



EFFECTIVE - JULY 1, 2019

ACOG

ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS

EMPLOYEE HANDBOOK

THIS HANDBOOK SUPERSEDES ALL PREVIOUS POLICIES AND HANDBOOKS.

association of central oklahoma governments

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EMPLOYEE HANDBOOK

PREFACE

We would like to welcome you to the Association of Central Oklahoma Governments and wish you every success here. We believe that every employee contributes directly to the success of the organization, and we hope that you will take pride in being a member of our team.

In June 1966, the Association of Central Oklahoma Governments (hereafter referred to as “ACOG,” or the Association) was formed by local units of government in Canadian, Cleveland and Oklahoma counties. In 1971, the Governor of Oklahoma designated ACOG as a sub-state planning district for Central Oklahoma, and local governments in Logan County joined ACOG. From the beginning, ACOG has been committed to united action by local governments to address common problems. ACOG’s Board of Directors (elected officials from member cities, towns and counties) has served the vital function of providing a forum to discuss mutual needs and develop regional solutions.

INTRODUCTION AND PURPOSE OF HANDBOOK

Our Association’s Employees are its most important resource. While our products and our services are also important, ACOG grows because of its people and their resourcefulness and devotion to superior service and technological assistance. Our ability to reach our goals largely depends on the efforts of a cohesive and disciplined team—one in which each Employee has an important and essential role. The Association desires to provide an organized and pleasant work place and to achieve uncommon results for our stakeholders. Compensation, benefits and a good working environment for our Employees are all important to that end. Having disciplined rules are also important to the long-term development of a cohesive and successful team. This Employee Handbook and its framework for our employment activities were developed with these concepts in mind.

The Board is responsible for enacting the Policies for Personnel Administration, which are detailed in this handbook. This Employee Handbook is provided for your use as a ready reference and summary of some of the Association’s personnel procedures, work rules and some of the Association’s benefits. Accordingly, you will find it to your advantage to read the entire manual promptly so that you will have a complete understanding of the material covered.

Please understand that this Handbook only highlights certain of the Association’s procedures and rules and only generally describes current benefits. It is by no means exhaustive. There are a number of procedures and rules dealing with our business, which are established by laws, regulations and standards that are dictated by state and federal authorities and are followed by the Association. There are also summary plan descriptions or other materials, which outline current health insurance or medical plans and retirement benefits in more detail. Also, this Handbook cannot anticipate every situation or answer every question about employment matters. For this reason, you should always contact your supervisor or Human Resources if you have a circumstance or question for which you cannot locate an answer in the Handbook.

Circumstances obviously may require that the procedures, rules and benefits described in the Handbook change from time to time. Consequently, ACOG reserves the right to modify, supplement, amend, delete or otherwise change any policy, practice, procedure, benefit or working condition at any time, ***except for the provision of AT WILL employment***, as it deems appropriate in its sole and absolute discretion. All such amendments, supplements and rescissions will be

circulated electronically. While ACOG will attempt to provide you with notice of change to these policies, we reserve the right to do so without notice. Revisions may be in the form of memoranda, but updates to the Handbook will be distributed as soon as practicable. Please keep your copy of the Handbook readily available and insert the updated material promptly so that it remains current. A copy may be found under documents in the electronic payroll system's Employees Self Service.

This Handbook applies to all the Employees of the Association without regard to the location of the Employees' employment, or the Employee's position in the Association.

THE ASSOCIATION'S PERSONNEL PHILOSOPHY AND EQUAL EMPLOYMENT POLICY

The Association's employment objective is to select personnel who meet high standards of personality, character, educational and occupational qualifications, who can carry on our work competently, who have capacity for growth and who will become a living part of our organization.

The Association realizes that its fundamental strength and future growth depend directly upon the contribution made by each person within its organization, that productivity and efficiency result from real job satisfaction and from the opportunity each person receives and accepts for his or her individual self-development.

The Association believes that all persons are entitled to equal employment opportunity and does not discriminate against its Employees or applicants because of race, color, religion, sex, national origin, age, sexual orientation, gender identity, pregnancy, marital status, disability, veteran status, genetic information or any other basis prohibited by federal, state or local law. Retaliation is strictly prohibited against employees who complain about perceived discrimination. If any employee feels that they have been discriminated against based on one of the qualifications listed above, please see your supervisor, Human Resources, or another member of management. Equal employment opportunity will be extended to all persons in all aspects of the Employer-Employee relationship, including but not limited to recruitment, hiring, training, education, compensation, promotion, transfer, discipline, layoff and termination, and benefits and assignments.

EMPLOYMENT AT WILL

It is the policy of the Association that all Employees who do not have a written, individual employment contract with the Association for a specific, fixed term of employment are employed AT WILL for an indefinite period. This means that the Association can terminate Employees' employment at any time, for any reason, with or without cause. At the same time, Employees may terminate their employment with the Association at any time for any reason. Additionally, as ACOG is funded by Federal and State funds, cessation/decrease in such funds may be cause for reduction in force.

No Association representative is authorized to orally modify the AT WILL policy for any Employee or to enter into any oral agreement contrary to this policy. Any statements contained in this Handbook or any other Employee memoranda, employment applications or other material provided to applicants and Employees may not modify this policy. All policies shall be approved by the ACOG Board of Directors, and no Employee, regardless of position, shall have the authority to modify any policy without Board approval. Association policies and practices are not to be considered as creating any contractual obligation on the Association's part or as stating in any way that termination will occur only for "just cause" or only under any particular set of circumstances. Likewise, use of discretionary methods of progressive discipline or specific statements in this

handbook or other Association documents that certain conduct will be grounds for dismissal are not intended to restrict the Association's right to terminate an Employee AT WILL.

BENEFITS OF EMPLOYMENT

REASONABLE ACCOMMODATION FOR QUALIFIED INDIVIDUALS WITH DISABILITIES

It is Association policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training, or other terms, conditions, and privileges of employment.

Additionally, the Americans with Disabilities Act (ADA) requires employers to reasonably accommodate qualified individuals with disabilities. It is the policy of the Association to comply with all Federal, state, and local laws concerning the employment of persons with disabilities.

An individual who can be reasonably accommodated for the job in question, without undue hardship, will be given the same consideration for that position as any other employee or applicant.

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 threat 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 an organizational decision has been made in regard to the employee's immediate employment situation.

The Executive Director and Human Resources are responsible for implementing this policy, including resolution of reasonable accommodation, safety, and undue hardship issues.

PAID TIME OFF FROM WORK - PAID LEAVES OF ABSENCE

All time off must be requested through the electronic payroll system using the Time Off Request Module.

ANNUAL LEAVE

Annual leave is accrued per pay period based on years of service. Employees may not take annual leave until they have successfully completed their 90-day orientation period. If an employee leaves ACOG after successfully completing the orientation period, provides and works the adequate notice period as defined in this Handbook under the section entitled "resignation", and is not terminated for cause, he/she will be paid for his/her unused accumulated annual leave.

Years of Service	Hours Per Pay Period	Maximum Days/Year	Maximum Accumulation
0.1 – 5.0	3.75	12	20
5.1 – 10.0	4.06	13	25
10.1 – 15.0	4.69	15	25
15.1 – 20.0	5.63	18	30
20.1 +	6.25	20	30

ACOG encourages employees to take their allotted annual leave each year. Management believes employees perform more effectively by refreshing themselves through annual leave. Employees should schedule annual leave in consultation with their immediate supervisor. Annual leave will be granted by the supervisor based on seniority and the workload of the individual employee.

Part-time employees who work 1,000 or more hours per year receive prorated annual leave pay. The paid annual leave percentage is calculated on a calendar year basis by dividing the actual number of hours worked by the employee during the calendar year by ACOG's annual full-time work hours (1,950 hours).

This policy applies to all employees except as amended in written, individual employment contracts.

SICK LEAVE

Full-time employees of ACOG accrue 4.69 hours of sick leave per pay period and may accumulate up to a maximum of forty-five (45) days or 337.5 hours of sick leave. If an employee takes more than three (3) consecutive days of sick leave, the Executive Director may require a doctor's certificate verifying the illness. **Employees do not receive pay for unused sick leave upon termination from employment with ACOG.** Sick leave may be used for illness, injury, and doctor or dental appointments.

Part-time employees who work 1,000 or more hours per year receive prorated sick leave. The paid sick leave percentage is calculated on a calendar year basis by dividing the actual number of hours worked by the employee during the calendar year by ACOG's annual full-time work hours (1,950 hours).

An Employee who wishes to take time off due to the death of an immediate family member is guaranteed up to 3 days of sick leave for bereavement but may request additional days of sick leave if needed. An Employee's immediate family includes the following: spouse, children, siblings, parents, grandparents and the spouse's associated family as defined above.

DONATED LEAVE

ACOG recognizes that employees may have a family emergency that causes a severe impact to them resulting in a need for additional time off in excess of their available sick leave and annual leave. Qualifying events are the same as those under the Family and Medical Leave qualifying illness or non-job-related injuries for employees. To address this need, all eligible employees will be allowed to donate sick time from their unused balance to their co-workers in need in accordance with the policy outlined below. This policy is strictly voluntary.

- **Eligibility** - Employees who donate sick time must be employed with ACOG for a minimum of 1 year.
- **Request** - Donated leave will only be available for FMLA qualifying events. Employees who would like to make a request to receive donated sick time from their co-workers must have a situation that meets the following criteria:
 1. **Family Health Related Emergency**- Critical or catastrophic illness or injury of the employee or an immediate family member that poses a threat to life and/or requires inpatient or hospice health care or that falls under the FMLA guidelines. Immediate family member is defined as spouse, child, parent or other relationship in which the employee is the legal guardian or sole caretaker.

- **Donation** - Employees who donate sick time from their unused balance must adhere to the following requirements
 1. **Donation minimum** - 4 hours
 2. **Donation maximum** - the lesser of 37.5 hours or 50% of their current Sick leave balance.

Note: Employees who donate time must have sufficient time in their balance and will not be permitted to exhaust their balances due to the fact that they may experience their own personal need for time off. Employees cannot borrow against future sick time to donate.

- Employees who receive donated sick time may receive no more than 150 hours within a rolling 12- month period.
- Employees who are currently on an approved leave of absence cannot donate sick time.
- Employees who would like to make a request to receive donated sick time are required to complete a Donation of Sick Time Request Form, which includes authorization to present their request to Human Resources for the sole purpose of soliciting donations.
- Employees who wish to donate sick leave to a co-worker in need must complete a Donation of Sick leave Form.

All forms should be returned to Human Resources.

- Requests for donations of sick leave must be approved by Human Resources, the employee's immediate Supervisor and the Executive Director.

If the recipient employee has available sick/annual time in their balance, this time will be used prior to any donated sick time. Donated sick time may only be used for time off related to the approved request. Sick time donated that is in excess of the time off needed will be returned to the donor.

ADMINISTRATIVE LEAVE

Absence with pay for administrative purposes may be granted by the Executive Director. Such leave must be for a good cause as determined by the employer. This leave shall not exceed five (5) working days per year unless exceptional circumstances exist. The Executive Director may require the Employee surrender their key card/fob while on Administrative leave.

The Executive Director may grant administrative leave with pay in the event of extreme weather conditions or in the event of a man-made, technological, or natural disaster or emergency. Such administrative leave when approved by the Executive Director is not counted against the earned annual leave credit of employees. In the event of weather conditions or disaster in which the Executive Director does not grant administrative leave, employees may use their annual leave or comp time.

Absence without pay may be required by the Executive Director at his/her discretion until an issue is resolved or the Employee's employment is terminated. Some of the situations that may result in an absence without pay may include, but are not limited to, the following: for the safety of the staff, suspicion of criminal activity by an Employee or ethical violations pertaining to ACOG's established policies and operation.

SEVERE WEATHER POLICY

ACOG will make every effort to maintain normal work hours even during inclement weather. The Executive Director shall have the authority to officially close the office due to inclement weather in which case the Executive Director may grant Administrative Leave. Employees should decide if they feel they are unable to make it to work safely and will be allowed to use annual leave or comp time if they choose not to come in due to weather conditions. In some circumstances, the Executive Director may allow an employee to perform their work from home or an alternate location in the event of inclement weather.

If neither annual leave nor comp time is available, the employee will not be paid for the day. All employees who are unable to report to work should call their department supervisor and report their absence at least thirty (30) minutes prior to the start of their work day, if they are able to reach a phone, or it may be considered an unexcused absence.

Time absent from work shall not be counted as hours worked when computing weekly overtime.

On days when weather conditions worsen as the day progresses, ACOG may decide to close early. In such cases, a decision and an announcement will be made by the Executive Director and employees will be granted Administrative Leave. Employees will be expected to remain at work until the appointed closing time, unless their flextime day ends prior to that time, or unless they receive permission from their department supervisor to do otherwise. If an employee has already taken leave and has not come in for the day, they will not be granted Administrative Leave.

VOTING LEAVE

Although polls are open for extended hours, the Association realizes there may be occasions on which you do not have sufficient time before or after your work schedule to make it to the polls. If you have a problem in this respect, you must notify your supervisor at least one (1) day in advance so that we can make arrangements for you to have the necessary time off to vote. Your supervisor will have the discretion to select the hours you will be excused for voting purposes.

JURY DUTY LEAVE

The Association believes in the responsibility of all citizens to exercise civic responsibility. Jury duty is one such civic responsibility. All Employees summoned for jury duty will be excused from work.

An Employee called to serve on jury duty must notify his/her supervisor immediately and may be required to show proof of his/her calling, as well as proof of service. When the court dismisses the Employee, the Employee is expected to return immediately to work, regardless of the hours remaining in the workday. Employees must keep supervisors informed of the time they will be required to be absent for jury duty.

TIME OFF FROM WORK - UNPAID LEAVES OF ABSENCE

PERSONAL LEAVE OF ABSENCE / LEAVE WITHOUT PAY

All employees wishing to take an unpaid personal leave of absence must make written application to their supervisor. The Executive Director will determine if the leave of absence will be granted. If granted, the Employee shall enter the leave request into the electronic payroll system as with any other request for leave.

Employees requesting a personal leave of absence will be required to use any accrued and unused annual leave and/or sick leave (if applicable) before unpaid leave time will be granted. Once all

accrued paid leave has been exhausted, personal leaves of absence are without pay or other benefits. Employees returning from a personal leave of absence are not guaranteed reemployment, which is subject to availability of a position for which the employee is qualified.

Initial requests for leave without pay shall be granted for not more than six (6) weeks; extensions shall be granted for not more than an additional six (6) weeks depending on the circumstances. Leave without pay may be cancelled at any time by the Executive Director. The employee will be given written notice of such cancellation and allowed seven (7) calendar days to return to work.

MILITARY LEAVE

The Association will pay the difference between regular and military pay for up to two (2) weeks leave for any Employee who is required to attend annual training or service with a branch of the uniformed United States military or any reserve or National Guard unit. Where an employee will be out for an extended period of time, such leave will be without pay; however, at the Employee's option, accrued annual leave can be substituted for all or a portion of this unpaid leave. In addition, Full-time Employees may be eligible for accrual of certain benefits during the period that they are away on military leave. Employees should notify the Association as soon as possible of the dates they will be absent due to military leave. The employee should provide the association with a copy of their military orders as soon as possible.

If an Employee is drafted or enlists in active duty in a branch of the United States military, the Employee may be entitled to reinstatement with the Association at the end of such service. In this regard, the Association strictly complies with applicable federal statutes. Upon notification that an Employee is going on military leave, the Association will provide the Employee with a written USERRA statement outlining the Employee's rights concerning his or her work and entitlement to Employee benefits.

FAMILY AND MEDICAL LEAVE ACT OF 1993

Employees may be eligible for up to twelve (12) weeks of leave pursuant to the Family and Medical Leave Act of 1993. To be eligible for such leave, employees must have been employed by the Association for at least twelve (12) months in the last seven (7) years and must have worked at least 1,250 hours in the twelve (12) consecutive months preceding the Employee's request for leave.

The Association provides unpaid leave in any "rolling" twelve (12)-month period measured from the date an employee uses any FMLA Leave (for the following reasons) in accordance with the Family and Medical Leave Act of 1993 ("FMLA"). Upon submission and approval of a leave of absence request, eligible employees are entitled to leaves of absence (FMLA Leave) as follows:

- Up to a total of twelve (12) weeks unpaid leave for the following categories:

Birth/Adoption/Foster Care Leave: An employee may take leave in connection with the birth of the employee's natural child or the placement of a child with the employee for adoption or foster care. An employee's entitlement to leave for birth or placement of a child expires twelve (12) months after the birth or placement.

Family Leave: An employee may take leave to care for his or her son or daughter, spouse or parent with a serious health condition.

Medical Leave: An employee may take leave in connection with his or her own serious health condition which renders the employee unable to perform his or her job duties.

- Up to a total of twenty-six (26) weeks unpaid leave for the following category:

Military Leave: The Association provides unpaid leave (upon submission and approval of a leave of absence request) in any "rolling" twelve (12)-month period measured from the date an employee uses any FMLA Leave for care of a spouse, son, daughter, parent, or nearest blood relative who is a recovering service member. A recovering service member is defined as a member of the Armed Forces who suffered a serious injury or illness while on covered active-duty that may render the person unable to perform the duties of the member's office, grade, rank or rating. This leave is also available to family members of veterans for up to five years after a veteran leaves service if he or she develops a service-related injury or illness that was incurred or aggravated while on active duty. This provision is in accordance with the Family and Medical Leave Act of 1993 ("FMLA").

As the National Defense Authorization Act for Fiscal Year 2010 provides, covered active duty under the FMLA means:

- In the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and
- In the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in Section 101(a)(13)(B) of Title 10, United States Code.

Additionally, a total of twelve (12) weeks of unpaid leave is provided to the immediate family members (spouses, children or parents) of Reservists, members of the National Guard and members of any regular component of the Armed Forces who have "qualifying exigencies." "Qualifying exigencies" are defined as* short-notice deployment, military events and related activities, child care and school activities, financial and legal arrangements, counseling, rest and recuperation, post-deployment activities and additional activities where the employer and employee agree to the leave.

* Qualifying exigencies are not available for any medical purposes.

The Association will require a health care provider's certification of either the employee's or the family member's serious health condition, whichever is applicable. Copies of acceptable forms are available from the Association. The forms must be returned to Human Resources within fifteen (15) days of the date of the eligibility/designation notice.

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, we are asking that you not provide any genetic information when responding to this request for medical information. "Genetic Information" as defined by GINA includes an individual's family medical history (see exception below), the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services. Exception: "family medical history" IS required to the extent and where necessary to make the medical certification complete and sufficient under the FMLA.

Employees are required to follow the Association's call-in procedure policy for reporting an absence, absent unusual circumstances. When it is foreseeable for the birth or placement of a child or for planned medical treatment, an employee who wishes to take leave under this policy must

give reasonable, advance notice and must submit a written leave of absence request for approval prior to the commencement of the leave. In most circumstances, a "reasonable, advance notice" means thirty (30) days. When it is not possible to give advance notice -- for example, an unforeseeable medical emergency -- the employee must notify a supervisor as soon as practicable, ordinarily within one (1) or two (2) business days of when the employee learns of the need for leave. The form to be used for requesting Family and Medical Leave is an "Employee Request for Leave of Absence" form available from the Association. The Association also has the right to designate an absence as Family and Medical Leave on its own volition, consistent with applicable laws and regulations even if the employee does not request it.

If a husband and wife are both employed by the Association, they are limited to a combined total of twelve (12) workweeks during any twelve (12)-month period if leave is taken for birth or placement for adoption or foster care.

FMLA leave may be taken "intermittently" or on a "reduced leave schedule" under certain circumstances. Intermittent leave is FMLA leave taken in separate blocks of time for a single illness or injury. A reduced leave schedule reduces an employee's usual number of working hours per workweek, or hours per workday. It is a change in the employee's schedule for a period of time, normally from full-time to part-time. Generally, employees must show the medical necessity for intermittent leave or a reduced leave schedule.

An employee taking leave for birth or because of placement of a child for adoption or for foster care is permitted to take leave intermittently or by working a reduced workweek only with the approval of the Association. However, leave to care for a seriously ill family member or because of the employee's own serious health condition may be taken whenever medically necessary, when supported by certification from the medical provider.

Employees on FMLA Leave will continue to be covered under the Association's health benefits program. If the employee has coverage through the Association's health plan, the employee must continue to pay his or her portion of the premiums to keep their coverage in effect, just as if he or she was working -- this includes dependent coverage. The Association will continue to pay its normal portion of the premium as if the employee were working. If the employee does not return to work at the end of the leave, the Association may charge the employee for the employer's cost of the health coverage during the leave. However, the employee will not be charged if he or she does not return due to:

- The continuation, recurrence, or onset of a serious health condition which would entitle the employee to Family and Medical Leave; or
- Other circumstances beyond the employee's control.

Certain employee benefits do not accrue to employees while they are absent from work on Family and Medical Leave. Specifically, there is no accrual of sick leave, annual leave, paid holidays, or retirement benefits in the form of employer contributions to the ACOG defined contribution retirement plan. However, the taking of Family and Medical Leave will not result in the loss of any employment benefits accrued before the date the leave started.

On return to work from FMLA Leave, an employee is entitled to be returned to the same position the employee held when leave commenced, or to an equivalent position with equivalent benefits, pay and other terms and conditions of employment.

The Association retains the right to deny reinstatement to "Key Employees" upon its determination that substantial and grievous economic injury will result. The employee will be given notice that the employee is considered a "Key Employee" as soon as practicable after receipt of a request or designation by the employee of an absence as FMLA Leave. If a determination is made of

substantial and grievous economic injury, the employee will be notified in writing, with such notice being served in person or by certified mail.

An employee on FMLA Leave may not engage in work for another employer, including self-employment, during the Association's normal business hours, whether full or part-time. Any violation of this provision may jeopardize the employee's right to return to work. The Association will also require informal monthly reports during the course of the leave of an employee's status and his or her projected date of return to work and a written release from his or her physician to return to work. This written release should detail the ability of the employee to perform the essential functions of their job.

As used in this policy and under the federal FMLA regulations, the following terms are defined below:

Continuing Treatment: A serious health condition involving continuing treatment by a health care provider includes any one or more of the following: (i) A period of incapacity (i.e., inability to work, attend school, or perform other regular daily activities due to the serious health condition, treatment therefore, or recovery therefrom) of more than three full consecutive calendar days, and any subsequent treatment or period of incapacity relating to the same condition, that also involves: (a) Treatment in person two or more times by a health care provider, by a nurse or physician's assistant under direct supervision of a health care provider, or by a provider of health care services within 30 days of the incapacity (e.g., physical therapist) under orders of, or on referral by, a health care provider; or (b) Treatment by a health care provider on at least two occasions per year which results in a regimen of continuing treatment under the supervision of the health care provider; (ii) Any period of incapacity due to pregnancy, or for prenatal care; (iii) Any period of incapacity or treatment for such incapacity due to chronic serious health conditions with at least two (2) visits to a healthcare provider per year for the condition; (iv) A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective, but which requires the continued supervision of a health care provider (e.g., Alzheimer, severe stroke, etc.); (v) Any period of absence to receive multiple treatments (or to recover from same) conducted or ordered by a health care provider for a condition which, if untreated, would result in a serious health condition.

Equivalent Position: An equivalent position must have the same pay, benefits and working conditions, including privileges, perquisites and status. It must involve the same or substantially similar duties and responsibilities, which must entail substantially equivalent skill, effort, responsibility and authority.

Health Care Provider: A health care provider is (i) a doctor of medicine or osteopathy who is authorized to practice medicine or surgery by the State in which the doctor practices; (ii) physician's assistants who are performing within the scope of their practice as defined by state law; or (iii) any other person determined by the Secretary of Labor to be capable of providing health care services. These may include but are not limited to podiatrists, dentists, Clinical psychologists, Clinical social workers, optometrists, chiropractors, nurse practitioners and nurse-midwives who are authorized to practice by the State. Christian Science practitioners listed with the First Church of Christ Scientists in Boston, Massachusetts are also included.

Key Employee: A key employee is a salaried employee who is among the highest paid ten (10) percent of all the employees employed by the Association within seventy-five (75) miles of the employee's work-site.

Parent: Parent means a biological parent or an individual who stands or stood in loco parentis to an employee when the employee was a child. The term does not include parent's "in-law."

Serious Health Condition: A serious health condition is an illness, injury, impairment or physical or mental condition that involves: (1) inpatient care and any corresponding period of incapacity or subsequent treatment, or (2) continuing treatment by a health care provider.

Serious Injury or Illness for Military Caregiver Leave: Any injury or illness that existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces. For veterans, the injury or illness may manifest itself before or after the member became a veteran.

Son or Daughter: Son or daughter means a biological, adopted, or foster child, a stepchild, a legal ward or a child of a person standing in loco parentis, who is either under age eighteen (18), or age eighteen (18) or older and "incapable of self-care because of a mental or physical disability".

Spouse: Spouse means a husband or wife as defined or recognized under state law for purposes of marriage, including common law marriage in states where it is recognized.

The Association has the right to request an employee who requires FMLA Leave to provide to the Association a physician's certification or other certification in the case of exigency leave documenting the employee's entitlement to FMLA Leave. FMLA Leave is NOT available for bereavement purposes.

OTHER BENEFITS OF EMPLOYMENT

GROUP BENEFITS

The Association provides group insurance solely for eligible Full-time Employees. Benefits that may be available may include, but are not limited to, medical, dental, vision, life and short and/or long-term disability insurance. These benefits are subject to change or cancellation at the discretion of the Association at any time. For additional information or for answers to questions about benefits, Employees should review their summary plan descriptions or contact the Payroll Accountant.

HOLIDAYS

The Association observes ten (10) holidays, by closing entirely, and one (1) floating holiday each year, granting time off with pay (7.5 hours) to all Full-time Employees. The following are the holidays that shall be observed in this manner:

- | | |
|-------------------|---|
| - January 1 | New Year's Day |
| - January | Martin Luther King Jr. Day |
| - February | President's Day |
| - May | Memorial Day |
| - July 4 | Independence Day |
| - September | Labor Day |
| - November 11 | Veteran's Day |
| - November | Thanksgiving Day & the Friday After |
| - December 25 | Christmas Day |
| - TBD By Employee | Floating Holiday (Must be taken during Fiscal year) |

Where one of these holidays falls on a Saturday or Sunday, the Association will observe the holiday either on the preceding Friday (Saturday holiday) or Monday (Sunday holiday). When a paid holiday falls during an Employee's annual leave period, it shall not be deducted from the Employee's leave accumulation.

Employees who work on an observed holiday because of their job function or because authorized to do so by their immediate supervisor will be paid their regular pay and will denote such on their electronic time sheet. The Employee will be allowed to carry forward that holiday, but the equivalent time will expire 12 months after being earned.

Part-time employees who work 1,000 hours or more per year receive prorated holiday pay. The paid holiday leave percentage is calculated on a calendar year basis by dividing the actual number of hours worked by the employee during the calendar year by ACOG's annual full-time work hours (1,950 hours).

An employee must have been employed by the Association continuously for 6 months before being eligible for a floating holiday. Prior approval by the employee's supervisor must be obtained. Supervisors may schedule employees' requests for the floating holiday in order that its use occurs in a reasonably uniform dispersion throughout the twelve (12) month period so that Association's operations will not be disrupted. Use of this holiday will not be subject to any overtime pay or compensatory accruals.

CONTINUATION OF HEALTH INSURANCE UNDER COBRA

Under the Consolidated Omnibus Budget Reconciliation Act of 1985, better known as COBRA, if an employee terminates employment with the association, the employee is entitled to continue participating in the association's group health plan for a prescribed period, usually 18 months. (In certain circumstances, such as employee's divorce or death, the length of coverage period may be longer for qualified dependents.) COBRA coverage is not extended to employees terminated for gross misconduct.

Under the Uniformed Services Employment and Reemployment Rights Act of 1994, better known as USERRA, an employee who is out on a military leave of absence will retain their health insurance coverage for the first 31 days of uniformed service. Employees out on military leaves of absence which extends beyond the thirty-one (31) days, will be eligible for COBRA benefits for up to twenty-four (24) months.

If a former employee chooses to continue group benefits under COBRA, he/she must pay the total applicable premium plus a two (2) percent administrative fee. Coverage will cease if the former employee fails to make premium payments as scheduled, becomes covered by another group plan that does not exclude pre-existing conditions or becomes eligible for Medicare.

For detailed information or questions on COBRA, employees are requested to check with Human Resources.

EDUCATIONAL ASSISTANCE

ACOG may reimburse a regular full-time employee for 75% of the cost of tuition, fees and books for training sessions, classes, and/or formal academic coursework which will enhance the employee's job-related skills. The maximum amount of reimbursement per employee, per fiscal year, will be determined by the Board of Directors in conjunction with the preparation of the annual budget. Assistance may not exceed current IRS maximums per calendar year for all employment combined.

In order to be considered for reimbursement, the following requirements must be met:

- The request for reimbursement must be submitted to the Executive Director and approved prior to enrollment in the course
- The Executive Director must determine that the classes, degree program or coursework will enhance the employee's job-related skills
- The course must be successfully completed with a passing grade (if applicable)
- The employee must remain employed by ACOG for a period of 12 months following the completion of the course and reimbursement. If employment is terminated within the first 12 months after reimbursement, the employee will be required to reimburse ACOG for the expense. This amount may be included on a payroll deduction form.

The Executive Director may grant educational leave during normal working hours for an employee to attend approved courses. The hours which the employee spends at the course during the normal work day should be made up during the same week in which the time was taken. Other arrangements suitable to the employee, the Executive Director and the employee's supervisor may be made.

When an employee is required by ACOG to attend a professional conference, meeting or seminar, the cost of the training or event will be covered by ACOG and the employee will receive full pay for time spent at the training session or event.

CATEGORIES OF EMPLOYMENT

CLASSIFICATIONS

FULL-TIME

A "Full-time Employee" is one who is regularly scheduled to work thirty-seven and one-half (37 ½) or more hours per week and has completed the orientation period.

PART-TIME

A "Part-time Employee" is one who is regularly scheduled to work less than thirty-seven and one-half (37 ½) hours per week. Unless otherwise stated in an Employee benefit plan, Part-time Employees are not eligible for Association-sponsored Employee benefits.

SEASONAL/SPECIAL PURPOSE EMPLOYEES

A Seasonal/Special Purpose Employee is one who is hired or is under contract to work for a defined time to meet a special business need or emergency. Seasonal/Special Purpose Employees are not eligible for Association-sponsored Employee benefits.

EXEMPT/NON-EXEMPT

Whether in Orientation, Full-time, Part-time or other status, Employees are generally classified as either "exempt" or "non-exempt." An exempt Employee is one who, under the provisions of the Federal Fair Labor Standards Act, state or local law does not receive additional pay for overtime work. Exempt Employees are paid a salary, however as public employees, ACOG staff can be required to use earned leave for absences of less than one day. A non-exempt Employee is one who does not meet the federal, state or local exemption requirements and is entitled to

receive additional pay for any overtime worked. Non-exempt Employees are sometimes referred to as "hourly" Employees.

ORIENTATION PERIOD

New Employees will be subject to an initial three (3) month orientation period, during which job performance will be closely monitored by the Association. During this time, it will be possible for the individual to evaluate his/her interest in a continuing association with the Association; and in turn the Association will attempt to assess the Employee's abilities, qualifications and future potential.

New Employees will not be eligible for Association-sponsored Employee benefits, including paid leave, until the first of the month following hire. If the hire date is the first day of the month, then the new employee is immediately eligible.

Current employees transferring to new positions will be subject to a new three (3) month orientation period, however, where benefits are in place, such period will not result in the forfeiture of current benefits.

The completion of the Orientation Period referenced above does not guarantee continued employment, nor does it change the Employee's status as an AT WILL Employee.

ATTENDANCE, COMPENSATION AND PAYROLL ADMINISTRATION

ATTENDANCE

Each Employee's presence in the work place every workday is an important element of the Association's proper business operations. For this reason, unexplained or unexcused absences, and incidents of unexplained or unexcused tardiness from work will be disciplined by the Association, up to and including termination of employment.

Where an Employee must be absent from work or tardy because of unexpected illness or family emergency, the Employee, or a representative of the Employee, such as a family member, should notify his or her supervisor/manager prior to the beginning of the Employee's work day. The Employee, or representative when necessary, shall call or text his/her supervisor no less than fifteen (15) minutes prior to the beginning of the Employee's start time. The supervisor shall notify the receptionist and any others of the absence or tardiness. In extreme emergencies, an Employee or representative should notify his/her supervisor of the Employee's reasons for any absence within 48 hours of the Employee's work day. **Where the Employee's supervisor receives no information from the Employee or a representative of the Employee after three (3) days of absence from scheduled workdays, the Association will deem the Employee to have voluntarily quit his or her employment.**

Where an Employee has properly notified a supervisor/manager regarding an unexpected illness or family emergency, the Employee may request that his or her absence be considered sick leave. Employees should, in such cases, submit a request, through the electronic payroll system, as soon as practicable after taking a leave of absence and, in any event, no later than two (2) work days after returning to work. Before granting the request, the Association may require the Employee to

provide a medical or other appropriate verification of the Employee's reasons for the unscheduled absence from work.

WORKING HOURS AND TIME-KEEPING

ACOG's general working hours are from 8:30 a.m. to 5:00 p.m. Monday through Friday. Flexible work schedules are available to ACOG employees, with core work hours (times in which all employees are expected to be in the office) being from 9:30 a.m. to 4:00 p.m. Flexible hours for starting time are between 7:30 a.m. and 9:30 a.m. Flexible hours for ending time are between 4:00 p.m. and 6:00 p.m. Employees will choose a 7.5-hour work day between the hours of 7:30 a.m. and 6:00 p.m. with a thirty (30) – sixty (60) minute unpaid lunch period. Employees may elect a half-hour lunch period, which will be determined in conjunction with the immediate supervisor, division director and the Executive Director. Due to telephone answering and receptionist duties, secretarial and administrative staff should coordinate lunch times to ensure coverage. In order to request flexible hours, employees must complete the appropriate form which includes supervisor approval. The Executive Director shall have the authority to approve deviations from the above stated requirements to accommodate any special circumstances that could arise from changes in work programs.

With additional flexibility in work schedules comes greater responsibility for improved communication among all employees. Increased cooperation and additional planning among employees ensure that team tasks such as agenda and newsletter preparation and mail-outs are completed on schedule.

TIME SHEET

In order to track employee hours spent on various grant funded projects, all employees enter their time on the electronic time reporting system. Requests for paid or unpaid leave of any type must be made electronically through the time reporting system for supervisor approval. Time sheets must be completed by the 8th and 23rd of each month.

BREAKS

Breaks will be provided to Employees as appropriate for the proper operation of the facility in which the Employee works. Generally, a thirty (30) – sixty (60) minute unpaid lunch period is required for all Employees, as set by the supervisor, unless otherwise pre-authorized by your supervisor. A break room or area is provided for Employees to utilize for eating purposes. We prefer for meals to be eaten in the break room, and not at an Employee's desk or work area, *however we do understand that break room space is limited*. If an Employee does eat at his/her desk, no work (answering phones, checking e-mail, etc.) may be done during this unpaid lunch break.

Any break taken away from the facility is an unpaid break and Employees are not on duty and must note the absence on their timesheet.

NURSING MOTHERS

Any Employee who is a nursing mother may breastfeed her baby or express milk during any regularly scheduled break period or meal period in the area of the Association's facilities available for such purpose.

LEAVING WORK DURING NORMAL WORKING HOURS

Time off during normal working hours for any reason (illness, physician visit, without pay, etc.) must be approved by the Employee's supervisor. The Employee's request must be processed through the electronic payroll system. It is clearly understood that any number of legitimate reasons may exist for leaving work early. Every effort should be made to inform your supervisor of the following facts: (1) Why you are leaving; (2) Where you are going; and (3) When you will be back;

In the event a supervisor cannot be reached, this information should be conveyed via e-mail or text to the Supervisor for prior approval. Annual, sick or comp time may be available for leaves of absence during the day. Employees desiring annual, sick or comp time for a partial day's leave of absence should submit a request to their supervisor through the electronic payroll system.

COMPENSATION

The compensation an Employee receives will be influenced by the type of work required, the hours worked, the training required, quality of work performed, personal attitude of the Employee, professional experience, and the length of satisfactory service rendered. Both an Employee's initial compensation and any subsequent changes in compensation shall be approved by the Executive Director.

The Association treats your compensation confidentially. If you have questions or concerns about your compensation, please address these with your Supervisor or Human Resources.

COMPENSATORY TIME

Salaries are based on a 40-hour workweek. However, all salaried employees work 37.5 hours per week or 7.5 hours per work day. Adjustments to the employee's daily schedule are worked out informally between the employee and the employee's supervisor in order to result in a 37.5-hour work week. On occasions when an employee is **required** to work over 37.5 hours per week, compensatory time is allowed but should be taken as soon as possible, and no later than ninety (90) days after the compensatory time is earned. Non-exempt employees earn compensatory time for the hours between 37.5 and 40 and are paid overtime for hours worked over 40 per week. All comp time not used in a 90-day period expires and is no longer available for use.

PAY-DAY

ACOG's work week is from 5:01 p.m. Friday to 5:00 p.m. the following Friday. Employees are paid on the 15th and last day of each month. If payday falls during a weekend or on a holiday, employees are paid on the preceding working day. **In order to provide sufficient time to calculate and process your pay, electronic time sheets must be approved by your supervisor no later than the 9th and 24th of the month.**

OTHER PAY ISSUES

The Association offers direct deposit for all Employees. The net pay will be deposited directly into any bank account.

Every effort will be made to avoid mistakes in the pay amounts. Should an error be discovered, the Employee should take the check voucher to their supervisor or the Finance Division to be rechecked. In the case of an error, a correction will be made on the next paycheck.

Upon resignation or termination, an Employee's final paycheck will be available on the next scheduled pay day depending on the method of payment which has been authorized by the Employee.

ACOG CREDIT CARDS

Refer to ACOG's Credit Card Policy for the specific procedures for issuance and use of ACOG credit cards.

OVERTIME

When reasonably requested or when required as part of regular job duties, all "non-exempt" Employees will be expected to work overtime. A refusal to work overtime when reasonably requested may result in the Employee's discipline, up to and including termination of employment.

It is the policy of ACOG to keep overtime to a minimum, as payment for overtime more rapidly depletes ACOG's limited funds. Only employees in positions with the Fair Labor Standards Act classification of "non-exempt" are entitled to overtime pay at 1½ times the regular rate of pay for all hours actually worked over 40 in a work week. All overtime worked must be either specifically requested or approved by the Employee's supervisor. Compensation for required and approved overtime will be made by additional pay in accordance with applicable state and federal laws.

Overtime is calculated on the workweek and is based upon hours actually worked by an Employee in excess of forty (40) hours per week. If sick leave, annual leave, comp time or other paid time off (such as paid holidays) is used during the week, an Employee is not entitled to overtime pay unless the total time actually worked for the week is over forty (40) hours. Employees designated by the Executive Director as essential personnel and required to be "on-call" 24 hours per day, 7-days per week, are not required to complete an Authorization form for unexpected after-hour call-outs.

Working non-approved overtime is prohibited and, although paid, may result in an Employee's discipline, up to and including termination of employment.

PAYROLL DEDUCTIONS

Federal income tax and, where applicable, state income tax, as well as Social Security (FICA), Medicare tax, and court-ordered deductions will be deducted from all paychecks as required by law. The amount of these deductions will be determined on the basis of earnings and number of dependents, according to the schedule prescribed by the Internal Revenue Service or other regulatory entities. A W-2 will be provided to each Employee no later than the IRS deadline of the year following the earning period.

Employees may be required to sign a payroll deduction agreement to allow the Association to make other deductions from Employee paychecks, such as insurance premiums, overpayment of wages, Employee contributions to various third parties, offsets against wages for the value of Association property which is lost, damaged, stolen, or not returned upon termination, etc.

Any Employee who feels that an impermissible deduction has been taken from their check should notify the Finance Division immediately. The deduction will be reviewed and, if necessary, corrected as soon as possible.

PROMOTIONS, PAY INCREASES AND TRANSFERS

There are several types of pay increases which may be granted by ACOG. Merit increases are granted to employees for merit in job performance within their current position. Promotion increases are granted when an employee moves “vertically” from one position to another. Under appropriate conditions, a cost of living increase may be granted upon approval of ACOG’s Board of Directors.

Transfers from one position to another are permitted, provided the employee qualifies for the vacant position. ACOG’s policy is to recruit from within the organization first. Therefore, if a qualified employee of ACOG applies for a vacant position, that employee may be given priority consideration over outside applicants.

SAFETY AND SECURITY

ANTI-HARASSMENT POLICY

The Association expressly prohibits harassment of and discrimination against Employees on the basis of race, color, sex, sexual orientation, gender identity, religion, national origin, disability, veteran status, genetic information or any other status protected under local, state or federal law by managers, Employees or outsiders. We do so because we want to provide all of our Employees with a pleasant working environment and because harassment is prohibited by law. All Employees are responsible to conduct themselves in ways that ensure others are able to work in an atmosphere free from harassment of any kind.

HOW TO REPORT HARASSMENT

Allegations of harassment may be reported in any manner that effectively communicates the message the Employee wishes to send but should be reported promptly. Reports of harassment should be made first to the Employee’s supervisor or their Division Director. If the Employee feels uncomfortable reporting to either of these two individuals, the Employee should report to Human Resources.

The Association encourages all reports to be made in writing in order to have a clear and complete account of the Employee’s perception of the situation. The most beneficial written reports will include at least the date and time of the alleged incident; names of the harasser(s) and any other victims; a detailed description of the incident and any witnesses available to corroborate or refute the facts as alleged.

Employees should also remember that a good first step in resolving a problem of harassment is to directly confront the harasser, clearly communicating what behavior is deemed unacceptable. In many instances, this alone will stop the undesirable behavior because the harasser does not realize the inappropriateness of his or her conduct. If the Employee does not feel that such a step is appropriate, however, the Employee should report the problem elsewhere, as discussed above.

WHEN TO REPORT

Immediately. The more promptly an issue is raised, the more likely an appropriate resolution can be reached. Untimely reporting significantly increases the difficulty in conducting an investigation because the precision with which events and statements are remembered fades with the passage of time.

WHO IS COVERED

In short, anybody an Employee encounters as he or she performs his or her job for the Association is covered by this policy. This includes all applicants and Employees regardless of position, title, grade, seniority or function, as well as members, Stakeholders, temporaries, visitors, independent contractors and vendors.

WHAT IS HARASSMENT

Harassment has been defined as but is not limited to:

- Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
 - Submission to such conduct is either made explicitly or implicitly a term or condition of employment
 - Submission to or rejection of such conduct is used as the basis for employment decisions
 - Such conduct has the purpose or effect of unreasonably interfering with the work environment or creating an intimidating, hostile or offensive work environment.
- Unwelcome comments, jokes, verbal abuse, inappropriate pictures, etc. which relate to any of the protected categories stated previously when such conduct has the purpose or effect of unreasonably interfering with the work environment or creating an intimidating, hostile or offensive work environment.

Harassment can be subtle or direct. It may involve different genders or be committed by someone of the same gender. Harassing behavior may include intentional physical conduct that is sexual in nature, sexual jokes and innuendo, sexual advances or requests for sexual favors, propositions, verbal abuse of a sexual nature, commentary about an individual's body, sexual prowess or sexual deficiencies, leering, touching, sexually based obscene comments or gestures, display of sexually suggestive objects or pictures and any other type of physical, verbal or visual conduct of an offensive nature which directly relates to a person's race, color, sex, sexual orientation, gender identity, religion, national origin, disability, veteran status, genetic information or any other status protected under local, state or federal law.

Harassment may occur through various methods including personal contact, in writing, over the telephone, through e-mail, and on the Intranet or Internet. The means by which harassing behavior is conducted does not change its inappropriateness.

OBLIGATIONS OF ALL EMPLOYEES

It is an essential responsibility for every Employee to report any incidents of actual or perceived harassment. This includes harassment directly involving the Employee, or where the Employee is only a witness.

PROFESSIONAL ENVIRONMENT

Our work environment is such that many individuals interact with each other every day. Differences of opinion, discomfort with personality traits, and even anger are inevitable. The Association wants our workplace to be both interactive and professional. Tolerance of others is encouraged.

INVESTIGATIONS

A prompt investigation will follow the reporting of behavior believed to constitute harassment. Any such investigation will be designed to address the allegations made but will usually include detailed interviews of the persons directly involved, witnesses, and review of any documentary items that tend to support or refute the allegations.

Investigations will be kept as confidential as practical, but in keeping with the Association's desire to conduct a thorough review of all facts and events.

DETERMINATIONS

In instances where sufficient information is available, the Association will promptly make factual and disciplinary determination about the challenged conduct. An Association representative will advise all parties with a need to know of the results of the investigation.

DISCIPLINE

Any Employee engaged in harassment will be subject to discipline, up to and including termination of employment. This includes first-time offenders. All disciplinary decisions will be made on a case-by-case basis.

RETALIATION

Any act of retaliation against an Employee who reports, participates in an investigation of harassment or is otherwise involved in such an inquiry is strictly forbidden. Any Employee found to have retaliated against another person will be subject to the same discipline as an Employee who is found to have harassed another person.

FALSE CLAIMS

Harassment is a very serious matter, in part because of the way it can affect people and their careers. Accordingly, while all legitimate claims of harassment must be reported, such claims must never be fabricated or lodged without the utmost sincerity. Any person found to have intentionally falsified a claim of harassment, or who lodges a claim for malicious or improper reasons, is subject to immediate discipline, up to and including termination of employment.

Consensual romantic relationships between Employees are unwise, and such relationships between a supervisor and his/her subordinates are strictly prohibited. These relationships typically do not last and when over, provide the groundwork for one or both of the Employees to make allegations of harassment against the other. This is an instance where the credibility determinations discussed above are quite difficult. The only way to avoid this situation is not to engage in this type of behavior in the first place. The best policy is to keep your private life private and out of the workplace.

TRAINING

Employees will be routinely trained on issues involving harassment. This will entail various forms and methods designed to heighten your awareness and education on the subject. Every Employee should also keep and regularly review a copy of this policy.

ADDITIONAL TRAINING

It is important to the Association to have a well-trained and educated workforce on this subject. If at any time you do not believe you are sufficiently aware of what is acceptable behavior, do not understand this subject well enough, or simply need another copy of the Association's harassment policy, please contact Human Resources for additional training or another copy of the Harassment Policy.

DRUG & ALCOHOL ABUSE PREVENTION AND SUBSTANCE TESTING POLICY

PURPOSE OF POLICY

The Association recognizes the problem of substance abuse (including illegal drugs and the misuse of alcohol, prescription drugs and over-the-counter drugs) in our society. If unchecked in the workplace, this problem could adversely affect both the productivity and profitability of our business and the professional, personal and family lives of our Employees. The Association will strive to balance respect for individual privacy with the need to keep a safe and productive work environment; however, the Association is committed to and will aggressively pursue the goal of this policy. The Association **INTENDS TO MAINTAIN A SUBSTANCE ABUSE-FREE WORKPLACE**. With that basic goal in mind, the Association has established this policy with regard to use, possession and sale of alcohol and drugs.

PROHIBITED CONDUCT

Illegal Drugs - This policy prohibits any Employee from bringing onto Association premises or property, having possession of, being under the influence of, possessing in the Employee's body, blood or urine in amounts exceeding predetermined cut-off levels, or using, consuming, transferring, selling or attempting to sell or transfer any form of illegal drug while on Association business or at any time during the hours between the beginning and ending of the Employee's work day, whether on duty or not, and whether on Association property or not.

For purposes of this policy, an "illegal drug" is any drug:

- Which is not legally obtainable
- Which may be legally obtainable but has not been legally obtained by the Employee
- Which is being used in a manner or for a purpose other than as prescribed for the Employee.

Medical Marijuana: The Association will not discriminate against a person in hiring, termination or imposing any term or condition of employment or otherwise penalize a person based upon the person's status as a medical marijuana license holder.

The Association may take action against an employee who has a medical marijuana license if the employee uses or possesses marijuana while in the Association's place of employment or during the hours of employment.

The Association will not take action against the holder of a medical marijuana license solely based upon the status of an employee as a medical marijuana license holder OR the results of a drug test showing positive for marijuana or its components. A positive test for marijuana will depend on whether the employee possesses a medical marijuana license and whether the employee is impaired at work.

Alcohol: This policy prohibits any Employee from being impaired by alcohol while on Association business or at any time during the hours between the beginning and ending of the Employee's work day, and whether on Association property or not. Being "impaired" by alcohol for purposes of this policy means that the blood alcohol content is 0.02% or higher.

This policy also prohibits any Employee from bringing alcohol onto Association premises or property or using, consuming, transferring, selling or attempting to sell or transfer alcohol while on Association business or at any time during the hours between the beginning and ending of the Employee's work day, whether on Association property or not, except as specifically authorized by the Association.

Prescription and Over-the-Counter Drugs: This policy prohibits any Employee from abusing prescription medications or over-the-counter drugs while on Association business or at any time during the hours between the beginning and ending of the Employee's work day, whether on Association property or not.

For purposes of this policy, "prescription or over-the-counter drug abuse" means taking medications that were prescribed for someone else; using prescription drugs or over-the-counter drugs for a purpose other than for which they were prescribed or manufactured or other than in accordance with the doctor's instructions or recommended dosages.

Employees are expected to consult with their physicians regarding the effect of medications prescribed for them and to consult any package warnings for over-the-counter drugs. When an Employee is taking a prescription or over-the-counter drug that can or will have an effect on the Employee's normal mental and/or physical state or interfere with work such as operating vehicles, machinery, equipment, etc., the Employee should inform his or her immediate supervisor so that an accommodation may be made to allow the Employee to continue job performance without endangering his or her health and safety or the health and safety of others.

SUBSTANCE SCREENING

The Association may require individuals to undergo drug or alcohol screening under the following circumstances:

Applicant Testing: The Association may require any job applicant who has received a conditional offer of employment to undergo a drug and/or alcohol test as a condition of commencement of employment. If the job applicant refuses to undergo substance testing or has a confirmed positive test result, the conditional offer of employment will be withdrawn, and the individual will not be hired. If an applicant possesses a valid medical marijuana license, the conditional offer of employment may not be withdrawn.

For Cause Testing: The Association may require any Employee to undergo drug and/or alcohol testing if it has a reasonable belief that the Employee is using or has used drugs or alcohol in violation of this policy.

By way of example only, a "reasonable belief" for purposes of this policy may be based upon such circumstances as drugs or alcohol on or about an Employee's person or in the employee's vicinity, Employee conduct that suggests impairment or influence of drugs and alcohol, a report of drug or alcohol use while at work or on duty, information that an Employee has tampered with drug or alcohol testing at any time, negative performance patterns or excessive or unexplained absenteeism or tardiness.

Post-Accident Testing: Generally, the Association may require an Employee to undergo drug and/or alcohol testing if the Employee or another person has sustained a work-related injury, or an accident occurs during working hours resulting in Association property damage or loss. *Employees who test positive or refuse to take a test are not eligible for workers' compensation.*

Random Testing: The Association may require any Employee to undergo drug and/or alcohol testing on a random selection basis. In selecting Employees at random for alcohol or drug testing, all Employees will be equally subject to being selected and the Association will not have the discretion to waive the selection of any Employee.

Post-Rehabilitation Testing: The Association may require any Employee to undergo drug and/or alcohol testing without prior notice following a prior confirmed positive test or following the Employee's participation in a drug or alcohol dependency treatment program which the Employee has completed as a condition of continued employment with the Association. This post-rehabilitation testing may continue for up to two (2) years.

Scheduled, Periodic Testing: The Association may require any Employee to undergo drug and/or alcohol testing as part of a routinely scheduled fitness-for-duty medical exam to the extent such an exam is regularly conducted on the Employee. Also, any Employee may be required to undergo drug and/or alcohol testing which is routinely scheduled for all members of the Employee's classification or group. At this time, the Association does not routinely schedule drug or alcohol tests for any of its Employee classifications or groups other than as it may be required by federal regulations applicable to commercial drivers. However, the Association reserves the option to do so in its discretion in the future with 10 days written notice to Employees prior to the scheduled testing.

The Association may require drug and alcohol testing following a return to duty. Where an employee is returning to work following a leave of absence of thirty (30) days, the Association may require testing prior to return to work.

SUBSTANCE SCREENING METHODS AND LIMITS

Initial tests for alcohol will almost always be through breath or saliva samples (blood samples may be used in limited situations). Confirmation tests will be through breath or blood samples. Testing of urine samples for alcohol will be done only in connection with post-rehabilitation testing to monitor that an Employee continues to be substance free following participation in a treatment program.

Substance screening may also be conducted through urine or hair tests. The substances tested shall be for drugs and alcohol as defined in the Standards for Workplace Drug and Alcohol Testing Act, including controlled substances approved for testing by rule by the State Commissioner of Health.

If an applicant or Employee has a confirmed positive test result, the individual may at his or her option explain the test results in confidence to the Association's Medical Review Officer. The name of the current Medical Review Officer, who is a medical professional trained and authorized to receive and interpret drug test results, can be obtained from Human Resources. An applicant or Employee who has received a positive test result may also request, within twenty four (24) hours of receiving the initial results, a confirmation test or retest in order to challenge the results of a positive test; however, the individual shall pay all costs of the confirmation test/retest.

If the applicant or employee has a confirmed test for marijuana, an Association representative will contact them and ask if they have a medical marijuana license. If the applicant or employee has a valid marijuana license, a copy of the license will be taken and verified. If the test is for cause an Association has obtained other information that the employee is under the influence at work, the applicant or employee may be terminated.

All samples will be collected in a manner which is designed to protect to the fullest extent possible individual privacy of Employees. Employees will not be subject to direct observation while rendering urine samples; however, if there is a valid suspicion that the Employee has tampered with

a sample, preventive measures will be employed. If an Employee provides a sample that contains confirmed evidence of any form of tampering or substitution, this shall constitute a refusal to be tested and the Employee shall be subject to discipline in accordance with this policy.

All records and results pertaining to substance screening shall be maintained by the Association as "Confidential" in the same manner as medical records. Any applicant or Employee who wishes to obtain information or records related to his or her individual drug or alcohol test may, however, have access to those records upon written request to Human Resources.

EMPLOYEE NOTIFICATION OF CRIMINAL DRUG CONVICTION OR LICENSE SUSPENSION

Any Employee who is convicted of a violation of a criminal drug statute involving an on-the-job incident must notify the Association within five days of his or her conviction. The Association also requires all Employees to notify them of violations of a criminal drug statute or DUI while off duty.

CONSEQUENCES OF FAILURE TO COMPLY WITH THIS POLICY

Any applicant who has been made a conditional offer of employment and who refuses to undergo substance testing or who has a confirmed positive result shall not be hired by the Association. Any Employee who violates any provision of this Policy shall be deemed guilty of misconduct and subject to discipline up to and including termination from employment, even for the first offense. This shall include any use, possession or sale of illegal drugs as prohibited by this Policy; any use or abuse of alcohol as prohibited by this Policy; and any prescription or over-the-counter drug abuse as prohibited by this Policy. If you test positive, at the Association's discretion and as an alternative to disciplinary action, you may be required to undergo a treatment program at your expense to the extent not covered by medical insurance. When you return from the treatment program you will be subject to an individual schedule of random testing for two (2) years. If you test positive in a follow-up test you will be terminated. This shall also include any refusal to submit to an alcohol or a drug test required by the Association as outlined and in compliance with this Policy or any delay in submitting to such a test when requested.

COMPLIANCE WITH APPLICABLE LAW

This Policy has been adopted by the Association with the intent to comply with the Oklahoma Standards for Workplace Drug and Alcohol Testing Act and the rules and regulations promulgated in regard thereto. To the extent any portion of this Policy is determined to be contrary to the requirements of any applicable federal or state statutes, rules or regulations, it is the intent of the Association to conduct its program prohibiting alcohol and drug abuse in the workplace and any alcohol or substance screening in connection therewith in accordance with those legal guidelines, and the Association shall do so even if this Policy has not been modified to address such inconsistencies.

RESPONSIBILITY FOR ADMINISTRATION

This Policy shall be uniformly administered to insure fairness to all Employees of the Association. Human Resources is responsible for administering this Policy. This responsibility includes: (1) communicating the Policy to all Employees; (2) providing appropriate training to supervisory personnel; and (3) administering this Policy fairly and consistently throughout the Association. The Association will provide advisory and technical assistance and is responsible for insuring uniform administration of the Policy throughout the Association.

USE OF TECHNOLOGY

COMPUTERS AND NETWORK INFRASTRUCTURE, EMAIL, VOICEMAIL, AND THE INTERNET

Employees of ACOG are granted the privilege of accessing the Internet via ACOG's computers and network. Internet access is intended to be for business-related purposes. Excessive personal Internet access may result in discipline, up to and including termination of employment. Social Networking should not interfere with job performance. Such networking includes visiting social sites such as Facebook, YouTube, etc. In addition, any posting to public forums such as newsgroups, or any transmittal of electronic mail through the Internet for personal use must include a disclaimer that the views are those of the Employee-user and not ACOG. These forums should be used with care and Employees should avoid harming the image and integrity of ACOG. This policy is for the mutual protection of the Employer and employee. ACOG respects the employee's right to self-expression and concerted activity. We encourage Employees to set "Privacy" and "Security" parameters on their public postings. However, any personal Internet access (during working hours or on ACOG equipment) to content or materials which are of an offensive nature, including pornographic or obscene materials and materials that otherwise may reasonably be considered inappropriate, will be considered willful misconduct and result in disciplinary action up to and including immediate termination of employment. Additionally, any publication of ACOG confidential or proprietary information will be grounds for discipline, up to and including termination, as will publication of statements that falsely purport to be made on behalf of the ACOG.

The use of any ACOG name, logo, trademark or other intellectual property must be approved in advance. **Postings that mention ACOG and/or our current employees, members, projects, etc., must identify that the writer is an employee of ACOG and include a disclaimer that the views expressed are the employee's alone and do not necessarily represent the views of ACOG.**

Employees should not use company email addresses in personal profiles or when writing and/or posting blogs and comments. If an employee chooses to list ACOG as his/her employer on a social network, the employee should regard all communication on that network as he/she would in a professional network.

ACOG is dedicated to providing a work environment that is free from unlawful harassment. Transmitting offensive materials through ACOG's email may be viewed as creating a hostile work environment, thereby exposing ACOG and individuals to liability. Accordingly, it is also prohibited and will be a basis for discipline, up to and including termination, to transmit material which is defamatory, discriminatory, threatening, profane, slanderous, libelous or otherwise offensive. Materials covered by this restriction include documents, messages, jokes, images, cartoons, programs and software. Additionally, harassment, bullying, discrimination, or retaliation that would not be permissible in the workplace is also not permissible between co-workers online, even if done after hours, from home and on home computers.

Employees should consider all email messages and attachments as formal business correspondence. Employees should expect that anything in an electronic file is always available for and subject to review by ACOG. Employees are also reminded that they should respect the confidentiality of co-workers in their email communications.

The Information Technology (IT) Director is responsible for overseeing and maintaining all ACOG computers, computer and online accounts, software, hardware, printers, networks, electronic mail, Internet access, Web Page access, and all other computer systems. Any failure of equipment is to be reported to the IT Department, failure to do so may result in a degradation of service. It is the responsibility of the employee to manage the files on his or her own computer. All work-related

files must be stored on network storage, and never solely on a user's local hard drive or removable storage devices. Each employee is responsible to delete their duplicate, temporary, personal and unnecessary files routinely to reduce ACOG's network file storage footprint. Employees must also delete all unrecognized, unsolicited email upon receipt. Official business conducted via electronic correspondence will be retained electronically or by paper copy, however, in accordance with the Open Records Act. Electronic storage of such records should be coordinated with the IT Director.

The IT department will manage the file structure of the network storage environment. Each division director or selected, accountable employee is responsible for cleaning up unnecessary files in their designated network storage location. For business continuity purposes the IT department will have full access to all files created and stored on ACOG technology assets except for personnel related files which are managed by designated staff in the accounting department.

Obtaining electronic access to other companies' or individuals' copyrighted materials and copying, retrieving, modifying, or forwarding copyrighted materials, except as permitted by the copyright owner or single copy for reference use, is prohibited. Employees must not tamper with or edit without permission, working files created by another employee without consent. Anyone removing, modifying, tampering, and/or adding software, hardware components or peripherals to an Employee workstation or ACOG issued computer must have approval through their Supervisor, the IT Director and the Executive Director.

To ensure compliance with ACOG policies, ACOG retains the right to monitor all use of ACOG's computers, including all use of the Internet and all documents and email, flash drives and other electronic storage devices whether initiated through ACOG from our offices or a remote location, including a home location. Although passwords, user ID's and similar measures are provided for confidentiality, Employees are put on notice that they should have no expectation of personal privacy with respect to any file, email, document, attachment, program, voicemail or other material contained within ACOG's computers or on a flash drive, external hard drive or other storage device. All Employees, by their use of ACOG's computers, consent to monitoring and auditing of their use of the computers. Business related communications must be retained in accordance with ACOG's document retention policy.

Passwords are a critical part of information and network security. Passwords serve to protect user accounts, but a poorly chosen password, if compromised, could put the entire network at risk. As a result, all Employees of ACOG are required to take appropriate steps to ensure that they create strong, secure passwords and keep them safeguarded at all times. All passwords must contain at least 8 characters, and 3 of the 4 following elements; uppercase letters, lowercase letters, numbers, special characters, additionally, they must not contain more than two consecutive characters from an employee's username. No Employee is to give, tell, or hint at their password to another person, administrators, superiors, other co-workers, friends, and family members, under any circumstances, other than as required by the IT Department to change passwords. If someone demands your password, refer them to this policy or have them contact the IT Department. For business continuity purposes, the IT Department will maintain access credentials to all online service accounts, except those managed by the accounting department for personnel related reasons.

No Employee is to keep an unsecured written record of his or her passwords, either on paper or in an electronic file. If an employee loses a password, they should be directed to contact the IT department.

Activities **during or outside of work** which might affect an employee's job performance, the performance of others, or reflect negatively on ACOG are of appropriate concern to us. The same guidelines that apply to ACOG employees in general (as found in the ACOG Policies for Personnel Administration) apply to ACOG employee activities online. This includes all forms of online

publishing and discussions including blogs, wikis and social networks such as Instagram, Twitter and Facebook.

As an ACOG employee, your web interaction can result in members of the public forming opinions about ACOG and its employees and members. ACOG employees are expected to refrain from publishing written comments or pictures that allude to illegal activities, sexually explicit information or photos, racial or discriminatory remarks, and defamatory or derogatory comments about coworkers, supervisors, management or ACOG as a whole, or its members, stakeholders, or affiliates.

Employees should not disclose any proprietary information of any other employee. Revealing personal information about coworkers, such as phone number or address, is prohibited. Honor the privacy rights of other employees by seeking their permission before writing about or displaying internal ACOG happenings that might be considered a breach of their privacy and confidentiality.

An employee may not prevent others from accessing the system nor unreasonably slow down the system by deliberately running wasteful jobs, playing games or engaging in non-productive or idle “chatting” or “instant messaging.” Streaming audio or video may seriously affect network bandwidth and is therefore discouraged unless approved by the IT Director for training purposes or other legitimate ACOG business. Questions concerning proper computer use for ACOG business shall be referred to Division Directors and the IT Director.

Any Employee who is found to have violated this policy may be subject to disciplinary action, up to and including termination of employment. This section operates in conjunction with ACOG’s Social Media Policy, both Internal and External.

SOCIAL MEDIA

Social Media may include, but is not limited to:

- Social networking sites (i.e., Facebook, Instagram, LinkedIn).
- Video and photo sharing websites (i.e., Flickr, YouTube).
- Blogs, including corporate blogs and personal blogs.
- Blogs hosted by media outlets (i.e., “comments”).
- Micro-blogging (i.e., Twitter).
- Wikis and online collaborations (i.e., Wikipedia).
- Forums, discussion boards, and groups (i.e., Google groups).
- Podcasting.
- Online multiplayer gaming platforms.
- Instant messaging (i.e., SMS).
- Geo-spatial tagging (i.e., Foursquare).

SECURITY

Social media or social networking has potential for information technology security-related issues. Sensitive information such as usernames, passwords, Social Security numbers and account numbers passed via these technologies can be read by parties other than the intended recipient. Transferring sensitive Association information over these technologies is prohibited. Due to the

relative vulnerability of social media and social networking sites to security exploits, it is important to be cautious when using these technologies. In order to prevent potential harm, users of social networking sites should minimize the amount of information an attacker would be likely to gain from a successful attack.

Transferring sensitive information such as usernames, passwords, social security numbers and account numbers is prohibited.

Devices such as iPads and laptop computers are to be used as a portal to the ACOG network. No information is to be stored on these devices, as that data is not subject to back-up.

All issues, questions, problems, etc. should be directed to the IT department and the employee must not attempt to resolve security issues on their own.

SEPARATE PERSONAL AND PROFESSIONAL ACCOUNTS

ACOG employees may have personal social networking and social media sites. These sites should remain personal in nature and be used to share personal opinions or non-work related information.

ACOG employees must never use their ACOG email account or password in conjunction with a personal social networking or social media site.

During regular work time, ACOG employees may use personal social networking for limited family or personal communications so long as those communications do not interfere with their work and are in line with any and all ACOG policies governing usage of these technologies.

ACOG employees who have personal social media or social networking sites, and comment about official ACOG business on those personal sites, should state their name and their role or position, when discussing official ACOG business. The Employee should use a disclaimer such as: "The postings on this site are my own and don't reflect or represent the opinions of ACOG or any of its member entities."

Division directors should take additional caution when posting to personal social media, to ensure that by virtue of their position any published personal content may not be misunderstood as expressing an official ACOG position.

All ACOG related communication through social media and social networking outlets should remain professional in nature and should always be conducted in accordance with ACOG's communications policy, practices and expectations.

ACOG employees must not use ACOG social media or social networking sites for political purposes, to conduct private commercial transactions, or to engage in private business activities.

ACOG employees should be mindful that inappropriate usage of official ACOG social media or social networking sites can be grounds for disciplinary action, up to and including termination.

Only individuals designated by the ACOG Executive Director may publish content to an ACOG web site or social computing technologies.

The policies stated herein apply to conduct occurring both during working time and while the employee is social networking away from work or on his/her own time.

GENERAL STANDARDS

Ethics and Code of Conduct: In the use of social media and social networking, ACOG employees shall be held to the same standard of conduct as state employees. This conduct is governed by the Constitutional Ethics Rules, which can be found at the Oklahoma Ethics Commission's website, www.ok.gov/oec/Ethics_Laws.

Approval of Technologies: ACOG employees may use the following social media and social networking technologies to conduct ACOG business:

- YouTube and other widely recognized video-sharing sites
- Flickr, Picasa and other widely recognized photo-sharing sites
- Twitter and other widely recognized micro-blogging sites
- Facebook, Google+, and other widely recognized general social networking sites
- Blogger, Wordpress, Tumblr and other widely recognized blogging platforms
- LinkedIn and other widely recognized professional networking sites

Respect laws governing copyright and fair use of copyrighted material of others. Identify any copyrighted or borrowed material with citations and links.

Online content is not private. It is prohibited to disclose or use ACOG's or its members' confidential or proprietary information in any form of online media. Avoid identifying, discussing or posting multimedia of others unless you give credit to the content owner.

Respect your audience and co-workers. Do not use ethnic slurs, personal insults, obscenity or engage in any conduct that would not be acceptable in the workplace. Show proper consideration for others' privacy and for topics that may be considered objectionable or inflammatory, such as politics and religion. ACOG's policies regarding solicitation, obscenity, harassment, pornography, and sensitive information also apply to social media and social networking on ACOG sites.

Do not make unsubstantiated claims. If you need to respond or make a comment on something specific, verify the facts and provide references or sources of information that are current. Ensure material is accurate, truthful and without error.

Do not engage in personal attacks, online fights or arguments, or engage hostile personalities, or make disparaging comments about ACOG or its members, supervisors, coworkers, services or products. ACOG prohibits postings that are vulgar, obscene, threatening or intimidating, or which violate other specific ACOG policies. However, this prohibition shall not be construed or applied in a manner that interferes with employees' exercise of rights under the National Labor Relations Act.

ACOG social media and social networking sites reflect ACOG, so usernames, comments, photos, videos, etc., should be appropriate for a professional environment and selected in good taste. All actions are public, and employees will be held fully responsible for any and all said activities.

The following shall not be posted to an ACOG social media or social networking site: Content that could compromise the safety or security of the public, solicitations of commerce, promotion or opposition of any person campaigning for election to a political office or promoting or opposing any ballot proposition. Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, receipt of public assistance, national origin, physical or mental disability, or sexual orientation is strictly prohibited.

Do not conduct any online activity that may violate applicable local, state or federal laws or regulations.

Any ACOG employee who has knowledge of or suspects a violation of this policy by another ACOG employee has a duty to report such violation to his/her immediate supervisor or Human Resources.

This policy shall be reviewed by ACOG staff annually and updated as necessary. This section operates in conjunction with ACOG's Social Media Policy, both Internal and External.

OPEN RECORDS

All content, comments and replies posted on any ACOG social media or social networking site are subject to the Oklahoma Open Records Act. Social computing content created or received by ACOG personnel, whether during work hours or on personal time, and regardless of whether the communication device is publicly or privately owned, may meet the definition of a record as defined by State statute, when the content is made or received in connection with the transaction of the official business of ACOG, and should be retained as required.

MONITORING

Social media and social networking traffic may be monitored. Users should have no expectation of privacy. Supervisors may request or be provided reports of internet usage by employees from the IT department as needed to monitor use.

Any employee found to have misused or abused any ACOG social media or social networking site, or violated this policy in any way, may be subject to disciplinary action, up to and including termination of employment.

Failure to comply with ACOG' Social Media Policy may result in disciplinary action up to, and including, termination.

OTHER POLICIES

GENERAL SAFETY / SAFE WORK ENVIRONMENT

ACOG attempts to provide a safe and healthy work environment that complies with the federal and state safety requirements and best practices. ACOG intends to comply with all PEOSH (Public Employees Occupational Safety & Health) requirements. Certain Association facilities must maintain safety procedures and must train Employees about safety in the workplace. Where the Association has established workplace rules, safety meetings, and training aimed at promoting safety in the workplace, Employees must, without exception, follow the rules and participate in training and safety meetings. Where rules require that protective clothing be worn, or apparatus be utilized, Employees must wear the clothing and use the apparatus. Failure to follow this policy will result in discipline, up to and including termination of employment.

Employees must participate in the process by being aware of their surroundings and working in a safe manner. No employee will knowingly be required to work in unsafe conditions. Employees should report any unsafe situation or equipment to their supervisor immediately.

GENERAL SAFETY RULES

- Employees are not authorized to disclose the door lock code to non-ACOG employees without specific authorization from the Executive Director or HUMAN RESOURCES.

- Clean and orderly work areas are fundamental to accident and fire prevention.
- Report any unsafe conditions such as loose floor tiles, railing, icy conditions, worn electrical cords or electrical shorts in machines, improper lighting, etc.
- Smoking is prohibited in all areas of the building.
- All exits, and hallways should be clear and free from obstruction.
- Never lift objects which are too heavy for safe handling. Get help or divide the load.
- When lifting heavy objects keep your head up, back straight and bend at knees, lift with legs.
- Hand trucks or carts should be used to move heavy objects when possible.
- Only ladders or self-locking step stools are to be used for access to high shelves or files.
- Never climb on chairs, boxes or file cabinets.
- Employees are prohibited from texting while driving while on ACOG business. See ACOG's Vehicle Use Policy for specific rules and procedures governing the use of ACOG-owned vehicles and use of personal vehicles in the conduct of official ACOG business.

IMPORTANT LOCATIONS

- A first aid kit is located in the designated cabinet in the supply room.
- An automatic defibrillator is located in the main hallway east of the Blue Room conference room.
- Fire Alarm pull stations are located
 - In Breezeways of both east parking lot exits.
- Fire Extinguishers are located
 - Throughout the main hallway as well as in the breezeways.

Make sure you know the location of the nearest fire extinguisher. Report missing, discharged, or damaged fire extinguishers to the Safety Coordinators as soon as possible. If you use a fire extinguisher, do not return it to its cabinet or bracket. Report the use of the extinguisher immediately to the Safety Coordinators to have it replaced.

EMERGENCY PROCEDURES

***Note:** If an employee feels they may have difficulty with carrying out any of these procedures, please have a plan for assisting.

FIRE

If you discover a fire, an explosion, or smoke in a building, call 911. Do not take any unnecessary risks in doing this.

Evacuation Procedures

- **Exits and Meeting Points:**

- Meet Point – Meet in the second tier of the parking lot, if safe to do so.

- **Fire Evacuation Conduct:**

- Stay calm. Walk, do not run, to the nearest exit. If you are having difficulty breathing as you exit, stay low to the ground to avoid breathing smoke. Call 911.
- Do not open any door that is hot to the touch, has smoke coming under it, or smoke can be seen on the other side through a window.
- If the fire alarm stops, continue the evacuation and warn others who may attempt to enter the building.
- Leave the building and move away from it, keeping walks and drives open for arriving firefighters. Proceed to the meeting point in the second tier of the parking lot. Do not leave this location as the Safety Coordinators and Division Directors will be attempting to account for all persons who were in the office.
- Once you have evacuated the building, DO NOT return for your coat, purse, personal belongings, etc.
- Always follow the orders of the fire and police departments.

- **Clothing Fire:**

- If your clothing is on fire, do not run. The universal instruction is **stop, drop, cover your face and roll**. Immediately drop to the floor and roll repeatedly to extinguish the flames, holding your hands over your face to protect it from flames.

TORNADO AND SEVERE THUNDERSTORM

Safety Coordinators will monitor the situation. In the event of a tornado warning, an announcement will be made over the phone system. Shelter in place, avoiding exterior windows and walls. You may also get under a desk or table. Employees and guests should not leave the building.

- **Special Duties:**

- **Safety Coordinators:** Responsible for monitoring severe weather situations, keeping staff and guests advised, and activating the plan above in the event of severe weather. Division Directors will attempt to account for all persons under their supervision. Safety coordinators will update employees on the status of the event.

EARTHQUAKE

- Immediately take cover under tables, desks or other such objects for protection against flying glass and debris. Be prepared to hold on until shaking stops.
- Stay until the shaking stops and it is safe to exit.

- If not near a sturdy object, make yourself as small as possible and cover your head and neck.
- If in a doorway, brace yourself against the frame and watch out for swinging doors or other people.
- Avoid overhead fixtures, windows, tall furniture, bookcases and heavy objects that could fall or shatter.
- Do not light matches and do not turn lights on or off.
- After the effects have subsided, evacuate the building through the closest clear exit. If safe to do so.

Leave the building and move away from it, keeping walks and drives open for arriving firefighters. Proceed to the meeting point in the second tier of the parking lot. Do not leave this location as the Safety Coordinators and Division Directors will be attempting to account for all persons who were in the office.

- Once you have evacuated the building, DO NOT return for your coat, purse, personal belongings, etc.
- Always follow the orders of the fire and police departments.

BOMB THREAT OR ACTIVE SHOOTER

In the event of a threat in the vicinity of the building, your response will depend upon the type of threat.

Bomb Threat: Take any bomb threat seriously, call 9-1-1 and report to police immediately, and then inform a Safety Coordinator, Division Director, or the Executive Director.

If you receive a written bomb threat, do not handle it any more than necessary. Place it in an envelope to preserve possible fingerprints.

If you receive a telephone threat, note the exact time of the call and attempt to write down the exact words of the caller. Ask the caller to repeat information. DO NOT argue or antagonize the caller. Get as much information as possible by asking when the bomb is set to explode, what kind of bomb it is, where it is located, and what it looks like. Take note of any background noises on the phone call. Note if the caller has an accent or any other telling characteristics. If possible, signal another person and write a note explaining the call is a bomb threat. The other person can then alert the police.

Staff should follow law enforcement's directives concerning evacuation.

Active Shooter: In the event of an active shooter, your safety is ACOG's priority. If you can, call or text 9-1-1. If there is a safe way for you to escape, take it. If you do not see an avenue of escape, find a safe place to barricade yourself in. If you find yourself trapped in your office, lock or barricade your door (it can act as a deterrent).

Hide in an area out of the shooter's view. Block entry to your hiding place and lock the door if possible. Silence your cell phone.

LIFE-THREATENING INJURY OR ILLNESS

Life-threatening conditions include severe chest pains, gunshot wounds, severe burns, hemorrhaging, severe head injuries, and open (compound) fractures, among others. In the event of a life-threatening medical situation, call 9-1-1. Do not attempt to move the patient unless he/she appears to be in danger. Follow instructions given by the dispatcher regarding treatment of the patient until paramedics arrive. Fire department paramedics will respond for treatment and transportation to a hospital emergency room.

BLOODBORNE PATHOGENS

Bloodborne pathogens include HIV, Hepatitis B virus, and Hepatitis C virus. Exposure can occur via a percutaneous injury, such as a needle stick or cut with a sharp object, or by contact of mucous membranes or non-intact skin with blood, tissue, or body fluids that are contaminated with visible blood. Observing universal precautions is the single best strategy to reduce the risk of exposure to bloodborne pathogens. This involves treating all human blood and potentially infectious human material as if it were known to be infectious. **Disposable gloves should be used by first aid providers where blood or body fluids of any kind may come in contact with the first aid provider. Disposable gloves are in the first aid kit located in the designated cabinet in the supply room.** Once first aid is completed and as soon as possible after removing disposable gloves, first aid provider should thoroughly wash and disinfect hands. All surfaces should be cleaned and decontaminated after contact with blood or body fluids. A 10% bleach and water solution should be used for decontamination. If contamination of the eyes, mouth or a puncture in the skin has occurred, report the exposure incident immediately to your supervisor, Safety Coordinator, or HUMAN RESOURCES.

SEARCHES AND INSPECTIONS

Because the Association is responsible for the safety and security of all its Employees while they are at work, the Association reserves the right to inspect each Employee's work area and personal items at any time, and for any reason. Therefore, Employees should have no expectation of privacy in their work spaces, including desks, drawers, cabinets, file cabinets, or other assigned storage areas, or in such personal effects as purses, backpacks, and luggage while the Employees are on Association property. Employees are expected to cooperate in any search. Failure to cooperate will result in disciplinary action, up to and including termination of employment. The Association will resort to any measures necessary to protect the information and property of the Organization and its Employees.

WHISTLEBLOWING

In accordance with Oklahoma state law, ACOG employees are protected from being disciplined as a result of reporting violations when they disclose public information or for reporting violations of state or federal law or policy, mismanagement, gross waste of public funds, danger to public health or safety, or discuss operations and functions of ACOG. Employees who wish to report improper action should contact their Division Director, Human Resources, the Executive Director or the Oklahoma County Prosecuting Attorney. ACOG encourages employees to raise concerns about unlawful or unethical conduct within the association without fear of retaliation. Employees are not protected if they knowingly or recklessly disseminate false information or make false claims of misconduct.

WORKPLACE INJURIES

It is each Employee's duty to immediately report to a supervisor or member of management any work-related or on-the-job injury. Any Employee who fails to

immediately report an on-the-job incident which leads to the injury of the Employee or a co-worker may be disciplined, up to and including termination of employment. Injuries not reported within 30 days of the incident may result in the claim being denied. This policy is necessary to permit the Association to comply with federal and state laws with respect to workplace safety and Employee's rights under state workers' compensation laws.

Horseplay and practical jokes in work areas will not be tolerated.

WORKERS' COMPENSATION LEAVE

For injuries that are recognized by the Worker's Compensation Court, paid injury leave may be granted for the first seven days the employee is off work until applicable Workers' Compensation coverage is provided. After this period, the employee may be entitled to temporary total disability pay as provided by the court. An employee may use sick leave or annual leave to make up the difference in Worker's Compensation temporary disability pay and the amount of the employee's normal salary but is not required to do so. No temporary disability pay will be allowed for any injury incurred while working for another employer.

Employees on a leave of absence for a work-related illness or injury should contact their immediate supervisor weekly to report their status, progress, and anticipated date of return to work. Reporting to a co-worker is not sufficient. Employees who are released to return to work from a work-related injury must contact the employer immediately upon release back to work and is expected to appear to work the following scheduled business day. ACOG will comply with all applicable reinstatement and employment laws for employees who are absent due to work related illnesses or injuries.

WORK RELATED INJURY OR ILLNESS

Any work-related injury or illness, no matter how minor, must be reported to the employee's supervisor immediately. Failure to report an injury or illness immediately may result in the delay or denial of Worker's Compensation benefits. The injury is to be accurately reported and documented. While filling out an injury report, the supervisor should take the opportunity to analyze work procedures, physical conditions, and equipment operation. Accurately collecting and reporting information on the injury report and then using that information can help in preventing future occurrences and help promote a safer working atmosphere.

If medical treatment is required, the supervisor will direct the employee to a medical facility. The medical facility will provide a physician's report that will include the employee's work status and will indicate if further medical treatment is necessary. This document should be returned to the supervisor immediately. If modified duty is recommended, ACOG will make every effort to provide a temporary light duty position within the restrictions outlined by the physician.

Injuries will be investigated. ACOG has a legal obligation to provide Workers' Compensation benefits to employees injured as a result of job-related accidents or illnesses and to ensure timely provision of those benefits. At the same time, ACOG has an obligation to its members, and is contractually required by its insurer, to ensure that benefits are not provided to persons whose injuries or illnesses are not, in fact, job-related, or where injuries are exaggerated or feigned by employees.

Each division will identify positions or assignments that may be available to accommodate light duty work to assist injured employees. If a light/modified duty assignment is identified and if ACOG's physician or any physician recognized by ACOG determines that the employee is able to perform the assignment, the employee may be offered the assignment.

WORKPLACE VIOLENCE

ACOG prohibits the presence of firearms, explosives, or other weapons on its premises or while on any work-related activity. Subject to the provisions of Oklahoma law, this policy applies to every employee of the company, even if the employee is licensed by the state or other governmental authority to carry a concealed weapon. An exception may be made for law enforcement officers upon advance approval by the Executive Director. For purposes of this policy, the term “premises” includes ACOG offices, work locations, desks, or vehicles engaged in ACOG business, and any personal belongings on or in any of the above. ACOG asks each employee to voluntarily comply with this policy for his or her own safety and for the safety of others.

The safety and security of the Association’s Employees, customers and visitors is of vital importance. Therefore, acts or threats of physical violence, including intimidation, harassment or coercion, which affect the normal operations of the Association or which occur on Association premises or property will not be tolerated. Additionally, no Employee, stakeholder, member, or visitor may bring, possess, or use any weapon on Association premises or property. This prohibition includes any device which has the usual function of causing bodily injury, including but not limited to licensed handguns. An exception may be made for law enforcement officers.

This prohibition against threats and acts of violence applies to all persons on Association property, including but not limited to Employees, members, and visitors. Therefore, violation of this policy by any individual on Association property or premises is considered misconduct and will lead to disciplinary action, up to and including termination of employment, and/or legal action as appropriate. For purposes of this policy, “premises” means any of the Association’s offices, any other facilities, association grounds, vehicles, used in conjunction with its business (such as leased storage areas) and motor vehicles owned or leased by the Association.

If an Employee has actual knowledge or a reasonable suspicion that another individual is engaged in acts or threats of physical violence or is in possession of a weapon of any kind on the Association’s premises (*Association vehicles, buildings and storage areas*), management should be notified immediately. If management is not available, the situation should be immediately reported to your supervisor. The individual should not be confronted directly by any member of the non-management staff. It is expected that management or others will proceed in a discreet and confidential manner, privately inquire or investigate the situation and, where appropriate, either escort or make arrangements with law enforcement officials to remove the individual from the premises.

The Association reserves the right, in its discretion and as dictated by circumstances, to conduct reasonable searches of an Employee’s property or work area if there is a valid suspicion that the Employee is in possession of a weapon. The Association also reserves the right to seize any weapons brought onto its premises (*Association vehicles, buildings and storage areas*) in violation of this policy.

Any Employee who violates this policy will be subject to disciplinary action, including immediate termination of employment. Any Employee who refuses to consent to a reasonable search of his or her property or work area will similarly be subject to disciplinary action including immediate termination of employment.

The possession of guns and firearms on the Association’s premises, whether during normal work hours or otherwise, is strictly prohibited. Any Employee found to be carrying or holding a gun or firearm on Association property will be immediately terminated from his or her employment. It is not a violation of the law for employees to carry licensed guns and firearms in their vehicle;

however, they must be locked in your automobile and not brought into the premises without prior approval.

SUSPICIOUS PERSONS

If you see suspicious persons in the building or in the parking garage or parking lot, report them to a Division Director, HUMAN RESOURCES, or the Executive Director. You should provide a complete description of the person, what he or she was doing, his or her last known location, and his or her direction of travel (if known).

VISITORS

Because of liability, insurance, and operational considerations, the Association discourages non-business-related visitors from coming on to Association property. It is preferred that employees who are leaving the facilities with a non-Employee ask such visitors to meet them in the Association parking lot, rather than entering Association facilities.

OTHER PERSONNEL POLICIES

ASSOCIATION PROPERTY

Our Association believes that a professional work place is essential to the growth and overall well-being of the Association and its Employees. The workplace is a reflection of our professionalism. Therefore, it is expected that all Employees will act responsibly with regard to the care of the work place. Buildings, equipment and supplies are the property of the Association. Cooperation is expected when Employees are asked to share this property. Association property is not to be removed at any time for personal use. As an Employee of the Association, it is the responsibility of each Employee to help keep the cost to a minimum and to assist in maintaining the quality of the building, furniture and equipment. Cleanliness of surroundings is also enjoyed by all Employees. Housekeeping is everybody's job, and it is essential for workplace safety.

Upon separation of employment, or supervisor request, all Association property (including keys) must be returned to the Association.

ATTITUDE

As an Employee of the Association, regardless of the department or area of employment, your work is extremely important. It is up to you to assist in any way to make the work environment as pleasant as possible by maintaining a cheerful attitude, quiet surroundings, a pleasant word, a smile, cooperation with other departments, cooperation with co-workers and prompt efficient service. Exhibiting a "can do" attitude is very important to the achievement of Association goals as well as your willingness to assist coworkers as needed.

All Employees should show courtesy and respect to members, stakeholders, visitors and their families. Verbal or physical abuse of members, stakeholders, co-workers or visitors is prohibited. Failure to show courtesy and respect and instances of verbal or physical abuse may result in discipline, up to and including termination of employment.

BUSINESS TRAVEL EXPENSES.

To receive reimbursement for business related travel expenses, employees must complete the Out-of-Area Travel Voucher Form and submit to the Finance Division with detailed receipts attached. This section operates in conjunction with ACOG's Business Travel Policy.

CHANGES IN PERSONAL STATUS

Employees should report any change in marital status, dependents, exemptions, address, telephone number, emergency contact, etc. to Human Resources in order to keep personnel records correct, and to assure that Employees receive ample opportunity to participate in Employee benefit programs for which they are eligible.

CONFIDENTIALITY

All records and files of the Association are property of the Association and considered confidential. No Employee is authorized to copy or disclose any file or record of the Association without specific and limited direction, as in the case of audits, etc. Confidential information includes, but is not limited to, all letters or any other information concerning transactions with Stakeholders, Stakeholder lists, Association payroll or personnel records of past or present Employees, financial records of the Association, marketing strategies, pending projects and proposals, proprietary production processes, all records pertaining to purchases from vendors or suppliers, correspondence and agreements with manufacturers or distributors, conversations between any persons associated with the Association, and documents concerning operating procedures of the Association. All telephone calls, letters, or other requests for information about current or former Employees should be immediately directed to Human Resources.

We ask that all Employees respect the confidence placed in us by our members and stakeholders. The professional relationship between them and the Association demands that there be no disclosure of any information about them or their records, etc. without a proper release or court order.

Employees who improperly use or disclose trade secrets or confidential business information will be subject to disciplinary action, including termination and legal action, even if they do not actually benefit from the disclosed information. This includes the unauthorized transfer of Association Confidential electronic material to any individual outside of the Association.

ACOG is subject to and complies with The Oklahoma Open Records Act, which is set out in Title 51, Section 24 of the Oklahoma State Statutes and the Oklahoma Open Meetings Act, which is set out in Title 25 of the Oklahoma State Statutes.

CONFLICTS OF INTEREST/BUSINESS ETHICS

No employee shall seek or accept, directly or indirectly, payments, loans, services, excessive entertainment or travel per the restrictions outlined in this policy, or other payments from any organization.

ACOG places great emphasis on, and values highly, its reputation for integrity. We intend that our business practices meet the highest standards of ethics. Accordingly, even though customs and standards of ethics may vary in different business environments, honesty and integrity must always be maintained in our business activities. Employees and members of the Board of Directors are not

authorized at any time to achieve any business objectives of ACOG, or any of its members or affiliates, through violations of laws or unscrupulous dealings.

In keeping with the aforementioned objectives, it is the policy of ACOG and its members and affiliates to transact business in accordance with the laws of each jurisdiction in which they or any of them conduct business. No employee or Board Member shall pay or bestow, or authorize the payment or bestowal of, anything of value in the form of monies, gifts, gratuities or favors upon any person, political, civic or any other organization, government official or business entity, foreign or domestic, with the intent of causing the recipient thereof to influence any transaction for the benefit of this organization, any of its members or affiliates or any other person. No employee or Board Member shall make contributions to political parties or candidates for public office out of funds or other assets of ACOG or any of its members or affiliates. Transactions contrary to this policy include, but are not limited to, the following:

- Receipts from or payments to governmental officials, employees or other companies as a bribe, influence payments, or kickback
- Amounts received or paid with an understanding that rebates or refunds will be made either directly or through a third party
- Political contributions inconsistent with state or federal laws
- Payments or commitments (whether cast in the form of commissions, payments or fees for goods or services received or otherwise) made with the understanding or under circumstances that would indicate that all or part thereof is to be paid by the recipient to governmental officials or employees of officials or employees of any public or private organization as a bribe, influence payment or kickback.

ACOG expects complete honesty, loyalty, objectivity and unbiased judgment on the part of every employee in the performance of the employee's job duties. These high standards cannot be met where any gain or benefit, financial or otherwise, to the employee could be a factor in any ACOG transaction in which such employee participates.

Accordingly, under ACOG policy:

- No employee shall invest or participate in non-ACOG activities if such investment or participation interferes with ACOG's interest or welfare or interferes with the responsibilities or effectiveness of the employee's job performance.
- No employee shall have any financial interest in any outside business enterprise that sells materials, equipment or services of any kind to this organization or its members or affiliates if such employee is in a position to influence relations, negotiations or dealing with that supplier. It is ACOG's policy not to purchase any materials, equipment or services from an enterprise in which an employee or any member of the employee's immediate family or members of ACOG's Board of Directors has a direct or indirect ownership interest or in which the employee participates.
- No employee shall own an interest, whether direct or indirect, or participate in a business enterprise that competes with ACOG or any of its members or affiliates where the employee is in a position of influence in or control of such business enterprise.

- No employee shall purchase, exchange or have any interest in real estate or other properties in direct conflict with, or in anticipation of the sale or lease of such interest to, ACOG or any of its members or affiliates.
- No employee shall disclose Association confidential, inside or other business information known to or acquired by such employee incidental to the employee's work to any person, whether related or not, or to any non-affiliated enterprise where such employee or other person or enterprise might derive any gain or benefit, financial or otherwise, therefrom or where such disclosure might be contrary to the best interest of or adversely affect ACOG or any of its members or affiliates.
- Except as may be required in the performance of employment, no employee shall disclose any confidential information, including any test or performance data, relating to (i) the existence or non-existence of hydrocarbons or other minerals on, in or under acreage in which the membership or any of its affiliates has any interest, (ii) drilling or mining operations or (iii) other plans of ACOG or any of its members or affiliates.
- No employee shall seek or accept, directly or indirectly, payments, loans, services, excessive entertainment or travel, gifts of other than nominal value, or other payments from any organization or representative of any organization or any person doing or seeking to do business with or seeking advantage from ACOG or any of its members or affiliates. This, however, is not to be interpreted to prevent any employee from using the normal and customary financial services offered by any banking institution doing business with ACOG or any of its members or affiliates.
- No employee may serve as an employee, officer or director of or consultant to any other organization, with or without remuneration, if serving in such capacity could interfere with the work being performed for ACOG or any of its members or affiliates, or where such other organization is in direct competition with or has interest in conflict with ACOG or any of its members or affiliates.
- No employee shall use ACOG's property for any improper purpose. ACOG property should not be sold, loaned or disposed of, regardless of condition or value, except with proper authorization.

This policy is not intended to prohibit ownership by the employee or the employee's immediate family of shares or other securities in companies that are widely held by numerous other investors and traded regularly in recognized security markets unless such ownership might tend to influence any decision that the employee might make with respect to ACOG or any of its members or affiliates.

Further, this policy is not intended to exclude employee participation in any activity that might appear to be inconsistent with these guidelines provided such activity is undertaken with the knowledge, consent or approval of ACOG.

As a summary of basic principles, this policy does not include all the rules and regulations that apply to every situation. Each employee, alone, is accountable for his or her actions. ACOG's records shall be maintained accurately. No entries will be made in books and records of ACOG, its members or affiliates, which intentionally falsify, obscure or disguise the true nature of the transactions underlying such entries. In no instance shall there be any unrecorded or undisclosed funds or assets of ACOG or any of its members or affiliates. No payment on behalf of ACOG or any

of its members or affiliates shall be approved or made with the intention or understanding that any part of such payment is to be used for a purpose other than that described in the documents supporting payment.

Discovery of events that may be in violation of ACOG's policy shall be reported to the Executive Director. If such instances are identified with persons at high levels within ACOG, the matter shall be reported to the Chair of the ACOG Board of Directors.

In order that proper assurance may be given to the Board of Directors, to the membership of ACOG, to its independent auditors, to the public and to others who have a right to be concerned with the subject matter of this policy, the Board Officers of ACOG may require of such employees and Directors as they deem appropriate, either directly or through ACOG's independent auditors, information necessary to determine adherence to this policy.

Failure by the employee to respond to requests for information by ACOG or its independent auditors, the submission of inaccurate responses, concealment of requested information or failure to terminate any activity that ACOG believes interferes with the employee's performance of his/her work obligations or is contrary to or conflicts with ACOG's interest can result in the employee's dismissal from ACOG.

ACOG is subject to and complies with The Oklahoma Open Records Act, which is set out in Title 51, Section 24 of the Oklahoma State Statutes and the Oklahoma Open Meetings Act, which is set out in Title 25 of the Oklahoma State Statutes.

Employees are prohibited from using Association facilities, equipment or information for their personal advantage. Any Employee found to be using or disclosing Association trade secret information, Association equipment, or Association facilities in a manner that competes with the Association or would cause the Association to suffer economic harm shall be disciplined, up to and including termination of employment. Further the Association can bring appropriate legal action against an Employee violating this policy.

Additionally, while we understand that all Employees have personal matters, no personal business may be conducted while at work, other than during break times. Violation of this policy may result in discipline, up to and including termination of employment.

GIFTS

Soliciting or accepting excessive gifts or hospitality is a common way in which conflicts of interest can arise. Accepting an occasional gift is a permissible business practice where the gift is unsolicited, modest in value, provided openly and legal. Even if the acceptance of a gift is legally permissible, the employee should consider whether the gift raises the appearance of impropriety. The employee is expected to use prudent judgement in these circumstances, thereby protecting the integrity of the organization. The following restrictions shall govern the receipt of gifts by the employee:

- You may accept non-cash items of less than \$75.00 in total value per event/occasion per donor, and less than \$250.00 in total cumulative value from said donor within the proceeding twelve months.
- You may accept benefits in the form of food, lodging, transportation or entertainment in any amount if you accept them as a "guest", which means the donor must be present.

The donor may provide you with transportation and lodging only in connection with a fact-finding trip related to your official duties or in connection with an event, such as a conference, at which you will be providing “more than perfunctory” services in your official capacity.

The employee is encouraged to be proactive in seeking advice and guidance from ACOG’s administrative and legal staff prior to accepting a gift if compliance with the above regulations is questionable, thus potentially resulting in a conflict of interest.

HIRING OF FAMILY MEMBERS / INSIDERS

ACOG allows the hiring of family members of current employees, though in most cases an employee will not be permitted to be directly or indirectly supervised by a family member. For the purposes of this policy, an employee’s family member includes the employee’s spouse, children, siblings, parents, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, stepparent or stepchild, grandparents, grandchildren, or other permanent member of the employee’s household. Due to a possible conflict of interest and/or because of federal laws, any voting member of any of the ACOG policy committees or member of their family as defined above is not eligible for employment with ACOG.

IMMIGRATION

ACOG is committed to full compliance with the federal and state immigration laws. Federal law requires persons working in the United States whose authorization to work in this country is based on a visa or other documentation with an expiration date, to submit at the time of expiration new documentation showing the person’s work authorization has been extended. Federal law further requires the termination of employees who fail to provide in timely manner proper documentation required by federal law. Where an employee’s information is found to be false during employment, the association has the right to terminate the employee.

OPEN DOOR POLICY

The Association’s Open-Door Policy is designed to enhance communications throughout the organization. As such, it encourages Employees to talk to their immediate supervisor prior to seeking higher levels of management. Employees should feel secure in knowing their concerns will be handled with the highest degree of confidentiality possible. As such, Employee issues will usually remain between an Employee and his/her supervisor and/or Human Resources. Occasionally, however, another manager, Human Resources, or Employee may be included in the discussion to ensure a satisfactory result. Employees should also be assured that retaliation is prohibited for filing a good faith complaint under this procedure.

If an Employee has a concern, the following steps should be utilized:

- **Immediate Supervisor:** Employees should always attempt to resolve work related problems with their immediate supervisor. This person is usually closest to the situation and may already be aware of the problem or be in a position to offer a new perspective. Speaking with a supervisor or manager usually provides an effective means of resolving problems before they become serious.
- **Higher Level of Supervision:** If an Employee is uncomfortable talking to his/her supervisor, or if the supervisor is perceived as part of the problem, the Employee is free to consult the

next level of supervision. Employees are encouraged to work up the chain of command within their department, since this is usually the most effective means of resolving problems.

- **Human Resources:** Employees may always contact Human Resources. Human Resources is trained to assist employees with problems.

OUTSIDE EMPLOYMENT

The Association recognizes that its most important resource is its Employees. The ability to achieve the Association's long-term goals is dependent upon the efforts of a cohesive and disciplined team. Accordingly, it is hoped that Employees will not find it necessary or desirable to engage in other or outside employment with another Association. Employees who desire to engage in outside employment should discuss such employment with a member of management. Such outside employment should not conflict with an Employee's ability to perform his or her functions at the Association as determined by ACOG including when an Employee is on paid or unpaid leave. In no event shall an Employee become employed with a competitive Association at any time during the Employee's employment with this Association.

PERSONAL HONORARIUM

If an employee is requested to make a presentation in that person's capacity as an employee of ACOG during working hours, the employee is prohibited from accepting any personal honorarium. ACOG may defray the employee's reasonable expenses for the presentation, if approved in advance.

PERFORMANCE REVIEWS

After the three (3) month orientation period, management intends to evaluate the performance of the newly hired Employee and thereafter on an annual basis. It is also the intention of Management to evaluate each Employee annually. Your performance will be based on the following factors, including but not limited to: how well you complete your job duties, your demonstrated abilities, productivity, attendance and dependability, willingness to take on new tasks, how well you interact with others, determine training needs and your adherence to Association policies.

PERSONAL APPEARANCE

The appearance of an individual has a great bearing upon the manner in which his or her services are accepted by members and stakeholders of the Association or the public in general. Safety, comfort and specific work areas and functions may determine the appropriate dress and grooming standards for each position. It should be a matter of personal pride with every Employee to keep clean and neat at all times while they are in the employ of the Association. Employees who report to work in unacceptable attire or poor hygiene, as determined by Human Resources, may be requested to leave work and return in an acceptable manner. Employees will not be paid for such time away from work. Repeated violations of this policy will result in discipline, up to and including termination of employment.

PERSONAL CONDUCT

We are very proud of the Association's reputation and consider each Employee a vital part of our team and an important representative of ACOG. It is our hope that your professional conduct will enhance our reputation. Every Employee is expected to act in a professional, responsible, and

courteous manner at all times. Clearly, such behavior fosters a positive and productive working environment. Conversely, inappropriate or unprofessional behavior is disruptive and unproductive. Moreover, inappropriate conduct is cause for discipline, up to and including immediate termination of employment.

Of course, in the context of this handbook, it is impossible for the Association to identify all standards of conduct that are unacceptable. Again, the Association demands that Employees act in a professional and courteous manner. We expect that Employees will use common sense and good judgment in achieving this goal. However, the Association's judgment, and not that of any individual Employee, is the benchmark for what is acceptable and what is not. An Employee's conduct is not made acceptable solely because the Employee believes it to be. Nor may an Employee excuse his or her conduct because this manual does not specifically prohibit the objectionable conduct. The Association expects that Employees recognize that inappropriate conduct, from rudeness to theft, is unacceptable. The decision as to what is inappropriate is left in the Association's hands and sole discretion.

Favorable impressions made on people outside the Association are important to each of us. Such Goodwill directly and indirectly affects the growth of our business and growth increases the opportunity for all. Behavior which reflects unfavorably upon the Association may be grounds for discipline, up to and including termination of employment.

PERSONAL PROPERTY

The Association cannot be responsible for personal property that is lost, damaged or stolen. If you bring personal property/items/belongings into the office or Association property, you are responsible to keep track of them.

If you do bring personal property, you need to understand that it will not be covered under the Association's insurance and because of limitations on personal homeowners' policies with business property away from the home premises, it may not be covered under your homeowner's coverage either.

PERSONNEL FILES/RECORDS

The Association's Finance Division, or HUMAN RESOURCES maintains personnel records in the manner required by federal and state law. Each employee is responsible for notifying the Finance Division or HUMAN RESOURCES of any change in personal information. In accordance with the Oklahoma Open Records Act, information not specifically exempted by the Act including employment application, gross receipts of public funds, dates of employment, title or position, and any final disciplinary action resulting in loss of pay, suspension, demotion or termination is available for public inspection. Personnel files are not to be removed from ACOG offices without express, written permission of the Executive Director. Further, no employee may have possession of their own personnel file without a supervisor or Division Director present. With reasonable notice, and upon proper request, you and/or your designated representative may inspect your personnel records in the presence of a supervisor, Division Director, or the HUMAN RESOURCES, unless state or federal law protects the confidentiality of the records.

POLITICAL ACTIVITY

ACOG is covered by the Federal Hatch Act. A copy of the Hatch Act is available on file for review in the Finance Division offices. Each employee is responsible for becoming familiar with this Act.

Employees may not:

- engage in political activity while:
 - on duty
 - in a government office
 - wearing an official uniform
 - using a government vehicle
- use official authority or influence to interfere with an election
- solicit or discourage political activity of anyone with business before their association
- solicit or receive political contributions
(may be done in certain limited situations by federal labor or other employee organizations)
- be candidates for public office in partisan elections

Any questions about the Hatch Act or permitted political activity should be directed to the Executive Director or HUMAN RESOURCES.

SMOKING AND THE USE OF TOBACCO PRODUCTS

Smoking and the use of tobacco products in the presence of some customers and co-workers may be offensive to them. The smoking of cigarettes, cigars, e-cigarettes, vaping or pipes and the use of chewing tobacco, snuff, dip or any other tobacco product is not permitted in the Association's facilities. For those Employees who must smoke or use any other tobacco product, they should do so for a very brief period outside the Association's facilities. No smoking is permitted within 25 feet of any entrance or exit. Excessive break periods taken for the purpose of permitting an Employee to use tobacco products of any kind may be disciplined by the Association. Employees are expected to keep designated smoking areas clean, and to properly discard cigarette and cigar butts and any other items used with tobacco. Employees may also be disciplined for smoking or using tobacco products in areas that are not designated as such.

SOLICITING

Our main job at the Association is to give our members and stakeholders the best service possible. In order to allow Employees to provide the Association's members with their undivided attention, the solicitation by an Employee of another Employee for the support of any organization is prohibited during the working time of either Employee. Permission may be granted by the Division Director or HUMAN RESOURCES to solicit on behalf of children's fundraisers and charitable organizations.

Additionally, the distribution of advertising materials or other literature is prohibited in all working areas and sales areas during Employees' work schedules. E-mail, facsimile machines, and voice mail may not be used to advertise or solicit Employees. Similarly, non-Employees may not come on the Association's property at any time to solicit for any cause or to distribute material or literature of any kind for any purpose without express permission from the Executive Director or HUMAN RESOURCES, or unless invited to do so as part of a procurement procedure.

TELEPHONE, CELL PHONES, CAMERA PHONES, OTHER ELECTRONIC DEVICES

Personal telephone calls must be limited to emergencies or necessities. The Association relies heavily on its telephones, and lines are limited. Excessive personal telephone usage will subject an Employee to discipline, up to and including termination of employment. No personal long-distance telephone calls may be made without the approval of the Employee's supervisor.

While at work Employees are expected to exercise the same discretion in using personal cellular phones as is expected for the use of Association phones. Such use includes talking with others, text messaging, searching the internet and posting to the internet. Excessive personal calls during the workday, regardless of the phone used, can interfere with Employee productivity and be distracting to others. A reasonable standard is to limit personal calls during work time to breaks and lunch hours. Employees are therefore asked to make any other personal calls on non-work time and to ensure that friends and family members are aware of the Association's policy. Flexibility will be provided in circumstances demanding immediate attention. The Association will not be liable for the loss of personal cellular phones brought into the workplace.

The Association prohibits Employee use of cameras or tape recorders in the workplace, including cell phones with cameras and/or recording devices, as a preventative step believed necessary to secure Employee privacy, trade secrets and other business information. Use of electronic equipment to record Association Confidential conversation and/or Association confidential information is strictly prohibited barring the following: such recording devices are approved as a reasonable accommodation and both parties are aware of the recording, or as necessary, pursuant to the Open Records Act (i.e. - recording meeting minutes).

WORKPLACE GAMBLING POLICY

The Association prohibits most forms of gambling in the workplace, including professional or organized gambling activities. Exceptions to the prohibition include office or department-sanctioned pools, raffles, friendly wagers or ACOG-sponsored events supporting a cause.

Employees are required to seek approval prior to engaging in any gambling activities. All inquiries should be directed to Human Resources for approval. Failure to comply with this policy may result in disciplinary action, including possible termination of employment.

Human Resources is required by state law to ensure that ACOG is in compliance with all applicable gambling laws.

DISCIPLINE & TERMINATION OF EMPLOYMENT

DISCIPLINE

The Association has adopted a progressive discipline policy to identify and address Employee and employment related problems. This policy applies to any and all Employee conduct that the Association, in its sole discretion, determines must be addressed by discipline. Of course, no discipline policy can be expected to address each and every situation requiring corrective action that may arise in the workplace. Therefore, the Association takes a comprehensive approach regarding discipline and will attempt to consider all relevant factors before making decisions regarding discipline.

Most often, Employee conduct that warrants discipline results from unacceptable behavior including horseplay and bullying, poor performance or violation of the Association's policies, practices or procedures. However, discipline may be issued for conduct that falls outside of those identified areas. Equally important, the Association need not resort to progressive discipline, but may take whatever action it deems necessary to address the issue at hand. This may mean that more or less severe discipline is imposed in a given situation. Likewise, some Association policies like sexual harassment and attendance, contain specific discipline procedures.

Progressive discipline may be issued on Employees even when the conduct that leads to more serious discipline is not the same that resulted in less severe discipline. That is, violations of different rules shall be considered the same as repeated violations of the same rule for purposes of progressive action.

The Association will normally adhere to the following progressive disciplinary process:

- **Verbal Caution:** An Employee will be given a verbal caution when he or she engages in problematic behavior. As the first step in the progressive discipline policy, a verbal caution is meant to alert the Employee that a problem may exist or that one has been identified, which must be addressed. Verbal cautions are documented and placed in the Employee's personnel file.
- **Verbal Warning:** A verbal warning is more serious than a verbal caution. An Employee will be given a verbal warning when a problem is identified that justifies a verbal warning or the Employee engages in unacceptable behavior. Verbal warnings are documented and placed in the Employee's personnel file.
- **Written Warning:** A written warning is more serious than a verbal warning. A written warning will be given when an Employee engages in conduct that justifies a written warning or the Employee engages in unacceptable behavior. Written warnings are documented and placed in the Employee's personnel file. Employees may be placed on probation and/or a performance improvement plan at this time. Probationary Employees are held to the highest standards for behavior and job performance. Progressive discipline is the exception rather than the rule for probationary Employees.
- **Termination:** An Employee will be terminated when he or she engages in conduct that justifies termination or does not correct the matter that resulted in less severe discipline.

Again, while the Association will generally take disciplinary action in a progressive manner, it reserves the right, in its sole discretion, to decide whether and what disciplinary action will be taken in a given situation.

RESIGNATIONS

ACOG feels that an adequate notice of an employee's intent to leave employment is professionally sound and gives the Executive Director time to affect an orderly transfer of work. ACOG Employees are required to give at least a two (2) weeks' notice before terminating employment. The last weeks of employment should not include annual, sick or comp time. If the resigning employee has time off scheduled during the final weeks of employment, then the last date of employment should be moved to a later date. *Employees that fail to give adequate notice upon resignation will forfeit payout of all accrued annual leave.*

Directors of an ACOG Division or Department are required to give at least three (3) weeks' written notice before terminating employment.

Regular full-time employees, temporary/special purpose employees, and part-time employees working 1,000 hours or more per year are asked to give two weeks' written notice before terminating employment.

Part-time employees working fewer than 1,000 hours per year and interns are asked to give at least three days' notice before leaving a position.

If there are extenuating circumstances, as approved by the Executive Director, the employee may give less notice. The notice should include the reason for the resignation and the date. The notice should be given to the Employee's Division, Department, Program Director with a copy to the Executive Director. The original resignation should be provided to the Finance Division.

TERMINATIONS

The Association may terminate an Employee at any time with or without cause. However, some of the situations that may result in termination include, but are not limited to, the following:

- Misconduct such as theft, insubordination, dishonesty, harassment, discrimination, intoxication, substance abuse, carrying of firearms, unauthorized disclosure of confidential information, etc.
- Performance related reasons such as inefficiency, high rate of error, poor quality or quantity of work (sales or otherwise), lack of cooperation, frequent non-excused absences, habitual tardiness, leaving your work station before quitting time without your supervisor's permission, etc.

Employees that are terminated for cause will not receive payout of any accrued unused annual leave.