



RECEIPT OF EMPLOYEE HANDBOOK

I certify that I have received a copy of the Terrell Chamber of Commerce Employee Handbook and that I understand that it is the property of the Terrell Chamber of Commerce and is to be returned to the CEO upon termination.

This handbook describes important information about Terrell Chamber of Commerce, and I understand that I should consult my supervisor or the CEO regarding any questions not answered in the handbook

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur, except the Terrell Chamber of Commerce policy of employment-at-will. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the CEO of Terrell Chamber of Commerce has the ability to adopt any revisions to the policies in this handbook.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

I also certify by my signature below that, if hired, my employment will be at will. This means and I understand, that if hired, I am free to terminate my employment, and similarly Terrell Chamber of Commerce may terminate my employment at any time, with or without cause.

NOTICE: Please return this receipt and certification to your supervisor or CEO after you read the manual. This receipt will become part of your personnel file.

EMPLOYEE'S SIGNATURE

DATE

EMPLOYEE'S NAME (PRINTED)

Terrell Chamber of Commerce Employee Handbook

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Introductory Statement

Welcome! As an employee of the Terrell Chamber of Commerce, you are an important member of a team effort. We hope that you will find your position with the Chamber rewarding, challenging and productive.

Because our success depends upon the dedication of our employees, we are highly selective in choosing new members to join our team. We look to you and the other employees to contribute to the success of the Terrell Chamber.

Mission Statement

The mission of the Terrell Chamber of Commerce is to improve the prosperity of the businesses, industries and citizens of Terrell through economic development of the area. We help our members make connections through regularly scheduled events organized by the Chamber to bring the business community together.

The Nature of Our Business

Community & Tourism

When visitors come to Terrell to attend a meeting, a special event, a sporting event or to visit local points of interest, the community attracts outside money into the community. These visitors purchase meals, lodging, fuel and groceries as well as shop for clothing, furniture, appliances, gifts etc. while here. Events and meetings are also an excellent way to introduce new people to the community who may later choose to buy, build, live or work here, move their business here or retire here.

Economic Development

Economic Development creates jobs, attracts new payroll dollars, attracts new families to move in and near Terrell and generates additional sales and profits for all local businesses. It funds most of the city government maintenance and operations. Economic Development provides new opportunities for investment to the existing tax base, enhances sales tax receipts and creates additional commercial, service and retail jobs through increased demand for products and services.

Internal Operations

Promote an affirmative and interactive membership program. Develop and maintain programs that generate sources of funding. Achieve effective and efficient internal Chamber operations.

Legislative Advocacy

Businesses can and should have a strong voice in city, county and state government through a strong chamber of commerce.

Company Statement of Position

100 About This Handbook

To answer some of the questions you may have regarding the Terrell Chamber of Commerce and its policies, we have written this Handbook. The Handbook is designed to acquaint you with our goals, policies and benefits.

This Handbook supersedes any previous employee handbook or other written or verbal statement

of policy, which may have been previously issued by Terrell Chamber of Commerce. The policies set forth in this Handbook can be modified, revoked, or added at any time at the sole discretion of Terrell Chamber of Commerce, through its CEO. No other personnel have authority to alter the policies. Any revisions will substitute and replace prior policy or procedure statements and become a part of this Handbook. All employees will become subject to the new additions, deletions, or changes regardless of hire date. Neither the text of this Handbook, nor that of any policy or procedure statement of Terrell Chamber of Commerce is intended to be, or should be construed as, a contract of employment or as a contract guaranteeing continued employment.

101 Equal Employment Opportunity

We shall hire, promote, compensate, and provide terms, conditions, and privileges of employment solely on the basis of the personnel requirements of Terrell Chamber of Commerce and each individual's qualifications. In making personnel decisions, and in administering your personnel policies, we will not practice, tolerate, or condone discrimination because of race, age, color, religion, sex, national origin, disability, ancestry results of genetic testing, or any other category legally protected under applicable law. We will at all times comply with the letter and spirit of all national, state, and local laws pertaining to employment.

Terrell Chamber of Commerce does not discriminate on the basis of known disabilities, which are covered by the Americans with Disabilities Act or applicable state law. In addition, Terrell Chamber of Commerce will make reasonable accommodations to known disabilities to the extent such accommodations do not constitute undue hardship for the Chamber. Employees or applicants with covered disabilities who need reasonable accommodation in order to perform the essential functions of a job should request such accommodations.

Employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of the immediate supervisor or the CEO. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

102 At Will Employment

Although we hope that your employment relationship with us will be mutually rewarding, employment at Terrell Chamber of Commerce is at will, and may be terminated by you or by Terrell Chamber of Commerce at any time, for any or no reason, with or without cause and without previous notice.

103 Immigration Law Compliance

The Immigration Reform and Control Act of 1986 requires the Terrell Chamber of Commerce to verify the employment eligibility of all employees hired after November 6, 1986. In order to comply with this law, new employees are asked to provide proof of employment eligibility. Forms of identification required are listed on the back of the Employment Eligibility Verification Form I-9. Such documents must be presented to the Terrell Chamber of Commerce within the first three days of employment. If these documents cannot be presented on the employee's first day of employment, then proof indicating applications have been made for them must be presented. The documents must be presented within three days. This proof will then extend the grace period to 21 days at which time the documents must be presented. Failure to provide

documentation as required under the act will result in immediate termination.

Former employees who are rehired must also complete the form if they have not completed an I-9 with Terrell Chamber of Commerce within the past three years, or if their previous I-9 is no longer retained or valid.

Employees with questions or seeking more information on immigration law issues are encouraged to contact their immediate supervisor or the CEO. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

104 Open Door Policy

Terrell Chamber of Commerce is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from Terrell Chamber of Commerce management.

Terrell Chamber of Commerce strives to ensure professional and honest treatment of all employees. Supervisors, and employees are expected to treat each other with mutual respect. Employees are encouraged to offer positive and constructive criticism.

If employees disagree with established rules of conduct, policies, or practices, they can express their concern through the problem resolution procedure. No employee will be penalized, formally or informally, for voicing a complaint with the Terrell Chamber of Commerce in a reasonable, business-like manner, or for using the problem resolution procedure.

Problem Resolution Procedure

If a situation occurs when employees believe that a condition of employment or a decision affecting them is unjust or inequitable, they are encouraged to make use of the following steps. The employee may discontinue the procedure at any step.

The employee presents problems to the immediate supervisor after an incident occurs. If the supervisor is unavailable or the employee believes it would be inappropriate, the employees' next contact will be the following individuals in the applicable chain of command.

1. Supervisor
2. CEO
3. Chairman of the Board

Not every problem can be resolved to everyone's total satisfaction, but only through understanding and discussion of mutual problems can employees and management develop confidence in each other. This confidence is important to the operation of an efficient and harmonious work environment and helps to ensure everyone's job.

Hiring Practices

200 Employment Categories

It is the intent of the Terrell Chamber of Commerce to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility.

Each employee is designated as either NONEXEMPT or EXEMPT from federal and state wage and hour laws. NONEXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws. EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws. An employee's EXEMPT or NONEXEMPT classification may be changed only upon written notification by Terrell Chamber of Commerce management.

In addition to the above categories, each employee will belong to one other employment category:

REGULAR FULL-TIME employees are those who are regularly scheduled to work Terrell Chamber of Commerce full-time schedule. Generally, they are eligible for the Terrell Chamber of Commerce benefit package, subject to the terms, conditions, and limitations of each benefit program.

PART-TIME employees are those who are regularly scheduled to work less than forty hours per week. Part-time employees are not eligible for benefits other than those mandated by applicable law.

201 Orientation Period

The purpose of the ninety-day (90) orientation period is to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. Terrell Chamber of Commerce uses this period to evaluate employee capabilities, work habits, and overall performance. Either the employee or Terrell Chamber of Commerce may end the employment relationship at will at any time during or after the orientation period, with or without cause or advance notice.

202 Employment Applications

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

Personal and Conduct Policies

300 Conflicts of Interest

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which Terrell Chamber of Commerce wishes the business to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact the CEO for more information or questions about conflicts of interest.

Transactions with outside firms must be conducted within a framework established and controlled by the executive level of Terrell Chamber of Commerce. Business dealings with outside firms should not result in unusual/personal gains for those firms. Unusual gain refers to bribes, product bonuses, special fringe benefits, unusual price breaks, and other windfalls

designed to ultimately benefit either the employer, the employee, or both. Promotional plans that could be interpreted to involve unusual gain require specific executive-level approval.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of Terrell Chamber of Commerce business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to an officer of Terrell Chamber of Commerce as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain in business dealings involving Terrell Chamber of Commerce is strictly prohibited.

301 Outside Employment

Employees may hold outside jobs as long as they meet the performance standards of their job at Terrell Chamber of Commerce. All employees will be judged by the same performance standards and will be subject to Terrell Chamber of Commerce scheduling demands, regardless of any existing outside work requirements.

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

Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from individuals outside Terrell Chamber of Commerce for materials produced or services rendered while performing their jobs at Terrell Chamber of Commerce.

302 Non-Disclosure

The protection of confidential business information is vital to the interests and the success of the Terrell Chamber of Commerce. Employees who are exposed to confidential information may be required to sign a non-disclosure agreement as a condition of employment. Employees who improperly use or disclose confidential business information will be subject to disciplinary action, up to and including termination of employment, and legal action, even if they do not actually benefit from the disclosed information.

303 Access to Personnel Files

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

Personnel files are the property of Terrell Chamber of Commerce and access to the information they contain is restricted. Generally, only supervisors and management personnel of the Terrell

Chamber of Commerce who have a legitimate reason to review information in a file are allowed to do so. Copies of documents may only be made with the approval of the CEO.

Employees who wish to review their own file should contact the CEO. With reasonable advance notice, employees may review their own personnel files in Terrell Chamber of Commerce offices and in the presence of an individual appointed by Terrell Chamber of Commerce to maintain the file.

304 Employment Reference Checks

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

When references are requested on former Terrell Chamber of Commerce employees, the CEO will confirm only dates of employment, wage rates, and position(s) held. No references will be provided except through the CEO.

305 Personnel Data Changes

It is the responsibility of each employee to promptly notify Terrell Chamber of Commerce of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishments, and other such status employee reports should be accurate and current at all times. If any personal data has changed, the employee should notify the CEO.

306 Performance Evaluation

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, timely basis. A formal written performance evaluation will be conducted at the end of 90 days, and at the end of the year thereafter. Additional formal performance evaluations are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

307 Employee Conduct and Work Rules

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

All employees are expected to conduct themselves courteously and in a professional manner. It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of behavior or conduct that may not be tolerated and may result in disciplinary action, up to and including termination of employment as outlined in the Progressive Discipline Policy found in this Handbook:

- Damage, destruction, misuse, theft or inappropriate removal or possession of company property.
- Falsification of timekeeping, expense or other company records.
- Working under the influence of alcohol or illegal drugs.
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace,

on company business, or while operating employer-owned vehicles or equipment.

- Fighting or threatening violence in the workplace.
- Disorderly, indecent, immoral, abusive, boisterous or other disruptive activity in the workplace.
- Excessive absenteeism or tardiness.
- Excessive inefficiency to include wasting time or materials, defective workmanship, loitering or loafing, unnecessary conversation or visiting during work hours or otherwise hindering or interfering with the work of others.
- Negligence or improper conduct leading to damage of employer-owned or member-owned property.
- Excessive personal cellular telephone use during work hours or at workstations.
- Insubordination, refusal to comply with reasonable instructions, or other disrespectful or threatening conduct.
- Horseplay.
- Violation of safety or health rules and regulations or failure to report on-the-job accidents.
- Unwelcome or unlawful conduct whether physical, verbal or visual, that is upon a person's race, sex, religion, color, ancestry, national origin, veteran status, age, disability, or other legally protected group status. Examples of conduct prohibited by this policy include:
 1. Epithets, slurs, negative stereotyping or intimidating acts that are based on a person's protected status.
 2. Written or graphic material circulated within or posted within the workplace of a sexual nature.
 3. Sexual advances, requests or other conduct that shows hostility toward a person or persons because of their protected status that creates a hostile, intimidating or offensive work environment.
 4. Possession of weapons or other dangerous or unauthorized materials, such as explosives or firearms in company buildings or on company property.
- Violating the Chain of command (for example – going to another employee or board member rather than supervisor or CEO).
- Unauthorized absence from workstation during the workday.
- Unauthorized use of telephones, mail system, computer e-mail or Internet access, or other employer-owned equipment.
- Unauthorized disclosure of business secrets or confidential information.
- Use of tape recorders or other devices to record conversations by or with other employees without their knowledge and permission, except when authorized or directed by management.
- Using company paid time for an unauthorized purpose.
- Violating federal, state or local laws.
- Violation of personnel policies.
- Unsatisfactory performance or conduct.

All employees should refer questions or problems concerning the Employee Conduct and work rules to their supervisor.

Nothing in this section is intended to alter the at-will employment status. At all times, employment at will is at mutual consent of Terrell Chamber of Commerce and the employee, and

either party may terminate that relationship at any time, with or without cause, and with or without advance notice.

Off-duty Conduct – While the Terrell Chamber of Commerce does not seek to interfere with the off-duty and personal conduct of its employees, certain types of off-duty conduct may interfere with the Terrell Chamber of Commerce’s legitimate business interests. For this reason, employees are expected to conduct their personal affairs in a manner that does not adversely affect the Terrell Chamber of Commerce’s or their own integrity, reputation or credibility. Off-duty conduct by an employee that adversely affects the Terrell Chamber of Commerce’s legitimate business interests or the employee’s ability to perform his or her job will not be tolerated.

Member & Visitor Relations – Employees are expected to be polite, courteous, prompt, and attentive to every member and visitor. When an employee encounters an uncomfortable situation that he or she does not feel capable of handling, the CEO should be informed immediately.

308 Drug and Alcohol Use

This policy applies to all employees of Terrell Chamber of Commerce to provide and maintain a drug free workplace.

Persons who are subjected to and administered testing for drugs, inhalants, and/ or alcohol abuse are as follows:

- A. Employees involved in an incident that resulted in an injury.
- B. Employees involved in an incident that involved property damage.
- C. Reasonable suspicion that an employee is under the influence while at work.
- D. Periodic random testing may also be performed.

Employees to be tested for drugs and/ or alcohol will be escorted as needed to the medical facility determined by each operational area. These employees will be under visual observation at all times until completion of the testing.

The method of testing is to be established in conjunction with local medical facilities that will be responsible for the proper chain of custody required. Methods that are considered to be acceptable are:

- A. Urine samples taken and sent for processing at an accredited laboratory.
- B. Blood testing and/or breath analysis for alcohol use.

Employees who refuse to submit to drug and/ or alcohol testing shall be immediately terminated. The CEO involved will document this refusal and termination.

All information regarding these procedures will remain confidential. Only those personnel with a need-to-know will have access to information on individuals affected by the policy.

If the results of the test are returned from the laboratory and are shown to be negative, the person will be immediately recalled to work. The period of time that the person was in a suspension will be paid at the person's regular rate. The issue will then be closed.

The Terrell Chamber of Commerce will encourage and reasonably accommodate employees with

alcohol or drug dependencies to seek treatment and/or rehabilitation. Employees desiring such assistance should request a leave of absence. The Terrell Chamber of Commerce is not obligated, however, to continue to employ any person whose performance is impaired because of drug or alcohol use, nor is the Terrell Chamber of Commerce obligated to re-employ any person who has participated in treatment and/or rehabilitation. Employees who are given the opportunity to seek treatment and/or rehabilitation, but fail to successfully overcome their dependency or problem, will not automatically be given a second opportunity to seek treatment and/or rehabilitation.

This policy on treatment and/or rehabilitation is not intended to affect the Terrell Chamber of Commerce's treatment of employees who violate the regulations described previously. Rather, rehabilitation is an option for an employee who acknowledges a chemical dependency and voluntarily seeks treatment to end that dependency.

Employment with the Terrell Chamber of Commerce will cease if an employee tests positive for illegal drugs or alcohol and has refused the opportunity to seek treatment.

309 Sexual and other Unlawful Harassment

Terrell Chamber of Commerce is committed to maintaining a work environment that is free from illegal discrimination so that all employees are able to devote their full attention and best efforts to the job. Harassment, either intentional or unintentional, has no place in the work environment. Accordingly, the company does not authorize and will not tolerate any form of harassment of or by any employee (i.e., supervisory or non-supervisory) or non-employee based on race, sex, religion, color, national origin, age, disability, genetics, or any other factor protected by law. The term "harassment" for all purposes includes, but is not limited to, offensive language, jokes, or other verbal, graphic or physical conduct relating to an employee's race, sex, religion, color, national origin, age, disability, or other factor protected by law that would make the reasonable person experiencing such harassment uncomfortable in the work environment or which could interfere with the person's job performance. Individuals who complain about prohibited harassment are protected from retaliation of any sort. Terrell Chamber of Commerce is committed to conducting a prompt and thorough investigation of all complaints of illegal harassment.

Sexual Harassment - No employee, supervisor, manager or other person, whether or not employed by Terrell Chamber of Commerce shall engage in sexual or gender-based conduct that creates an intimidating, hostile, or offensive working environment. No supervisor, manager, or other member of management, regardless of title, shall threaten or suggest that another employee's refusal to submit to sexual harassment will adversely affect that person's employment, work status, evaluation, wages, advancement, assigned duties, shifts, or in other terms or conditions of employment. Similarly, no supervisor, manager, or member of board, regardless of title, shall promise, imply, or grant any preferential treatment in return for another employee's acceptance of conduct that is sexually harassing.

Definition Of Sexual Harassment- The legal definition for sexual "harassment" means sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when:

- A. submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions; or,
- B. such advances, requests or conduct have the purpose or effect of unreasonably interfering

with an individual's work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment.

Under these definitions, direct or implied requests by a supervisor for sexual favors in exchange for actual promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued employment constitute sexual harassment.

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

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct which is unwelcome, may constitute sexual harassment depending upon the totality of the circumstances including the severity of the conduct and its pervasiveness.

Unwelcome sexual advances- whether they involve physical touching or not;

Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess;unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;

Displaying sexually suggestive objects, pictures, cartoon;

Inquiries into one's sexual experiences.

All employees should take special note that, as stated above, retaliation against an individual who has complained about sexual harassment, and retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is unlawful and will not be tolerated by this organization.

Other Forms of Harassment Prohibited- All Terrell Chamber of Commerce employees are entitled to work in an atmosphere free of harassment of any kind. Employees may occasionally make statements or display or use words, objects or pictures that others could interpret as being insulting, derogatory, or slurs toward persons based upon their race, color, national origin, religion, sex, age, or could interfere with an employee's ability to perform their job, based on their protected status. Comments or actions of this type, even if intended as a joking matter among friends, are always inappropriate in the workplace and will not be tolerated. No supervisor, manager, department head, or other member of management should participate in such behavior and must take immediate action, including termination, if necessary, to stop others who are known or suspected of being involved in such conduct.

Complaints of Sexual Harassment- If any of our employees believes that he or she has been subjected to sexual harassment, the employee has the right to file a complaint with our organization. This may be done written or orally.

If you would like to file a complaint you may do so by contacting the CEO or other appropriate supervisory person. These persons are also available to discuss any concerns you may have and to provide information to you about our policy on sexual harassment and our complaint process.

Employees may bring their complaint of or observation of harassment to their supervisor. If the supervisor is part of the problem, report to the CEO or the next level of management under the Problem Resolution Procedure. If an employee is uncomfortable discussing the matter with individuals, or if the complaint or observation of harassment involves someone in the employee's direct line of command, the employee is urged to go to the CEO.

How Terrell Chamber of Commerce Will Investigate Complaints- Terrell Chamber of Commerce will thoroughly and promptly investigate all claims of harassment. The company will meet with the complaining employee to discuss the results of the investigation and, where appropriate, review the proposed resolution of the matter.

Disciplinary Action- If it is determined that inappropriate conduct has been committed by one of our employees, we will take such action as is appropriate under the circumstances. Such action may range from counseling to termination from employment, and may include such other forms of disciplinary action, as we deem appropriate under the circumstances.

310 Attendance and Punctuality

Every person who has been hired as a part of the Terrell Chamber of Commerce team is an essential part of the operation of our company. It is therefore essential that each and every person on our team be present and on time. Terrell Chamber of Commerce recognizes that there may be times when an employee cannot report to work.

Proper Notice Defined

If an absence is anticipated:

- A. Notify your Supervisor in advance in person.
- B. State the reason for the absence
- C. Indicate when you expect to return to work

If an absence cannot be anticipated:

- A. Notify your supervisor or CEO via a phone call within 1 hour of shift start. V
- B. State the reason for the absence
- C. Indicate when you expect to return to work.

Failure to give proper notice as required under this policy for two consecutive days is considered a voluntary quit and the employee will be removed from the payroll.

The reporting of an absence/ tardiness by you does not make the absence or tardy excused or unexcused, but it gives your supervisor the opportunity to work around your absence.

Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment

Leaving Work

- A. If an emergency when personal business or pressing personal circumstances which cannot be attended to outside working hours require you to leave your job at any time, permission must be requested from your supervisor or manager.
- B. Employees must clock out anytime they leave the premises for non-work-related reasons.

Employees must clock in/out for themselves. Any employee clocking in or out for another employee will be subject to termination.

Weather Days

The Terrell Chamber of Commerce follows TISD's directives when weather is questionable. If the schools are closed for weather, the Chamber is. If the schools have delayed opening, so does the Chamber. Unless you are notified by telephone or public announcement, you should assume that the office is operating and make every reasonable effort to report to work. In case of severe weather, such as ice storms, snow, flooding and so forth, you should assume that the office is operating and report for work depending upon the safety of the roads in your area. If you are unable to report to work due to weather, you should report your absence in the same manner as any other absence.

311 Personal Appearance

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image Terrell Chamber of Commerce presents to members and visitors.

During business hours, (including after hour events) employees are expected to present a clean and neat appearance and to dress according to the requirements of their positions and/or scheduled events. Employees who appear for work inappropriately dressed will be sent home and directed to return to work in proper attire. Under such circumstances, employees will not be compensated for the time away from work.

Staff should dress "business casual". Clothing is to cover the back, shoulders, and midriff. For example, sleeveless blouses are acceptable, but so-called tank shirts are not considered appropriate. Low-cut tops should also be avoided. Exposed undergarments and clothing with logos referring to alcohol and/or drugs are not acceptable. Hem length should not be more than 3 inches above the knee. On days when staff will be interacting with members or we have an event, less casual dress may be appropriate.

The Terrell Chamber of Commerce observes a casual dress day on Friday. Some employees who may have member contact or a professional event may not be permitted to participate in the casual dress day. Nice jeans may be worn on casual Friday and work days (cleaning, setting up for an event etc.).

Supervisors will use their discretion of what is appropriate attire.

312 Progressive Discipline

It is the policy of Terrell Chamber of Commerce to require acceptable levels of conduct and performance on the part of all employees. Employees who do not conduct themselves in a reasonable manner, or who do not perform in a reasonably acceptable manner, will be subject to

discipline, up to and including discharge. Although the Terrell Chamber of Commerce will endeavor to warn employees of improper conduct or performance, where appropriate, there are situations in which employment may be terminated, without prior notice. Some examples of these situations may include, but are not limited to: fraud, insubordination, dishonesty, use of a controlled substance during work hours or reporting to work while under the influence of alcohol or a controlled substance, not following the chain of command, assaulting or threatening a supervisor or other employee, football/sports pots or other forms of illegal gambling, and similar offenses of a serious nature. Any exchange of money between employees is not permitted on Terrell Chamber of Commerce property, without prior approval. If there is selling or collecting of money it has to be approved by the CEO. Employees are expected to report any incidents of theft or similar offenses to management.

313 Work From Home

Work from home days are a privilege, and can be taken away at the discretion of the Chamber President. Activity will be monitored and if standards are not met you will be asked to return to office. During hours (remotely) you must be accessible unless in a meeting that is documented on your calendar.

Employee Benefits

400 Employee Benefits

Eligible employees at Terrell Chamber of Commerce are provided a wide range of benefits. A number of the programs (such as Social Security, Workers Compensation, and unemployment insurance) cover all employees in the manner prescribed by law.

Benefits eligibility is dependent upon a variety of factors, including employee classification. The CEO can identify the programs for which the employee is eligible.

The following benefit programs are also available to eligible employees:

Holidays	Jury Duty Leave
Military Leave	Personal Leave
Retirement Plan	Sick Leave
Voting Time Off	Witness Duty Leave

401 Workers Compensation

Workers' Compensation is available at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment.

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

Recreational Activities and Programs – The Terrell Chamber of Commerce or its insurer will not be liable for payment of workers compensation benefits for any injury or illness that arises out of an employee's voluntary participation in any off-duty recreational, social or athletic activity that is not part of the employee's work related duties.

402 Health Insurance

After 90 days of employment with Terrell Chamber of Commerce, Regular Full Time Employees will be eligible for health insurance benefits. The effective date of the policy will be the 1st day of the following month. The Chamber will pay a set amount toward a health insurance policy or medical expense reimbursement account of the employee's choice, the amount paid may or may not pay the policy in full. The remainder of the expense for the policy or reimbursement account would be at the employee's expense.

403 Retirement Savings Plan

Terrell Chamber of Commerce will provide a percentage of the full time employee's annual salary monthly to a retirement plan agreed upon between the employee and the CEO. The percentage will be determined by the CEO and will not exceed 3%.

Employee Compensation

500 Timekeeping

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

Nonexempt employees should accurately record the time they begin and end their work by completing a timesheet. They should also record the beginning and ending time of any departure from work for personal reasons. Overtime work must always be approved before it is performed.

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

Regular full-time exempt employees are required to report work absences after 4 hours.

Absences exceeding accrued vacation, or sick time will not be paid, except in unusual circumstances when approved by the CEO or where necessary to maintain exempt status as required by state or federal laws. Salary will be paid on a pro-rata basis when unpaid absences are reported.

501 Work Schedules

The normal work schedule for all full time employees is eight hours a day, five days a week. Part time employees will set their schedules with the CEO

The workweek begins at 12:01 Sunday morning and ends 12:00 (midnight) Saturday night. This period is used for calculating pay and overtime.

The CEO will advise employees of the times their schedules will normally begin and end. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

502 Overtime

When operating requirements or other needs cannot be met during regular working hours, employees may be scheduled to work overtime hours. When possible, advance notification of these mandatory assignments will be provided. All overtime work must receive the supervisor's prior authorization. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.

Overtime compensation is paid to all nonexempt employees in accordance with federal and state wage and hour restrictions. Overtime pay is based on actual hours worked over 40 hours per week. Holiday, vacation and sick time will not be considered hours worked for purposes of performing overtime calculations.

Failure to work scheduled overtime or overtime worked without prior authorization from the supervisor may result in disciplinary action, up to and including possible termination of employment.

503 Payday

Paydays are on the 15th and end of the month, which is 24 pay periods a year.

504 Administrative Pay Corrections

Terrell Chamber of Commerce takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to their supervisor who will notify the CEO so that corrections can be made as quickly as possible.

505 Pay Deductions

The law requires that the Terrell Chamber of Commerce make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. The Terrell Chamber of Commerce also must deduct Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base." Terrell Chamber of Commerce matches the amount of Social Security taxes paid by each employee.

If an employee wishes to have pre-tax retirement pulled from their check, this needs to be set up with the Office manager.

Terrell Chamber of Commerce offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions in writing, from their paychecks to cover the costs of participation in these programs.

If an employee has questions concerning why deductions were made from their paycheck or how they were calculated, the supervisor can assist in having questions answered by the CEO.

Terrell Chamber of Commerce will abide by all state and federal laws pertaining to garnishment and tax levies.

Time Off Policies

600 Vacation

During the first five years of employment, except as provided below, regular full-time employees are entitled to 80 hours (10 days) vacation for each year of active service. The annual vacation entitlement increased to 120 hours after five years and 160 hours after ten years. Active service commences with an employee's first day of work and continues thereafter unless broken by a leave of absence or termination of employment. Part-time employees are not eligible for paid vacation. Vacation days do not roll over to the next year.

Employees do not become eligible to use accrued vacation until after 90 days of active service. Vacation schedules must be coordinated with your supervisor and approved by the CEO. Vacation request should normally be submitted to your supervisor at least 30 days in advance; failure to do so may be a basis for disapproval. Terrell Chamber of Commerce schedules determine permissible vacation periods, which employees may need to defer or otherwise adjust accordingly.

Upon voluntary termination of employment, and with two weeks notice, (preferably written) employees will be paid for unused vacation that has been earned through the last day of work. Earned but unused vacation will not be paid unless a two-week notice is given to the employee's immediate supervisor.

601 Holidays

Terrell Chamber of Commerce will grant holiday time off to all employees on the holidays listed below.

New Year's Day (January 1)
Martin Luther King, Jr.'s Birthday
Good Friday
Memorial Day (last Monday in May)
Independence Day (July 4)
Labor Day (first Monday in September)
Veteran's Day (Nov. 11th)
Thanksgiving (fourth Thursday in November and the following Friday)
Christmas Holiday (starts the day before Christmas Eve and end of the year)

Terrell Chamber of Commerce will grant paid holiday time off to all eligible employees who have completed 90 calendar days of service in an eligible employment classification. Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day not to exceed 8 hours. Eligible employee classification(s):
Regular full-time employees

To be eligible for holiday pay, employees must work the last scheduled day immediately preceding and the first scheduled day immediately following the holiday.

A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday. In certain circumstances, this policy may be changed as needed to meet customer requirements.

If a recognized holiday falls during an eligible employee's vacation, holiday pay will be provided instead of the vacation that would otherwise have applied.

602 Witness Duty

Terrell Chamber of Commerce encourages employees to appear in court for witness duty when subpoenaed to do so.

If employees have been subpoenaed or otherwise requested to testify as witnesses by Terrell Chamber of Commerce, they will receive paid time off for the entire period of witness duty.

Employees will be granted unpaid time off to appear in court as a witness when requested by a party other than Terrell Chamber of Commerce. Employees are free to use any available vacation hours to receive compensation for the period of this absence.

The subpoena should be shown to the employee's supervisor immediately after it is received so that operating requirements can be adjusted, where necessary, to accommodate the employee's absence. The employee is expected to report for work whenever the court schedule permits.

603 Jury Duty

Terrell Chamber of Commerce encourages employees to fulfill their civic responsibilities by serving jury duty when required.

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

Compensation received from the governmental entity for jury duty service will be retained by the employee. Terrell Chamber of Commerce will reimburse the employee up to 8-hour regular pay per day if the government compensation is less than the employee's regular 8-hour pay. To receive payment by the Terrell Chamber of Commerce, the check stub from the government entity must be submitted.

Vacation, sick and holiday benefits will continue to accrue during jury duty leave.

604 Time Off to Vote

Terrell Chamber of Commerce encourages employees to fulfill their civic responsibilities by participating in elections. Generally, employees are able to find time to vote either before or after their regular work schedule.

Advance notice is required so that the necessary time off can be scheduled at the beginning or end of the work shift; whichever provides the least disruption to the normal work schedule. Time off to vote is not paid.

605 Family and Medical Leave of Absence - Terrell Chamber of Commerce will comply with the Family and Medical Leave Act implementing regulations as revised effective January 16, 2009. Leave taken under this policy will be referred to as "FMLA leave." According to this policy FMLA is not mandatory for companies employing less than 50 employees, so at this time the Chamber will not offer FMLA.

606 Personal Leave

Terrell Chamber of Commerce provides leaves of absence without pay to eligible employees who wish to take time off from work duties to fulfill personal obligations. Regular full-time employees are eligible to request personal leave as described in this policy.

Eligible employees may request personal leave only after having completed 90 calendar days of service. As soon as eligible employees become aware of the need for a personal leave of absence, they should request a leave from their supervisor.

Personal leave may be granted for a period of up to 30 calendar days per rolling year. If this initial period of absence proves insufficient, consideration will be given to a written request for an extension of no more than 30 calendar days. With the supervisor's approval, an employee may take any available vacation as part of the approved period of leave.

Requests for personal leave will be evaluated based on a number of factors, including anticipated workload requirements and staffing considerations during the proposed period of absence.

During leave, employees will be responsible for the full costs of all benefits if they wish coverage to continue. When the employee returns from personal leave, benefits will again be provided by Terrell Chamber of Commerce according to the applicable plans.

When a personal leave ends, every reasonable effort will be made to return the employee to the same position, if it is available, or to a similar available position for which the employee is qualified. However, Terrell Chamber of Commerce cannot guarantee reinstatement in all cases.

IF AN EMPLOYEE FAILS TO REPORT TO WORK PROMPTLY AT THE EXPIRATION OF THE APPROVED LEAVE PERIOD, Terrell CHAMBER OF COMMERCE WILL ASSUME THE EMPLOYEE HAS RESIGNED

607 Military Leave

A military leave of absence will be granted to employees who are absent from work because of service in the U.S. Uniformed Services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Advance notice of military service is required unless military necessity prevents such notice or it is otherwise impossible or unreasonable.

The leave will be unpaid. However, employees may use any available paid time off for the absence.

Continuation of health insurance benefits and 401(k) is available as required by USERRA based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible.

Employees returning from military leave will be placed in the position they would have attained had they remained continuously employed or a comparable one depending on the length of military service in accordance with USERRA. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

Contact the CEO for more information or questions about military leave.

608 Bereavement

After completing six months of continuous employment, full time employees are eligible for a four-day bereavement leave. This time off is limited to the death of the employee's mother, father, sister, brother, spouse, child, stepchild, mother-in-law, father-in-law or grandparent. Exceptions may be considered and approved by the CEO on a case by case basis.

Facility Policies

700 Internet and eMail Usage

Terrell CHAMBER OF COMMERCE provides internet access and email to employees for business purposes only. Terrell CHAMBER OF COMMERCE does not provide email or internet access to employees for PERSONAL USE, and we request that you use discretion when using these tools. All email correspondence and records of locations visited on the internet are property of the company, and therefore can and will be reviewed at any time. The consequences of misusing the Internet and Email access could range from revocation of these privileges up to and including termination.

In order to maintain a clean and virus free email and information technology infrastructure, Terrell CHAMBER OF COMMERCE requires employees to follow some simple rules that will protect against potential problems:

Do not download from the Internet or bring any third party (not provided by Terrell Chamber of Commerce) software to install on your computer that is not business related

Do not use any CD's, or DVD's that have not been scanned for viruses.

Do not open or read any email from anyone whom you do not know.

Do not open any website links from email or documents that you do not know.

Do not open any attachment that you are not expecting. It is safer to just delete it.

Scan every attachment you receive for viruses prior to opening.

Terrell CHAMBER OF COMMERCE may provide training sessions at times to be determined to better familiarize employees with procedures to ensure safe web browsing and email use. Virus infection can result in significant financial loss due to system downtime and repair as well as loss of business function. All employees must use discretion when using the Internet and Email.

File Sharing

Terrell CHAMBER OF COMMERCE strictly prohibits the installation of any file sharing software such as LimeWire, Napster, iTunes, etc. on any workstation. These softwares do not assist in any daily operation of Terrell CHAMBER OF COMMERCE and will be removed if discovered. They also provide a way of sharing illegal content and generate legal liability that can be detrimental to Terrell CHAMBER OF COMMERCE. The consequences stated under the Internet and Email use section apply here.

701 Workplace Violence Prevention

Terrell Chamber of Commerce is committed to preventing workplace violence and to maintaining a safe work environment. Given the increasing violence in society in general, Terrell Chamber of Commerce has adopted the following guidelines to deal with intimidation,

harassment, or other threats of (or actual) violence that may occur during business hours or on its premises.

All employees, including supervisors and temporary employees, should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises of Terrell Chamber of Commerce without proper authorization. Should an employee choose to carry, he/she must go through the proper License to Carry certification and that license must be on file.

Conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public at any time, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor or any other member of management. This includes threats by employees, as well as threats by customers, vendors, solicitors, or other members of the public. When reporting a threat of violence, you should be as specific and detailed as possible. Outside governmental agencies may be called to control any event as necessary.

All suspicious individuals or activities should also be reported as soon as possible to a supervisor. Do not place yourself in peril. If you see or hear a commotion or disturbance near your workstation, do not try to intercede or see what is happening. If employees feel the threat of imminent danger, they should leave the area for a safer place.

Terrell Chamber of Commerce will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

Terrell Chamber of Commerce encourages employees to bring their disputes or differences with other employees to the attention before the situation escalates into potential violence. Terrell Chamber of Commerce is eager to assist in the resolution of employee disputes and will not discipline employees for raising such concerns.

702 Personal Visitors in the Workplace

To provide for the safety and security of employees and the facilities at Terrell Chamber of Commerce only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

703 Personal Property

Terrell Chamber of Commerce discourages having any personal property in the employee's

workplace. Therefore, Terrell Chamber of Commerce will not be responsible for any risk, liability, repair, or loss of personal property on any Terrell Chamber of Commerce properties.

704 Return of Property

Employees are responsible for all property, materials, or written information issued to them or in their possession or control. Employees must return all Terrell Chamber of Commerce property immediately upon request or upon termination of employment. Where permitted by applicable laws, Terrell Chamber of Commerce may withhold, with written authorization, from the employee's check or final paycheck the cost of any items that are not returned when required. Terrell Chamber of Commerce may also take all action deemed appropriate to recover or protect its property.

705 Emergency Closings

At times, emergencies such as severe weather, fires or power failures, can disrupt company operations. In extreme cases, these circumstances may require the closing of the work facility.

When operations are officially closed due to emergency conditions, the time off from scheduled work will be unpaid, unless the employee chooses to use earned vacation hours.

706 Security Inspections

Terrell Chamber of Commerce wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. Terrell Chamber of Commerce prohibits the possession, transfer, sale, or use of such materials on its premises. Terrell Chamber of Commerce requires the cooperation of all employees in administering this policy.

Desks, and other storage devices may be provided for the convenience of employees but remain the sole property of Terrell Chamber of Commerce. Accordingly, any articles found within them, can be inspected by any agent or representative of Terrell Chamber of Commerce at any time, either with or without prior notice.

707 Solicitation

In an effort to assure a productive and harmonious work environment, persons not employed by Terrell Chamber of Commerce may not solicit or distribute literature in the workplace at any time for any purpose unless authorized by management.

Employees that wish to advertise items for sale or fundraisers should ask permission from the CEO

708 Rest and Meal Periods

Each workday, employees are provided with two rest periods. Supervisors will advise employees of the regular rest period length and schedule. To the extent possible, rest periods will be provided in the middle of work periods. Since this time is counted and paid as time worked, employees must not be absent from their workstations beyond the allotted rest period time.

All full-time employees are provided with one meal period each workday. Supervisors will schedule meal periods to accommodate operating requirements. Employees will be relieved of all active responsibilities and restrictions during meal periods and will not be compensated for

that time.

709 Safety

To assist in providing a safe and healthful work environment for employees, customers, and visitors, Terrell Chamber of Commerce has established a workplace safety program. This program is a top priority for the Terrell Chamber of Commerce.

Terrell Chamber of Commerce provides information to employees about workplace safety and health issues through regular internal communication channels such as supervisor-employee meetings, bulletin board postings, memos, or other written communications.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify the appropriate supervisor

Safety Rules

You are expected to comply with the following safety rules for your protection:

1. Report any unsafe conditions, malfunctioning equipment, or any other items you believe are unsafe to your supervisor or department head immediately.
2. Use only approved climbing tools such as ladders and step stools; never use boxes, tables or chairs! Never use the top step of a ladder!
3. Never block a fire exit.
4. If there is a fire, report it immediately. Call 911 and give the location of the fire and activate the alarm. Follow the exit signs. If possible, remain in the area to assist other employees in evacuating the area.
5. Know where all firefighting equipment is located. Learn the location of fire extinguishers. Be sure and keep work areas free of oily rags and dispose of them in the proper container.
6. Running, horseplay, practical jokes, or unsafe behavior is not allowed.
7. Always keep your work area clean and orderly. Put things away as you use them.

VIOLATION OF THE SAFETY RULES MAY RESULT IN POSSIBLE DISCIPLINARY ACTION UP TO AND INCLUDING TERMINATION OF EMPLOYMENT.

710 Smoking

Smoking is not allowed in any enclosed area of the facility and in keeping in line with the City of Terrell ordinance, there is no smoking within 20 feet of any entrance or exit of the facility.

This policy applies equally to all employees and visitors.

711 Use of Phone and Mail Systems

Employees are required to reimburse Terrell Chamber of Commerce for any charges resulting from their personal use of the telephone and postage machine.

Telephone usage for personal business is discouraged and should be kept at a minimum. Violations of usage may cause the employee to be subject to disciplinary action, up to and including termination of employment.

712 Use of Equipment

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

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

The improper, careless, negligent, destructive, or unsafe use or operation of equipment can result in disciplinary action, up to and including termination of employment.

Public Relations

800 Public Relations

Inquiries from the news media regarding the company will be handled as follows:

A. During Working Hours: Calls from any media to the CEO concerning any newsworthy event.

B. Media Interface After Working Hours: Should there be a disaster that causes damage, loss of property, injury or loss of life to one of its employees while on the company premises, after working hours, contact should be made to locate and inform the following person(s): CEO and Chairman of the Board

C. Public Statement: Public statements will be given only after responsible parties have received the facts. No one is authorized to make any public statement unless having prior permission from the following. CEO and Chairman of the Board

Those listed above will be responsible for making any public statements for the Terrell Chamber of Commerce concerning any newsworthy event.

Separation Policies

900 Employment Termination

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

RESIGNATION - voluntary employment termination initiated by an employee.

DISCHARGE - involuntary employment termination initiated by the organization.

Since employment with Terrell Chamber of Commerce is based on mutual consent, both the employee and Terrell Chamber of Commerce have the right to terminate employment at will, with or without cause, at any time. Employees will receive their final pay in accordance with applicable state law.

Employee benefits will be affected by employment termination in the following manner with proper notice. All accrued, vested benefits that are earned will be paid at termination. Some benefits may be continued at the employee's expense if the employee so chooses. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

901 Resignation

Resignation is a voluntary act initiated by the employee to terminate employment with the company. Terrell Chamber of Commerce requests a two (2) week written notice from all employees.

Voluntary resignation - an employee who voluntarily resigns from employment shall receive only the wages due them for work actually performed to the date of separation. If a two-week notice is given to the immediate supervisor, unused earned vacation and sick time will be paid.

902 Discharge

Involuntary separation - an employee released for cause, will receive wages for work performed at the time of separation. Unused, accrued vacation or sick time will be forfeited.