subject to prior approval of their direct Supervisor and/or the Executive Director without exception

This policy establishes the reimbursement procedures for travel, entertainment, and other business expenses ("business expenses") incurred during the conduct of Company business. It is Company policy to reimburse employees for ordinary, necessary, and reasonable expenses when directly related to the transaction of Company business. Directly related means:

- There is the expectation of deriving some current or future benefit for the Company
- The employee is actively engaged in a business meeting or activity necessary to the performance of the employee's job duties, or
- There is a clear business purpose for entertainment

Employees are expected to exercise prudent business judgment regarding expenses covered by this policy. Reimbursement for expenses that are outside the scope of this policy requires the prior written approval of management.

The following expenses may be reimbursable under this policy:

- Lodging
- Travel expenses including airfare, reasonable airline luggage fees, train fare, bus, taxi, and related tips
- Meals, including tips between 15-20%
- Business telephone calls
- Laundry and/or dry cleaning expenses during trips in excess of five days
- Car rental
- Personal mileage
- Tolls
- Conference and convention fees
- Business entertainment expenses
- Parking

- Other reasonable and necessary business expenses, not specifically excluded by this policy, and with prior approval

Employees who utilize personal cars for business travel will not be reimbursed for usage by the company unless pre-authorized and approved by the Executive Director.

The following expenses are not reimbursable under this policy:

- Child care costs
- Airline club dues
- Barber/hairstylist
- Toiletries
- Traffic fines
- Tips in excess of 20%
- In-flight movies or refreshments
- Hotel room movies and other forms of personal entertainment
- Luggage, briefcases
- Alcohol
- First class airfare

No policy can anticipate every situation that might give rise to legitimate business expenses. Reasonable and necessary expenses not listed above may be incurred. When prior approval is required, the Executive Director is responsible for using professional judgment to determine if an unlisted expense is reimbursable under this policy.

Credit Cards

The Company-issued credit cards are to be used for purchases on behalf of the Company and for any travel expenses incurred while traveling on Company business only. At no time may an employee who is in possession of a Company issued credit card use this card for purchases intended for personal use.

All expense reporting guidelines are to be followed for submitting expenses charged to the Company issued credit card.

Documentation

Requests for reimbursement of business expenses and requests for payment of credit card bills must be submitted on the appropriate form or see your Executive Director for a process to follow.

Original receipts are required for all expenses submitted for reimbursement. Requests for exceptions to this policy should document extenuating circumstances and be approved by management.

The Company complies with IRS regulations which require that all business expenses be substantiated with adequate records. This substantiation must include information relating to:

- The amount of the expenditure
- The time and place of the expenditure
- The business purpose of the expenditure
- The names and the business relationships of individuals for whom the expenditures were made

Requests for reimbursement lacking this information will not be processed and will be returned to the originator.

Approvals

Expense reimbursement forms, together with required documentation, must be submitted to the employee's immediate supervisor for review and signature approval. In the absence of the immediate supervisor, approval from the next higher level of supervision is required. Upper management may approve expense reimbursement if the above mentioned supervisory approvals cannot be obtained due to the supervisors' absences.

Once the expense reimbursement has been approved by the employee's manager it should be submitted for processing no later than 30 days after the expenses occurred. Supervisors approving expense reports are responsible to ensure the following:

- Expenses reported are proper and reimbursable under this policy
- The expense report has been filled out accurately and with the required documentation
- The expenses are reasonable and necessary

ADVANCES AND LOANS

The Company does not give salary advances or loans to its employees.

BENEFITS

PAID TIME OFF (PTO) SUMMARY

FULL-TIME employees (those working 40 hours per week) will receive a total of 20 days paid time off (PTO)

The 20 days consists of:

- 6 paid holidays
- 2 weeks vacation (10 business days)
- 4 days personal/sick leave per calendar year.

All vacation needs to be pre-approved by the Executive Director in advance and cannot be carried over to the next year.

PTO is prorated when hired within the year. Please check with your Executive Director for a schedule.

PART-TIME employees are not entitled to PTO

All employees - Full Time, Part Time and other should verify current PTO policy with their Executive Director

HOLIDAYS

See your Executive Director for a specific holiday schedule

Other days or parts of days may be designated as holidays with or without pay. No holiday pay will be paid to an employee who is on an unpaid status, on any leave or absent due to workers' compensation

SICK LEAVE

Full-time employees will accrue up to 4 paid sick days per year. Employees must provide proper notification of absence as discussed under the Attendance and Tardiness policy. Employees must give this notification for each day they are absent. Employees may be required to submit, in writing, the reason or reasons for their continued sick leave, the estimated date of return, and whether any supplemental income payments are being received or whether application for them is pending. In the case of certain absences more than three consecutive work days, the Company may request a note from the employee's doctor.

If an employee's absence extends beyond the period of accrued sick leave, the employee may submit a request for a leave of absence. In such cases a written statement from the

treating doctor may be required stating the employee's ability to return to their regular duties before they are allowed to return to work.

Unused sick leave does not carry over from year to year.

VACATION

Vacations provide a break beneficial to both the Company and the employee. Therefore, employees are encouraged to take vacations annually. Eligible employees include:

- Full-time non-exempt
- Exempt

Full time exempt or non-exempt Employees may use up to 2 Weeks of vacation annually at the discretion and approval of their Executive Director. Unused vacation does not carry over from year to year.

Vacations need to be scheduled with the Executive Director with sufficient notice to not disrupt the workplace.

Note that the only mandated time off policies are for Disability, Jury Duty and Military Leave but CMPAC does not pay salary for any of these. All others reasons for unpaid leave are at discretion of the Executive Director.

Comp time can be given in lieu of extra time worked over 40 hours if the comp time is granted in the same work week in which the employee exceeded 40 hours (rule applies to part time and full time employees)

HEALTH AND WELFARE BENEFITS

CMPAC does not grant health benefits at this time. See your Executive Director for further information.

TEMPORARY DISABILITY LEAVE

The Company recognizes that a temporary disability may preclude an employee's attendance at work. In such cases, the Company does not have a predetermined specified period in which this unpaid leave is granted. Rather, the Company will attempt to reasonably accommodate the needs of the employee as well as the needs of the Company. If a leave is granted, any extensions will be subject to the same considerations.

Employees that request a temporary disability leave must do so in writing. That request should be accompanied by a doctor's statement identifying the temporary disability, the date and the estimated date of return and, where appropriate, diagnosis and prognosis. Should the employee's expected return date change, the employee should notify the Company as soon as possible. Prior to returning to employment with the Company, employees will be required to submit written medical certification of their ability to work, including any restrictions. Upon returning to work, if employees qualify, they will be reinstated to their former position or one that is substantially the same, depending upon the availability of any position at that time.

Any unused accrued sick leave must be used prior to the effective date of the temporary disability leave. The Company may require the use of other accrued paid time off in accordance with state and federal medical leave regulations.

MILITARY LEAVE

If employees are on an extended military leave of absence, they are entitled to be restored to their previously held position or similar position, if available, without loss of any rights, privileges or benefits provided the employee meets the requirements specified in the Uniformed Services Employment and Reemployment Rights Act (USERRA).

An employee who is a member of the reserve corps of the armed forces of the United States or of the National Guard or the Naval Militia will be granted temporary leave of absence without pay while engaged in military duty as required by state employment law. A letter from the employee's commanding officer is required to establish the dates of duty.

JURY SERVICE LEAVE

If an employee is summoned to report for jury duty, they will be granted an unpaid leave of absence when the employee notifies and submits a copy of the original summons for jury duty to their supervisor or Executive Director. The Company reserves the right to request that they seek to be excused from or request postponement of jury service if the absence from work would create a hardship to the Company.

Any fees received for jury duty, including travel fees, are to be retained by the employee. Employees are to report to work on any day, or portion thereof that is not actually spent in the performance of jury service. For each week of jury duty, a certificate of jury service will be certified by the Court and filed with the Company no later than Wednesday of the following week.

WITNESS LEAVE

If an employee is the victim of a crime, has been subpoenaed to serve as a witness in a criminal case, or is exercising their rights under the family court act, the employee will be granted a leave without pay for such time as it is necessary and reasonable to meet with

the district attorney or attend court proceedings. The employee must provide at least one day of notice and the Company may request proof of the need for leave.

VOTING LEAVE

Employees who do not have four consecutive hours off while the polls are open may take up to two hours of paid leave to vote. Unless the Company and employee otherwise agree, voting time off must be at the end or beginning of the shifts as designated by the Company. Employees must give at least two days' notice of the need for leave time to vote.

BEREAVEMENT LEAVE

A full-time employee of the Company may request a leave of absence without pay for a maximum of three working day(s) upon the death of a member of their immediate family. Members of the immediate family are defined as parents, spouse/domestic partner, child, sibling, grandparent, grandchild, parent-in-law, and corresponding step-relatives. Proof of death may be required.

HEALTH, SAFETY, AND SECURITY

NON-SMOKING

Smoking is not permitted in any Company buildings, facilities, work sites, or vehicles. Employees wishing to smoke should do so during their break times, outside Company buildings in designated areas, and in accordance with local ordinances.

DRUG AND ALCOHOL

The Company is dedicated to providing employees with a workplace that is free of drugs and alcohol. For the safety of our employees and customers, the Company reserves the right to test any employee for the use of illegal drugs, marijuana, or alcohol under state, federal, or local laws. This may be done in cases where the employee's job carries a risk of injury or accident due to such use, or if there is an apparent inability to perform the duties required of that position. Specific jobs may, at the Company's discretion, require regular drug testing. Drug or alcohol tests may be conducted after an accident or with reasonable suspicion of impairment while on the job. Under those circumstances the employee may be driven to a certified lab for the test at the Company's expense.

Any employee found to use, sell, possess or distribute drugs that are illegal under state, federal or local laws, including marijuana, or any unauthorized drugs (including excessive quantities of prescription or over-the-counter drugs) while on the Company premises, performing Company-related duties, or while operating any Company equipment is subject to disciplinary action, up to and including termination of employment. Any suspected illegal drugs confiscated will be turned over to the appropriate law enforcement agency.

Any employee taking medication should consult a medical professional to determine whether the drug may affect their personal safety or ability to perform the essential functions of the job and should advise their supervisor or Executive Director of any job limitations. Upon notification of job limitations, the Company will make reasonable efforts to accommodate the limitation.

The moderate use of alcohol at Company approved meetings, with business meals, travel, and entertainment or in an appropriate social setting is not prohibited by this policy.

To the extent any federal, state or local law, rule, or regulation limits or prohibits the application of any provision of this policy, then to the minimum extent necessary and only for that geographical area, this policy is deemed to be amended in compliance.

REASONABLE ACCOMMODATIONS

It is the policy of the Company to comply with all the relevant and applicable provisions of the federal Americans with Disabilities Act (ADA) and Pregnancy Discrimination Act (PDA), as well as state and local laws concerning the hiring and employment of individuals with temporary and ongoing disabilities. Pregnant workers may also have impairments

related to their pregnancies that qualify under the ADA. The Company will not discriminate against any qualified employee or job applicant because of a person's physical or mental disability with respect to any terms, privileges or conditions of employment, including, but not limited to hiring, advancement, discharge, compensation and training.

Employees who become disabled should notify their supervisor or Executive Director if the conditions of the disability impair their ability to perform the essential functions of their position. Where necessary and feasible, reasonable accommodations will be made for qualified disabled employees to perform the essential functions of the job in question, as long as the accommodation does not cause the Company undue hardship. The Company will also make reasonable accommodations for employees who have work-related limitations stemming from pregnancy, childbirth or a related medical condition. This may include temporary transfer to a less strenuous or less hazardous position, if an employee so requests upon the advice of their health care provider, as long as the accommodation does not cause the Company undue hardship.

All employees are required to comply with safety standards. Applicants who pose a direct threat to the health or safety of other individuals in the workplace, which cannot be eliminated by reasonable accommodation, will not be hired. Current employees who pose a direct threat to the health or safety of the other individuals in the workplace will be placed on appropriate leave until a decision has been made by management in regard to the employee's immediate employment situation.

INJURY AND ACCIDENT RESPONSE AND REPORTING

In the event that an employee becomes injured or witnesses an injury during working hours, they must report it immediately to the nearest available supervisor or Executive Director. Employees are to render any assistance requested by supervisor, or Executive Director. Questions asked by law enforcement or fire officials making an investigative report should be answered giving only factual information and avoiding speculation. Liability for personal injury or property damage should never be admitted in answering an investigatory question asked by law enforcement or fire officials.

When any accident, injury, or illness occurs while an employee is at work, regardless of the nature or severity, the employee must obtain an injury reporting form and complete and return the form to Human Resources as soon as possible. Reporting should not be allowed to delay necessary medical attention. Once the accident is reported, follow-up will be handled by Human Resources or the designated Safety Officer. The employee may not return to work without the permission of Human Resources or the Safety Officer.

In addition to compliance with safety measures imposed by federal Occupational Safety and Health Act (OSHA) and state law, the Company has an independent interest in making its facilities a safe and healthy place to work. The Company recognizes that employees may be in a position to notice dangerous conditions and practices and therefore

encourages employees to report such conditions, as well as all non-functioning or hazardous equipment, to a supervisor or Executive Director immediately. Appropriate remedial measures will be taken when possible and appropriate.

Employees will not be retaliated or discriminated against for reporting of accidents, injuries, or illnesses, filing of safety-related complaints, or requesting to see injury and illness logs.

Please see your Executive Director for an accident form or other reporting process.

WORKERS' COMPENSATION

The Company provides insurance for all work-related injuries or illness. The name of the Company's workers' compensation insurance carrier and other pertinent information is posted. The carrier governs all insurance benefits provided by the Company. These contracts shall not be limited, expanded or modified by any statements of Company personnel or Company documents. Any discrepancies shall be determined by reference to the insuring contracts.

WORKPLACE VIOLENCE AND SECURITY

It is the intent of the Company to provide a safe workplace for employees and to provide a comfortable and secure atmosphere for customers and others with whom the Company does business. The Company has zero tolerance for violent acts or threats of violence.

The Company expects all employees to conduct themselves in a non-threatening, non-abusive manner at all times. No direct, conditional, or veiled threat of harm to any employee or Company property will be considered acceptable behavior. Acts of violence or intimidation of others will not be tolerated. Any employee who commits, or threatens to commit a violent act against any person while on Company premises will be subject to immediate discharge.

Employees within the Company share the responsibility in identification and alleviation of threatening or violent behaviors. Any employee who is subjected to or threatened with violence, or who is aware of another individual who has been subjected to or threatened with violence, should immediately report this information to their supervisor, Executive Director or designee. Any threat reported will be carefully investigated and employee confidentiality will be maintained to the fullest extent possible.

DRIVING SAFETY

The safety and well-being of our employees is of critical importance to the Company. We therefore each have a responsibility to not only protect ourselves when on the road but also should do our part to protect those around us. Employees that are required to drive on Company business will be expected to consistently follow all the safety procedures below.

1. All employees are expected to wear seat belts at all time while in a moving vehicle being used for Company business, whether they are the driver or a passenger.
2. Use of handheld devices, whether personal or Company-owned, while behind the wheel of a moving vehicle is strictly prohibited. This includes the use for making or receiving phone calls, sending or receiving text messages or e-mails, and downloading information from the web. If an employee needs to engage in any of these activities while driving, they must pull over to safe location and stop the vehicle prior to using any device.
3. Employees are required to turn off cell phones or put them on vibrate before starting their car. Employees may consider changing their voicemail message to indicate that they are unavailable to talk, as they are driving. Employees are permitted and encouraged to communicate to customers, associates, and business partners of the policy as an explanation as to why calls may not be returned immediately.
4. Although use of cell phones under any circumstances is strongly discouraged while driving, the use of hands-free technology may be warranted in emergency circumstances only.
5. The use of other handheld electronic devices, such as iPads, iPods, laptops, electronic readers, and the like are strictly prohibited while driving a vehicle on Company business.
6. Engaging in other distracting activities including, but not limited to, eating, putting on makeup, reading, or changing radio stations or music is also strongly discouraged while driving, even when in slow-moving traffic.
7. The use of alcohol, drugs, or other substances including certain over-the-counter cold or allergy medications that in any way impair driving ability is prohibited.
8. All employees are expected to follow all driving laws and safety rules, such as adherence to posted speed limits and directional signs, use of turn signals, and avoidance of confrontational or offensive behavior while driving.
9. All passengers must be approved by management in advance of travel.
10. Employees should never allow anyone to ride in any part of the vehicle not specifically intended for passenger use and/or any seat that does not include a working seat belt.
11. Employees must promptly report any accidents to local law enforcement as well as to the Company in accordance with established procedures.
12. Employees are also required to report any moving or parking violations received while driving on Company business and/or in Company vehicles.
13. Insurance must be maintained current as a term and condition of continuing employment in positions that require driving.

Employees are not to drive a personal vehicle for Company business unless authorized by the Executive Director to do so. If the job requires an employee to operate their personal vehicle, the employee shall be required to submit proof of a current and valid state driver's license. If employees use their own vehicle, either by authorization or

requirement to carry out the business of the Company, they must submit a photocopy of the cover page of their insurance policy covering that vehicle as proof of insurance.

If an employee is involved in an automobile accident while on Company business (in a personal or Company vehicle) they must report the accident to their supervisor or Executive Director immediately. Employees should request and obtain a police report and police investigation at the scene of the accident. Employees should not admit liability or guilt and should not apologize or say they are sorry under any circumstances, even if they believe they are at fault.

INCLEMENT WEATHER

This policy establishes guidelines for Company operations during periods of extreme weather and similar emergencies. The Company will remain open in all but the most extreme circumstances. Unless an emergency closing is announced, all employees are expected to report to work. However, the Company does not advise employees to take unwarranted risks when traveling to work in the event of inclement weather or other emergencies. Each employee should exercise their best judgment with regard to road conditions and other safety concerns.

Designation of Emergency Closing

Only by the authorization of the Executive Director will the Company cease operations due to emergency circumstances. If severe weather conditions develop during working hours, it is at the discretion of Management to release employees. Employees will generally be expected to remain at work until the appointed closing time.

Procedures during Closings

If weather or traveling conditions delay or prevent an employee's reporting to work, their immediate supervisor should be notified as soon as possible. If possible, such notification should be made by a telephone conversation directly with the supervisor. If direct contact is not possible, leaving a detailed voicemail message or message with another employee is acceptable.

An employee who is unable to report to work may use any accrued time off or take the day off without pay.

Pay and Leave Practices

When a partial or full-day closing is authorized by Management, the following pay and paid leave practices apply:

- Non-exempt hourly employees will be sent home for partial days. If paid time off is not available, employees will be excused from work without pay and without disciplinary action.

- Exempt employees will be expected to continue work from home if their job duties allow. The Company will pay the exempt employee's regular salary regardless, as outlined in the Exempt Employee Payroll Deductions policy.
- Exempt and non-exempt employees already scheduled to be off during emergency closings are charged such leave as was scheduled.

Other Work Options

The Executive Director may approve requests for employees to temporarily work from home, if doing so allows completion of work assignments.

WORKPLACE GUIDELINES

HOURS OF WORK

Employees are expected to be at their work area, ready to work at their scheduled time. Employees will be given their individual duty hours upon hire and at the time of any change in position. If the normal duty hours are changed or if the Company changes its operating hours, employees will be given written notice to facilitate any personal planning.

OFF-THE-CLOCK WORK

Non-exempt employees must accurately record all time worked, regardless of when and where the work is performed. Off-the-clock work (engaging in work assignments or duties that are not reported as time worked) is prohibited. No member of management may request, require, or authorize non-exempt employees to perform work without compensation. This includes checking email on personal devices after work hours. Any possible violations should be reported promptly to a supervisor or member of management.

MEAL PERIODS

All employees are entitled to take a compensated meal period each workday of 30 minutes per work day.

ATTENDANCE AND TARDINESS

Employee attendance is a major concern of the Company. Unsatisfactory attendance including tardiness and leaving work early is unacceptable performance. Employees will be rated in their performance appraisal in the categories of attendance and punctuality.

If an employee is ill, injured, or an unexpected emergency arises which prevents them from coming to work, the employee must notify their supervisor or Executive Director no later than 60 minutes before the start of their scheduled work day. If an employee's supervisor, Executive Director or designee is not available, the employee should contact a member of management. If an employee is physically unable to contact the Company, they should direct another person to make the contact on their behalf. Leaving a message with a fellow staff employee or with the answering service is not considered proper notification.

When an employee calls in absent they are to advise the Company of their expected date of return. Management reserves the right to require proof of illness, injury or accident, including a doctor's statement or notice for any temporary disability.

Repeated absences, excessive absences (excused or unexcused) or a pattern of absences are unacceptable job performance. If an employee is absent for three consecutive days and has not provided proper notification, the Company will assume that the employee

has abandoned their position and may be treated as having voluntarily terminated employment with the Company.

If an employee becomes ill at work they should notify their supervisor or Executive Director immediately. If an employee is unable to perform their job tasks they may be sent home for the remainder of the day or until able to work again.

Employees shall be at their workstation ready to begin work at the start of their scheduled work time or resumption of work duties. If employees are not prepared they will be considered tardy. Excessive tardiness, whether excused or unexcused, constitutes unacceptable work performance.

All absences are to be arranged as far in advance as possible. This includes vacations and time off for other reasons. If a doctor or dental appointment must be scheduled during the workday, it should be scheduled as early in the morning or as late in the afternoon as possible.

PERSONAL APPEARANCE AND HYGIENE

The Company requires all employees to present a professional image to the public and customers. Accordingly, employees must wear appropriate attire while at the office or conducting Company business.

Expensive clothing is not necessary for a well-groomed appearance. Clothing should be clean and neat in appearance. Employees should consider their level of customer and public contact and the types of meetings they are scheduled to attend in determining what attire is appropriate.

The Company wishes to provide a work environment that is free of safety hazards, offensive behavior and harassment of any kind. Therefore, the following are generally not acceptable especially while performing customer facing tasks:

- Bare feet, flip flops
- Spandex, sweats, or work out attire
- Pants, shorts, or skirts worn below the waistline
- Sexually provocative clothing or exposed undergarments
- Clothing with offensive slogans or pictures
- Clothing showing excessive wear and tear
- Any clothing or accessories that would present a safety hazard
- Tattoos that are not appropriate in content

All employees are expected to maintain clean and appropriate oral and bodily hygiene. Hair (including facial hair) should be clean and neat. Accessories should be moderate and businesslike and should not interfere with an employee's work. The excessive use of

perfume or cologne is unacceptable, as are odors that are disruptive or offensive to others or may exacerbate allergies.

The Executive Director is responsible for enforcing dress and grooming standards for their department. Any employee whose appearance does not meet these standards may be counseled. If the appearance is unduly distracting or the clothing is unsafe, the employee may be sent home to correct the situation.

Reasonable accommodation will be made for employees' sincerely held religious beliefs and disabilities whenever possible, consistent with the business necessity. If you would like to request an accommodation or have other questions about this policy, please contact your supervisor.

Note that creative job related tasks such as performances or rehearsals may require certain custom attire.

CONFIDENTIALITY

SEE THE CMPAC CONFIDENTIALITY POLICY IN THE APPENDIX OF THIS DOCUMENT

SOLICITATION AND DISTRIBUTION

The Company prohibits solicitation and the distribution of literature during the working time of either employee; the solicitor or the employee being solicited. In addition, the Company prohibits solicitation and distribution in working areas at all times. This does not preclude employees from using their approved breaks and rest periods to solicit or distribute literature outside of working areas.

Individuals not employed by the Company are prohibited from soliciting or distributing literature on Company property at all times.

Failure to adhere to this policy may result in discipline, up to and including termination of employment.

CONFLICT OF INTEREST

The Company is judged by the collective and individual performance of its employees. The Company has a particular interest in preserving its reputation and the reputation of its employees for the utmost honesty and integrity. Thus, the Company holds itself and its employees to the highest standards of lawful and ethical conduct.

Employees must be very careful that their relationship with customers or vendors and other activities do not subject them or the Company to questions or undue criticism. Employees must refrain from engaging in any activity that could be in conflict with their status as a Company employee. This includes the use of an employee's position with the Company for personal profit, advantage, or entering into transactions or relationships where it may appear that an employee has a conflict of interest, are improperly benefiting from an affiliation with the Company, or are violating laws governing fiduciary relationships. Good judgment should supplement these provisions to avoid even the appearance of impropriety.

If an employee has questions about the propriety of a transaction or activity, they should seek guidance from their supervisor or Executive Director. If necessary, employees should seek written approval before proceeding. Please see the required CMPAC Board Approved Conflict of Interest Policy that follows (please see your Executive Director for a paper copy of this policy):

CMPAC CONFLICT OF INTEREST DISCLOSURE QUESTIONNAIRE

(See Executive Director for this form)

BUSINESS GIFTS

The Company wants at all times to avoid the appearance of impropriety in the acceptance of gifts from business contacts or customers. It is the policy of the Company that employees are prohibited from either directly or indirectly asking, demanding, exacting, soliciting, or seeking anything of value for themselves or for any other person or entity.

Employees are also prohibited from either directly or indirectly accepting, receiving, or agreeing to receive anything of value for themselves or for any other person or entity (other than employee paychecks from the Company) for, or in connection with any transaction or business of the Company that has a value of \$50 or more. If an employee is promised, offered, or given anything of value from any member, prospective member, customer, or prospective customer for, or in connection with any transaction or business of the Company, employees are to advise their supervisor or Executive Director at once.

OUTSIDE ACTIVITIES

Employees may engage in outside employment or personal educational activities during non-working hours, provided that such activities do not interfere with their job performance or constitute a conflict of interest. Prior to accepting outside employment, employees are to notify their supervisor or Executive Director in writing. The notice must contain the name of the potential company, the title and nature of the position, the number of working hours per week, and the time of scheduled work hours. If the position constitutes a conflict of interest or interferes with the employee's job, at any time, employees may be required to terminate such activity.

REPORTING IRREGULARITIES

It is the responsibility of each employee of the Company to immediately report any and all irregularities indicating actual or suspected existence of loss, fraud, embezzlement, or similar impairment of Company funds or property and suspicious persons or activity.

If an employee's actual or constructive knowledge of any irregularity exists and the employee does not report it to their supervisor or Executive Director, that employee has engaged in unacceptable job performance.

INSPECTIONS AND SEARCHES

Any items brought to or taken off of Company premises, whether property of the employee, the Company, or a third party, are subject to inspection or search unless prohibited by state law. Desks, lockers, workstations, work areas, computers, USB drives, files, e-mails, voice mails, etc. are also subject to inspection or search, as are all other assets owned or controlled by the Company. The Company may monitor any telephone conversation employees have on Company owned or controlled equipment, premises, or property. Any inspection or search conducted by the Company or its designees may occur at any time, with or without notice.

CMPAC INTERNET USAGE AND EMAIL POLICY

PLEASE SEE THE APPENDIX FOR THE CMPAC APPROVED INTERNET USAGE AND EMAIL POLICY

Social Media

The Company understands that social media can be a fun and rewarding way to share an employee's life and opinions with family, friends, and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist employees in making responsible decisions about their use of social media, we have established these guidelines for appropriate use of social media. This policy applies to all employees of the Company.

Guidelines

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the internet, including to an employee's own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board, or a chat room, whether or not associated or affiliated with the Company, as well as any other form of electronic communication.

The same principles and guidelines found in Company policies apply to employee activities online. Ultimately, employees are solely responsible for what they post online. Before creating online content, employees should consider some of the risks and rewards that are involved. Employees should keep in mind that any conduct that adversely affects an employee's job performance, the performance of fellow employees, or otherwise

adversely affects members, customers, suppliers, people who work on behalf of the Company, or the Company's legitimate business interests may result in disciplinary action up to and including termination.

Know and Follow the Rules

Carefully read these guidelines, the General Conduct Guidelines, the Sexual and Other Unlawful Harassment and Anti-Bullying policies, and ensure your postings are consistent with these. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated.

Be Respectful

Employees should always be fair and courteous to fellow employees, customers, members, suppliers, or people who work on behalf of the Company. Also, employees should keep in mind that they are more likely to resolve work-related complaints by speaking directly with their co-workers or by utilizing our Complaint Procedure than by posting complaints to a social media outlet. Nevertheless, if an employee decides to post complaints or criticism, they should avoid using statements, photographs, video, or audio that reasonably could be viewed as malicious, obscene, threatening, or intimidating; that disparage customers, members, employees, or suppliers; or that might constitute harassment or abusive conduct. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or Company policy.

Be Honest and Accurate

Employees should make sure they are always honest and accurate when posting information or news and if they make a mistake, it should be corrected quickly and they should be open about any previous posts they have altered. The internet archives almost everything; therefore, even deleted postings can be searched. Employees should never post any information or rumors that they know to be false about the Company, fellow employees, members, customers, suppliers, and people working on behalf of the Company or competitors.

Post Only Appropriate and Respectful Content

- Employees should maintain the confidentiality of Company trade secrets and private or confidential information. Trades secrets may include information regarding the development of systems, processes, products, know-how and technology. Employees should not post internal reports, policies, procedures or other internal business-related confidential communications.
- Financial disclosure laws must always be respected. It is illegal to communicate or give a "tip" on inside information to others so that they may buy or sell stocks or securities.

- Employees should not create a link from their blog, website or other social networking site to a Company website without identifying themselves as a Company employee.
- Only personal opinions should be expressed. Employees should never represent themselves as a spokesperson for the Company unless authorized to do so using the companies official social media presence. If the Company is a subject of the content they are creating, they should be clear and open about the fact that they are an employee and make it clear that their views do not represent those of the Company, fellow employees, members, customers, suppliers or people working on behalf of the Company. If an employee does publish a blog or post online related to the work they do or subjects associated with the Company, they should make it clear that they are not speaking on behalf of the Company. It is best to include a disclaimer such as “The postings on this site are my own and do not necessarily reflect the views of the Company.”

Using Social Media at Work

Employees must refrain from excessive use of social media while on work time or on Company equipment, unless it is work-related as authorized by the Executive Director or consistent with the Electronics Assets Usage policy. Employees may not use Company email addresses to register on social networks, blogs, or other online tools utilized for personal use.

Retaliation is Prohibited

The Company prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation.

Media Contacts

Employees should not speak to the media on the Company’s behalf without authorization from an Executive Director.

For More Information

If an employee has questions or needs further guidance, they should contact their Executive Director.

COMPANY PHONE USAGE AND PERSONAL CELL PHONES

The telephones of the Company are to be restricted to business calls for Company business. All employees are required to be professional and conscientious at all times when using Company phones. The use of personal cell phones or other devices during working hours should be held to a reasonable limit. Reasonableness of cell phone usage will be determined by management.

PERSONAL PROPERTY

The Company is not liable for lost, misplaced, or stolen personal property. Employees should take all precautions necessary to safeguard their personal possessions. While the

Company does not prohibit personal items in the office, desks and office areas are to be kept as neat and organized as possible. Employees should refrain from having their personal mail sent to the Company because mail may be automatically opened.

PARKING

All parking is at an employee's own risk. It is recommended that employees and visitors lock their vehicle and take other appropriate safeguards. Employees are not to park in areas reserved for visitors.

EMPLOYMENT SEPARATION

RESIGNATION

Employees are requested to provide a minimum of two weeks' written notice of their intent to resign. An employee's notice of resignation to voluntarily terminate employment with the Company should be submitted to their supervisor or Executive Director. An exit interview may be requested.

TERMINATION

All employment with the Company is at-will employment. This means that the employee has not been hired for a specified duration, but that they can terminate their employment with the Company or the Company can terminate the employment relationship at any time, with or without cause, and with or without prior notice. An employee's at-will employment status cannot be changed by any oral modifications.

PERSONAL POSSESSIONS AND RETURN OF COMPANY PROPERTY

Any Company property issued to employees, such as computer equipment, keys, tools, parking passes or Company credit cards must be returned to the Company at the time of employment separation. Employees may be responsible for any lost or damaged items. Upon separation of employment employees are to remove their personal possessions from all Company property.

PLEASE SEE THE CMPAC APPROVED INTELLECTUAL PROPERTY POLICY IN THE APPENDIX OF THIS DOCUMENT

APPENDIX

CONFIDENTIALITY AND NON-DISCLOSURE POLICY

Effective March 5, 2016

Approved by the Board of Directors, March 5, 2016

Members of the Board, Directors, officers, employees, office volunteers and contractors (“Recipients”) are expected to protect confidential information obtained at CMPAC. The protection of this information is essential to the security of the employees, patrons, and the work of CMPAC. All Recipients will be required to acknowledge their understanding of this policy by signing the attached ACKNOWLEDGEMENT.

Such confidential information includes, but is not limited to, the following examples:

- compensation data
- audience lists
- donor lists and amounts
- marketing information and strategies
- financial information
- programming information
- corporate plans and strategies
- pending projects and proposal

Recipients who improperly use or disclose CMPAC confidential information will be subject to disciplinary action, even if they do not actually benefit from the disclosed information. The Recipient’s obligation to protect the confidential information of CMPAC continues even after termination of employment.

ACKNOWLEDGMENT

I acknowledge that I have received and have read CMPAC’s Confidentiality and Non-Disclosure Policy. I agree that if there is any policy or provision in the policy I do not understand, I will seek clarification from the Office of the President/Vice-President.

Date: _____

Signature: _____

Print Name: _____

END OF DOCUMENT

INTERNET USAGE AND EMAIL POLICY

Approved by the Board of Directors, January 17, 2017
Effective 17-Jan-2017

Objective

CMPAC recognizes that use of the Internet and e-mail has many benefits and can make workplace communication more efficient and effective. Therefore, "Employees" and other "Users" (including but not limited to Members of the Board, Directors, Staff, Contractors and Volunteers) are encouraged to use the Internet and e-mail systems appropriately. Unacceptable use of the Internet and e-mail can place CMPAC and others at risk. This policy outlines the company's guidelines for acceptable use of the Internet and e-mail.

Scope

This policy must be followed in conjunction with other CMPAC policies governing appropriate workplace conduct and behavior. CMPAC complies with all applicable federal, state and local laws as they concern the employer/employee relationship, and nothing contained herein should be construed to violate any of the rights or responsibilities contained in such laws.

Use Guidelines

CMPAC has established the following guidelines for employee use of the company's technology and communications networks, including the Internet and e-mail, in an appropriate, ethical and professional manner.

- 1 All technology provided by CMPAC including computer systems, communications networks, company-related work records and other information stored electronically, is the property of the company and not the Employee and/or User. In general, use of the company's technology systems and electronic communications should be job-related and not for personal convenience.
- 2 Employees and Users may not use CMPAC's Internet, e-mail or other electronic communications to transmit, retrieve or store any communications or other content of a defamatory, discriminatory, harassing or pornographic nature. No messages with derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, physical attributes or sexual preference may be transmitted. Harassment of any kind is prohibited.
- 3 Disparaging, abusive, profane or offensive language; materials that might adversely or negatively reflect on CMPAC or be contrary to its legitimate business interests; and any illegal activities—including piracy, cracking, extortion, blackmail, copyright infringement and unauthorized access to any computers on the Internet or e-mail—are forbidden.
- 4 Copyrighted materials belonging to entities other than CMPAC may not be transmitted by Employees and/or Users on the company's network without permission of the copyright holder. Employees and/or Users must respect all copyrights and may not copy, retrieve, modify or forward copyrighted materials, except with permission or as a single copy for reference only. Saving copyright-protected information to a network drive without permission is prohibited. Sharing the URL (uniform resource locator or "address") of an Internet site with other interested persons for business reasons is permitted.

5 Employees and/or Users may not use the system in a way that disrupts its use by others. This includes sending or receiving

excessive numbers of large files and "spamming" (sending e-mail to thousands of users.)

6 To prevent contamination of CMPAC technology and communications equipment and systems by harmful computer viruses, downloaded files should be checked for possible infection through the IT department. Also, given that many browser add-on packages (called "plug-ins") may not be compatible with other programs and may cause problems for the systems, downloading plug-ins is prohibited without prior permission from IT.

7 Every Employee and/or User of CMPAC is responsible for the content of all text, audio or image files that he or she places or sends

over the company's Internet and e-mail systems. No e-mail or other electronic communications may be sent that hide the

identity of the sender or represent the sender as someone else. CMPAC's corporate identity is attached to all outgoing e-mail communications, which should reflect corporate values and appropriate workplace language and conduct.

8 E-mail and other electronic communications transmitted by CMPAC equipment, systems and networks are not private or confidential, and they are the property of the company. Therefore, CMPAC reserves the right to examine, monitor and regulate e-mail and other electronic communications, directories, files and all other content, including Internet use, transmitted by or stored in its technology systems, whether onsite or offsite.

9 Internal and external e-mail, voice mail, and text messages are considered business records and may be subject to discovery in the event of litigation. Employees and/or Users must be aware of this possibility when communicating electronically within and outside the company.

CMPAC's Right to Monitor and Consequences for Misuse

All company-supplied technology, including computer systems, equipment and company-related work records, belongs to CMPAC and not to the employee user or other user. Employees and/or Users understand that the company routinely monitors use patterns, and Employees and/or Users should observe appropriate workplace discretion in their use and maintenance of such company property.

Because all the computer systems and software, as well as e-mail and Internet connections, are the property of CMPAC, all company policies apply to their use and are in effect at all times. Any employee and/or User who abuses the company-provided access to e-mail, the Internet, or other electronic communications or networks, including social media, may be denied future access, and, if appropriate, be subject to disciplinary action up to and including termination, within the limitations of any applicable federal, state or local laws.

Questions Regarding the Use of CMPAC Technology

If you have questions regarding the appropriate use of CMPAC electronic communications equipment or systems, including e-mail and the Internet, please contact your supervisor.

ACKNOWLEDGMENT

I acknowledge that I have received and have read CMPAC's Internet Usage and Email Policy. I agree that if there is any policy or provision in the policy I do not understand, I will seek clarification from the President/Executive Director.

Date: _____

Signature: _____

Print Name: _____

END OF DOCUMENT

INTELLECTUAL PROPERTY POLICY

Effective March 5, 2016

Approved by the Board of Directors, March 5, 2016

A. Work for Hire - Employee

Unless otherwise agreed in writing, all work created by CMPAC employees within the scope of their employment at CMPAC for the use of the organization shall be defined as “work for hire” under the Copyright Act of 1976 and as such are the property of CMPAC, with CMPAC retaining all ownership, copyrights and/or future licensing rights. CMPAC shall have the irrevocable and perpetual rights to use work for hire with no additional compensation to employee. This includes but is not limited to logos, graphics, website design and content, curriculum created for educational programming, plays created or adapted for the CMPAC main stage or educational programs, montages or medleys whether video, audio or live created for CMPAC special events such as galas or benefit dinners, etc.

The location of all files and work product needs to be communicated to an employee’s supervisor prior to their last work day. No files or work product may be duplicated or removed without the express written consent of the President/Vice-President. Exceptions to this policy may be made in advance of the start of a project with the mutual written approval of CMPAC executive management and the employee(s) affected.

This includes, but is not limited to, electronic mail messages, voice mail messages, computer files, passwords, computer data, and information obtained from on-line services and the Internet. CMPAC reserves the right to access, monitor, intercept and/or disclose any of the foregoing information for any purpose at any time.

B. Work for Hire - Contractor

When an independent contractor is hired to create or to do work for CMPAC, the scope of the independent contractor’s work will be specified in a **written agreement**. Unless otherwise specified in the written agreement any works created as part of the contracted work will become the property of CMPAC, with CMPAC retaining all ownership, copyrights and/or future licensing rights. CMPAC shall have the irrevocable and perpetual right to use the work for hire with no additional compensation to the independent contractor. This includes but is not limited to logos, graphics, website design and content, curriculum created for educational programming, plays created or adapted for the CMPAC main stage or educational programs, montages or medleys whether video, audio or live created for CMPAC special events such as galas or benefit dinners, etc.

Unless otherwise specified, as a condition of hiring, the independent contractor will be required to enter into the attached **Agreement - Work for Hire/Assignment**.

All files and work product need to be provided to the independent contractor's CMPAC liaison prior to his/her last work day. No files or work product may be duplicated or removed without the express written consent of the President/Vice-President. Exceptions to this policy may be made in advance of the start of a project with the mutual written approval of CMPAC executive management and the independent contractor(s) affected.

This includes, but is not limited to, electronic mail messages, voice mail messages, computer files, passwords, computer data, and information obtained from on-line services and the Internet. CMPAC reserves the right to access, monitor, intercept and/or disclose any of the foregoing information for any purpose at any time.

**AGREEMENT
WORK FOR HIRE/ASSIGNMENT**

This is an Agreement between _____ (“Contractor”) and Creative Ministries, Inc. dba CM Performing Arts Center (“Commissioning Party”) confirming that Contractor has been hired by Commissioning Party to create the _____ (nature of work, text, lyrics, screenplay, artwork, logo, etc) _____ entitled “ _____ ” in consideration of US \$1.00 and for other good and valuable consideration, the receipt, sufficiency and reasonably equivalent value of which are hereby acknowledged.

Contractor acknowledges that the Work(s) are being created by Contractor as a “work made for hire” under the United States Copyright Act or any similar or analogous law or statute of any other jurisdiction, and, at all stages of development, the Work(s) shall be and remain the sole and exclusive property of Commissioning Party. The Commissioning Party shall be considered the sole author thereof for purposes of the U.S. Copyright Act.

If for any reason the results and proceeds of the Contractor’s services hereunder are determined at any time not to be a “work made for hire”, Contractor irrevocably transfers and assigns to Commissioning Party all right, title and interest, including without limitation, all worldwide copyrights, and proprietary rights, as well as all renewals and extensions thereto, in and to the Work(s).

This Agreement, its construction and enforcement shall be governed entirely by the laws of the State of New York without regard to choice of law principles.

This Agreement expresses the complete understanding of the parties.

Agreed and Acknowledged:

Dated: _____

Name:

Title:

Address:

Agreed and Acknowledged:

Dated: _____

Name:

Title:

Creative Ministries, Inc. dba CM Performing Arts Center

931 Montauk Highway

Oakdale, New York 11769

END OF DOCUMENT

Creative Ministries, Inc. dba CM Performing Arts Center (“CMPAC”)

RECORD RETENTION AND DESTRUCTION (“RRD”) POLICY

Effective 2-May-2016

Approved by Board of Directors, May 2, 2016

Statement of Policy

This policy covers all records and documents, regardless of physical form, contains guidelines for how long certain documents should be kept and how records should be destroyed. The policy is designed to ensure compliance with federal and state laws and regulations, to eliminate accidental or innocent destruction of records and to facilitate the operation of Creative Ministries, Inc. dba CM Performing Arts Center (“CMPAC”) by promoting efficiency and freeing up valuable storage space.

Any document that is to be destroyed that has passed its expiration date will either be destroyed by shredding, burning or other means to make the document permanently unreadable.

Retention Schedule and Administration

CMPAC’s Record Retention Schedule is set forth in **Appendix A**. The _____ (“Administrator”) shall administer this Policy. The Administrator is also authorized to: make modifications to the Record Retention Schedule from time to time to ensure that it is in compliance with local, state and federal laws and includes the appropriate document and record categories for CMPAC; monitor local, state and federal laws affecting record retention; annually review the record retention and disposal program; and monitor compliance with this policy.

Electronic Documents and Records

Electronic documents will be retained as if they were paper documents. Therefore, any electronic files that fall into one of the document types in Appendix A will be maintained for the appropriate amount of time. If an employee has sufficient reason to keep an email message, the message should be printed in hard copy and kept in the appropriate file or moved to an “archive” computer title folder.

Suspension of Record Disposal in the Event of Litigation or Claims

No director, officer, employee, volunteer or agent of CMPAC shall destroy, dispose of, conceal, or alter any record or document while knowing that it is or may be relevant to an anticipated or ongoing investigation or legal proceeding conducted by or before a federal, state or local government agency, including tax and regulatory agencies, law enforcement agencies, and civil and criminal courts, or an anticipated or ongoing internal investigation, audit or review conducted by CMPAC.

During the occurrence of an anticipated or ongoing investigation or legal proceeding as set forth above, the Administrator shall suspend any further disposal of documents until such time as the Administrator, with the advice of counsel, determines otherwise. The Administrator shall take such steps as necessary to promptly inform all staff of any suspension in the further disposal of documents.

CMPAC-RRD Policy - Appendix A
Records Retention Schedule

File Category	Item	Retention Period
Corporate Records	Articles of Incorporation	Permanent
	By-laws	Permanent
	Annual Reports to Secretary of State	Permanent
	Board and Board Committee meeting minutes	Permanent
	Board Policies/Resolutions	Permanent
	Conflict of Interest Disclosure forms	7 years after end of term /date of termination
Finance and Administration	Annual Audit Report and Financial Statements	Permanent
	Auditor Management Letters	Permanent
	Annual Audit Records, including work papers and other documents that relate to audit	7 years (after completion of audit)
	Check Register and Checks	7 years
	Checks (for important payments and purchases)	Permanent
	Bank Deposits and Statements	7 years
	Bank Reconciliations	7 years
	General Ledgers and journals	7 years
	Accounts Payable Ledgers and schedules	7 years
	Accounts Receivable Ledgers and schedules	7 years
	Notes Receivable Ledgers and schedules	7 years
	Payroll Records	7 years
	Expense Records	7 years
	Electronic Payment records	7 years
	Investment performance reports	7 years
Investment Records	7 years after sale of investment	
Equipment files and maintenance records	7 years after disposition	
Loan Satisfaction	Permanent	
Administration	Contracts and Agreements	7 years after all obligations end
	Correspondence - general (including email)	3 years
	Correspondence - legal and important matters (including email)	Permanent
	Licenses and Permits	Permanent
Insurance	Policies - occurrence type	Permanent
	Policies - claims-made type	Permanent
	Accident Reports	7 years
	Safety (OSHA) reports	7 years
	Claims	7 years after settlement
	Group Disability records	7 years after end of benefits
	Fire Inspection Reports	7 years
Real Estate	Deeds & Bills of Sale	Permanent
	Mortgages, security agreements	Permanent
	Leases (expired)	7 years after all obligations end
Tax	IRS Application for Tax-exempt Status (Form1023)	Permanent
	IRS Exemption Determination Letter & related correspondence	Permanent
	State Sales Tax Exemption Letter	Permanent
	Charitable organization registration statements (filed with NYS Attorney General)	7 years
	IRS Form 990s and tax returns	Permanent
	Tax Audit Closing letters	Permanent

	Withholding tax statements	7 or 10 years
	IRS Form I-9 (store separate from personnel file)	greater of 3 years after hiring, or 1 year after separation
	Tax bills/receipts/statements	7 years
	Correspondence with legal counsel or accountants, not otherwise listed	7 years after return is filed
Human Resources	Employee personnel files	Termination + 7 years
	Consultant contracts/files	7 years after all obligations end
	Employee applications and resumes - nonemployees	1 year
	Payroll Registers (gross and net)	7 years
	Time Cards/Sheets	3 years
	Employee Handbooks	Permanent
	Employee Orientation & Training materials	7 years after use ends
	Workers Comp claims	7 years after settlement
	Benefit Plans	Permanent
	Retirement and Pension Records	Permanent
Technology & Intellectual Property	Software Licenses and Support Agreements	7 years after all obligations end
	Trademarks/trademark registrations and related documents	Permanent
	Copyright and related documents	Permanent
	Patents and related documents	Permanent
Community Philanthropy	Approved grant applications, acknowledgement letters	7 years after completion of funded program
	Declined/withdrawn grant applications	7 years after application is declined or withdrawn
Development	Fund agreements (signed) and correspondence	Permanent
	Gift Acknowledgements	Permanent
	Trust Agreements and correspondence	7 years after termination of trust
Contribution Records	Records of Contributions	Permanent
	CMPAC's or other documents evidencing terms of gifts	Permanent

CMPAC-RRD Policy - **Appendix B**
ACKNOWLEDGEMENT

I, _____, the undersigned

(check one)

Employee

Officer and/or Director

Volunteer

of Creative Ministries, Inc. dba CM Performing Arts Center ("CMPAC") affirm that:

- a. I have received a copy of the CMPAC Records Retention and Destruction Policy;
- b. I have read and understand the policy; and
- c. I agree to comply with the policy.

Name:

Title:

REFERENCE:

For further information of Federal labor laws – employees may access this link:
<https://www.dol.gov/general/aboutdol/majorlaws>

CMPAC PERFORMING ARTS CENTER EMPLOYEE HANDBOOK ACKNOWLEDGEMENT

I acknowledge receipt of the Company's employee handbook. I agree to read the handbook and to follow the guidelines and policies set forth in the handbook and any amendments to the handbook along with the other policies and procedures of the Company.

I understand that I am not being hired for any definite period of time even though my wages are paid regularly. I further understand that I am an at-will employee and my employment can be terminated at any time, with or without cause and with or without prior notice either by the Company or myself. No promises or representations have been made to me that I can be disciplined or discharged from my employment with the Company only under certain circumstances or after certain events.

I am aware that the contents of the employee handbook are presented as a matter of information and that except for the at-will provisions, the handbook can be amended at any time. I realize that nothing in this handbook is intended to infringe upon my rights under Section Seven (7) of the National Labor Relations Act (NLRA). Additionally, I am hereby made aware that under the Defend Trade Secrets Act I may not be held criminally or civilly liable under federal or state trade secret laws if I disclose a trade secret to a government official or attorney solely for the purpose of reporting or investigating a violation of law, or in a complaint or document filed in a lawsuit, if that filing is made under seal.

I understand and agree that the handbook is for informational purposes only and is not intended to create a contract, nor is it a contract of employment or continuing employment between myself and the Company. I also understand that neither the handbook nor any policy of the Company is a guarantee or promise of employment or continuing employment. I am aware that Company policy requires employees to be hired at-will and this policy cannot be changed by any oral modifications. My at-will employment status with the Company has been fully explained and I have been given an opportunity to ask questions regarding Company policies and my at-will employment status.

Signature

Printed Name

Date