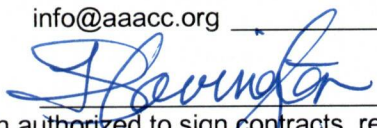


SAN FRANCISCO ARTS COMMISSION
2012-2013 Mid-Year Report
Deadline: January 31, 5 p.m. in office

received
1/31/13

Contact Information

Organization Name: African American Art & Culture Complex _____
Street Address: 762 Fulton Street _____
City/State/Zip Code: San Francisco, CA 94102 _____
Executive Director: Francée Covington (acting) _____
Telephone: 415-922-2049 _____ Fax: 415-922-5130 _____
In case of emergency/ cell phone: 415-260-8572 _____
E-mail Address: info@aaacc.org _____ Website: www.aaacc.org _____
Signature:  Date: January 30, 2013
(Submitted by person authorized to sign contracts, reports, and invoices)
Printed Name: FRANCÉE S COVINGTON _____ Title: Interim Executive Director _____

CHECKLIST:

Please be sure the Management and Programming Plan includes all of the following:

- Completed Mid-Year Report
- Signed original form
- SFAC/HTF and organizational Profit and Loss statement for July 1, 2012 to December 31, 2012
- Revised organization chart (including contractors and volunteers)
- Resumes for key staff (if staff has changed) including executive director, facility manager, and bookkeeper
- Personnel Policies and Procedures (if this has changed)
- List of Board of Directors with contact information (if members have changed)
- Proof of Insurance Policies including the following: Worker's Compensation, General Liability, Automobile Liability, and Property if they have expired
- List of major press (with links if possible) mentions so far this year

REMAINING DEADLINES

December 3, 2012 Revisions to MPP due in SFAC office
January 8, 2013 CAEG Committee reviews revised MPPs
January 31, 2013 Mid-Year Report due
February 25, 2013 FY12 Audited Financial Statements and CDP report due
(As mentioned in the MPP guidelines, Centers with budgets <\$250,000 may submit a financial review)
August 26, 2013 FY 12 Reconciliation of advanced funds and Final Report due

Cultural Center Goals

The Hotel Tax Fund is allocated to the Arts Commission to “support the operation, maintenance and programming of the City-owned community Cultural Centers to assure that these Cultural Centers remain open and accessible and remain vital contributors to the cultural life of the City.”

1. Provide update on the organization's goals and objectives based on the measures of success outlined in the Management and Programming Plan.

Goal #1 - To celebrate art and engage the community through the promotion, exhibition, collaboration, experience and expression of Afro-centric art.

- We have produced three exhibitions so far this fiscal year, open at no cost to the public: “The Exodus. The Migration. The Stand.”, “What is Your Spiritual Evolution? By William Rhodes”, and “Aerosoul 3: From Khemet to Aztlan”. Attendance at the Aerosoul opening reception was particularly high- about 400 in attendance.
- We have held art talks in conjunction with each of our exhibits. Attendance has ranged from 15-40 people, and those in attendance have offered very positive feedback. Additionally, our artists have generally had very positive experiences working with us. They tell us how honored they are to have their work in AAACC exhibitions and, as they hear about upcoming projects, offer sketches and ideas that could contribute to the quality of future shows.
- Project Level (PL), a program in our youth department, has created numerous opportunities for artists and youth to work on projects together, some of which include:
 - PL youth as a part of the creation of, and served on, the youth board for the Bay Area Youth Media Network’s film festival “Rise to the Occasion” (July-October 2012).
 - PL was asked to teach a monthly DJ workshop at San Francisco’s Main Library in part to help design the library’s newly funded teen center (Dec 2012-June 2013).
 - PL toured and became official community partners with 106 KMEL radio. They received 10 internships per year for students interested in careers in broadcasting (August 2012).

When the AeroSoul 3 exhibit began, youth were able to work with the artists through free classes, workshops and apprenticeship mural programs. They also hung their own show in the second floor gallery under the tutelage of our resident curator and youth leaders of the AeroSoul society.

Goal #2 - To provide emerging artists the crucial opportunity to gain exposure to the greater public, that can catapult them to greatness.

- We have not had any exhibit openings since developing our new plan to hold VIP receptions preceding the openings, therefore the receptions will be held in the upcoming months when new shows premiere, beginning in February 2013.
- We have commissioned two artists to do mural projects over the last two months:
 - The Exodus. The Migration. The Stand. *Muralist, Jonathan Brumfeld*
 - What is Your Spiritual Evolution? By William Rhodes, *Muralist, Danny King*

Goal #3 – Continue to offer youth programming within a safe space that nurtures and uncovers talents, and provides youth the opportunity to grow into successful adults who give back to their community.

- We recently submitted new grant proposals to DCYF to reach our objective of increasing grant funding during FY13. If we receive even a portion of what we asked for in the proposals, we will be able to expand our programming to provide more opportunities for youth to participate in visual and performing arts classes, as well as audio art and production.
- Project Level is partnering with a number of organizations to increase opportunities for youth: San Francisco Public Library, Bay Area Video Coalition, Children’s Creativity Museum, and three SFUSD high schools.
- We acquired eight new Apple computers for our Recording Studio and will be adding and updating software in the near future. Project Level’s 4-month program has begun, and all students have learned to record, produce and write their own music. They are all currently working on projects including completing their own websites, music media campaigns, photo shoots, song recordings and marketing plans.

- We hired a new case manager (résumé included), in December 2012 and have developed a curriculum to work with youth at Plaza East beginning on February 1, 2013

Goal #4 - To build the capacity of the African American Art & Culture Complex to increase funding and become an ever better model of community-supported arts programming.

- Plans for Board and staff professional development, as well as more aggressive fundraising will be continued after our new Executive Director begins at the beginning of March as we believe it is critical she be involved with these efforts.
2. Provide an update on the fundraising plan. What activities have been implemented and what benchmarks have been met?

- Due to many changes and transition at the AAACC, the Annual Giving Campaign was not launched in October, but we plan to undertake the campaign this spring.
- We increased our parking space rental fee to \$75/month in January, 2013 and have continual interest from new neighbors wanting to rent spaces. In fact, we decided to begin a waiting list this month because we are unable to accommodate all the requests. We plan to rent out another parking space through the car share service, GetAround, in the near future, to further generate revenue for the center.
- We recently increased our venue rental fees, after no increases for three years. The new rental fee list is attached to this report.
- We held our first VIP reception for the William Rhodes exhibit in the Sargent Johnson Gallery in November, a month into the exhibit's run. Paying an entrance fee to attend a reception of this type is a new approach with regards to the community we typically serve. The attendance was fair and the funds donated, minimal, but we are excited to try new tactics to make this idea a successful one over the course of the year.
- We submitted three RFPs to DCYF (we submitted only two, three years ago), for a total request of \$1,065,106.90.
- We will not be receiving a grant of \$50,000 from the Metta Fund as anticipated, and are working on identifying other grant sources.

3. In order to fulfill the community support requirements in the Hotel Tax Fund legislation, each Cultural Center must hold six publicly noticed and publicly accessible meetings per year dedicated to community outreach, fundraising, and advocacy. These meetings can be accomplished in any combination of the following:

- Independent community support board meetings
- Community support sub-committee of the board of directors that are open to the public
- Board of directors meeting with specific discussion of above topics that are open to the public
- Open meeting of executive director and key staff with specific discussion of above topics
- Joint meeting of all Cultural Center directors may count for one meeting each year

List the community support board meetings that have been held and provide the minutes.

Community Support Board Meetings

July 16, 2012 from 6:00-8:00pm, AAACC Conference Room
 September 17, 2012 from 6:00-8:00pm, AAACC Conference Room
 November 19, 2012 from 6:00-8:00pm, AAACC Conference Room

Cultural Center directors meeting- September 26, 2012

Programming

4. List and briefly describe all events including classes and performances that have been held **within a City-owned Cultural Center** from 7/1/12-12/31/12. Programming listed should reflect items in Section 11/Section G of the CCDP including G1 (live productions self-produced), G1a (live productions presented only), G2 (public performances home), G4 (permanent exhibitions such as

murals), G5 (temporary exhibitions), G6 (classes/workshops for the public), G7 (classes/workshops for professional artists), G9a (film screenings), G10 (lectures), G16 (workshops or readings of new works)

- Attendance should be calculated following the CCDP Section 11/Section C
- Feel free to attach additional pages as necessary, but include the categories of information listed below.

Date	Name and Brief Description	Projected Attendance
2012		
July	"AAACC Summer Youth Program" G6	80, C4
July	"AAACC Summer Teen Program" G6	20, C4
July	"AAACC Project Level Performance" G6	200, C4
July	"Exodus, Migration, Stand" SJ Gallery Exhibit G5	200, C2
July	"AeroSoul" H of C Gallery Exhibit G5	500, C2
July	"AeroSoul" Panel Discussion G10	200, C2
July	"NQAF Fully Functional Cabaret 07/06" G1a	200, C1
July	"NQAF Fully Functional Cabaret 07/07" G1a	200, C1
July	"Film Screening w/ Mo Magic" G9a	100, C4
July	Dance Out Diabetes 2012 G6	30, C2
July	Talent Allstars Dance Program G6	80, C4
July	Kongolese Fusion Contemporary Workshop G7	15, C1
July	"Stage Reading Workshop" Robert H. Johnson G16	20, C2
July	Mo' Magic Community Meetings G6	60, C2
August	"AAACC Summer Youth Program" G6	80, C4
August	"AAACC Summer Teen Program" G6	20, C4
August	"AAACC Summer Youth Performance" G1	500, C4
August	"Exodus, Migration, Stand" SJ Gallery Exhibit G5	200, C2
August	"AeroSoul" H of C Gallery Exhibit G5	300, C2
August	"Village Dancers Praise Dance Workshop" G6	50, C2
August	"AfroSolo Arts Festival" Performances G1a	200, C1
August	"Medea Project" Open Rehearsals/Meetings G6	15, C6
August	Dance Out Diabetes 2012 G6	30, C2
August	Talent Allstars Dance Program G6	80, C4
August	Kongolese Fusion Contemporary Workshop G7	15, C1
August	Mo' Magic Community Meetings G6	60, C2
September	"AAACC Fall Youth Program" G6	80, C4
September	"Exodus, Migration, Stand" SJ Gallery Exhibit G5	200, C2
September	"AeroSoul" H of C Gallery Exhibit G5	200, C2
September	"AAACC Poetry with Jazz & Blues" G1	50, C2
September	Independent Artists Week (SJ Gallery/H of C) G2	200, C2
September	"Afrosolo" Carnegie Hall Concert Series G1a	200, C1
September	UNA-SF Public Meeting G6	60, C2
September	"Stage Reading Workshop" Robert H. Johnson G16	20, C6
September	"Medea Project" Open Rehearsals/Meetings G6	15, C6
September	"Modern Dance Workshop" Push Dance G7	10, C6
September	Dance Out Diabetes 2012 G6	30, C2
September	Talent Allstars Dance Program G6	80, C4
September	Mo' Magic Community Meetings G6	60, C2
October	"AAACC Fall Youth Program" G6	80, C4
October	"The Exodus. The Migration. The Stand" SJ Gallery Exhibit G5	200, C2
October	"AeroSoul" H of C Gallery Exhibit G5	200, C2
October	"Modern Dance Workshop" Push Dance G7	10, C6

October	"Stage Reading" Robert Henry Johnson G16	40, C6
October	"Medea Project" Open Rehearsals/Meetings G6	15, C6
October	AAACC Scary Movie Night" G9a	200, C4
October	"AAACC & Mo Magic Halloween Event" G1	500, C4
October	Dance Out Diabetes 2012 G6	30, C2
October	Talent Allstars Dance Program G6	80, C4
October	Mo' Magic Community Meetings G6	60, C2
November	"AAACC Fall Youth Program" G6	80, C4
November	"Artist William Rhodes" SJ Gallery Exhibit G5	200, C2
November	"AeroSoul" H of C Gallery Exhibit G5	200, C2
November	"Cultural Odyssey" Performance G2	200, C1
November	"Modern Dance Workshop" Push Dance G7	10, C6
November	"Afrosolo" Concert Series G1a	200, C1
November	AA Shakespeare Company "Season Sampler" G1a	200, C2
November	"ITVS Film Screening" G9	40, C2
November	"Medea Project" Open Rehearsals/Meetings G6	15, C6
November	Talent Allstars Dance Program G6	80, C4
November	Mo' Magic Community Meetings G6	60, C2
December	"AAACC Fall Youth Program" G6	80, C4
December	"Artist William Rhodes" SJ Gallery Exhibit G5	300, C2
December	"AeroSoul" H of C Gallery Exhibit G5	200, C2
December	"Medea Project" Open Rehearsals/Meetings **	15, C6
December	"Modern Dance Workshop" Push Dance G7	20, C6
December	Talent Allstars Dance Program G6	80, C4
December	"Cinderella 2012" Theater Production G1a	1000, C1
December	"AAACC 9 th Annual Holiday Fair" G2	800, C2
December	"AAACC Kwanzaa Celebration" "Nia" Purpose G2	400, C2
December	Mo' Magic Community Meetings G6	80, C2
Weekly	Yoga Class G6	15
Daily	Karate Class G6	30
Weekly	Congolese Dance & Drum Class G6	15
Weekly	Zumba G6	15
Weekly	Capoeira	10
	Total:	10,335

5. Listed separately, include G3 (public performances away) for events not housed in the Cultural Center, G8 (tours), G18a (off-site school programs occurrences) that occurred between 7/1/12-12/31/12.

Date	Name and Brief Description	Location	Projected Attendance
05/14-08/4	SF Arts Ed International Orange (Satellite Exhibit)- AAACC participated as a satellite host	Various Galleries	500
07/2012	Talent Allstars performance at Jamz Family and Friends Day- event hosted by different organization	Modesto	120
08/2012	Talent Allstars at National Day of Service- event hosted by other organization	Ella Hill Hutch	200
09/2012	Independent Artists' Week- collaborative project	1307 Fillmore	500

	<i>at multiple sites</i>	Gallery	
09/2012	Talent Allstars performance at Giants pre-game show during pre-season game	AT&T Park	15,000
10/2012	Project Level performance at Warriors World 10 th Anniversary Event- <i>event hosted by other organization</i>	Lake Chalet	100
10/2012	Project Level Performance- <i>event followed collaborative work at WIX site</i>	WIX Lounge	75
11/29/2012	Fillmore Holiday Marketplace- <i>off-site extension of our annual Toy Drive</i>	1307 Fillmore Gallery	500
12/2012	Talent Allstars Regional Competition- <i>competitions take place offsite</i>	Cow Palace	1400
12/2012	Project Level performance at Colonial Theater	Sacramento	200
		Total:	18,595

Please note why these events were not held at a City-owned Cultural Center.

6. Which of these items have occurred: G3a (online/radio/television programs), G7a (publications), G12 (world premieres), G13 (national premieres), G14 (local premieres), and G15 (works commissioned).

Online/Radio/Television Programs (G3a)

Project Level:

- ~~www.youtube.com/watch?v=isVfGh1_Q3A~~
- ~~KGO Feature: https://soundcloud.com/kgoradio/spotlight-810-karim-hard-hitta?utm_source=soundcloud&utm_campaign=mshare&utm_medium=email&utm_content=http://soundcloud.com/kgoradio/spotlight-810-karim-hard-hitta~~
- Radio Stations: KMEL, KYLD 94.9, KISS FM, KPOO (PSA)

The Exodus. The Migration. The Stand. *Contributing Artist, William Rhodes*

~~<http://www.youtube.com/watch?v=zeU95LuIN40>~~

AeroSoul 3

~~<http://www.youtube.com/watch?v=iFuMkrSM9lo>~~

Publications (G7a)

~~"Dolls: Collections. Stories. Traditions." *Doll News*, Ian Price~~

~~<http://ufdc.org/doll-news/archives/fall-2012-the-authors/>~~

National Premieres (G13)

Cultural Odyssey/Ildris Ackamoor, *Underground Jazz Cabaret- An Evening with the Pyramids*, November 2012

Local Premieres (G14)

Kiandanda Dance Theater/Byb Chanel Bibene, *Mbongui Square*, November 15,16, 2012

Works Commissioned (G15)

The Exodus. The Migration. The Stand. *Muralist, Jonathan Brumfield*

What is Your Spiritual Evolution? By William Rhodes *Muralist, Danny King*

Facility

7. Describe the facility repair, maintenance, or capital improvement projects that your organization has undertaken which pertain to building systems and must therefore be approved by SFAC staff. Building systems include: interacting or interdependent components that comprise a building such as structural, roofing, side wall, plumbing, HVAC, water, sanitary sewer, and electrical systems.

The AAACC has not undergone any major facility repair, maintenance, or capital improvement projects over the past six months. We have an upcoming project which involves upgrading the second floor bathrooms, beginning March 4th.

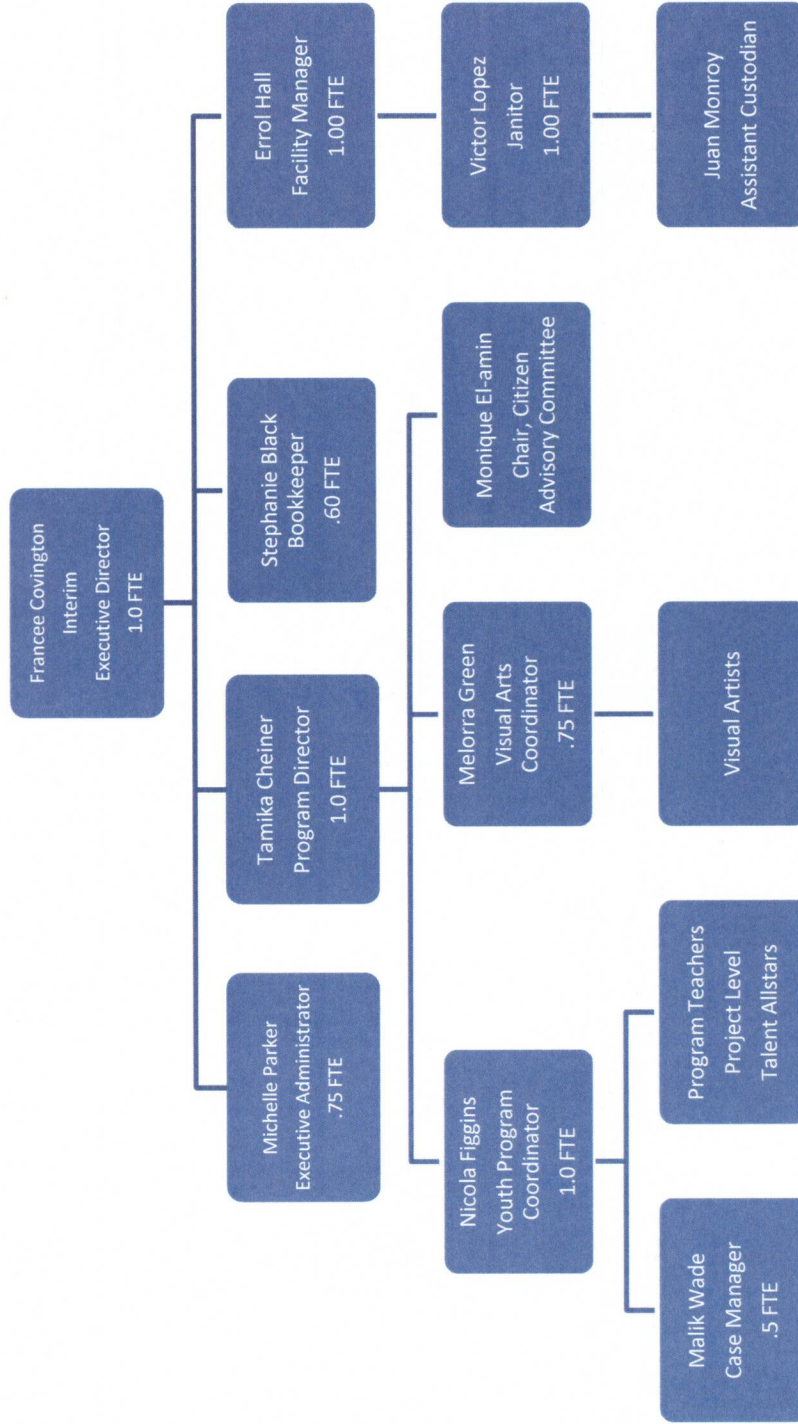
Personnel

8. If your organizational chart or the staff at your Center has changed, please revise your organizational chart. Show all staff positions and the time committed to that position. If a member of the staff serves in more than one role in the organization, show the person in each position and the amount of time dedicated to each position. To maintain proper financial checks and balances, each organization should have a bookkeeper, separate and distinct from the executive director, who manages the invoicing of the organization. Centers with buildings should also employ a facility manager. These positions should be reflected in your organizational chart along with contractors and volunteers, to reflect the breadth of your community.

* Remember, SFAC must receive written notification within 30 days of any changes to staff or board members.

[attached]

African American Art & Culture Complex Organizational Chart



Budget and Revenue Target

9. Complete the year-to-date profit and loss statement from July 1, 2012 to December 31, 2012 following the definitions described by the CCDP. Please include budget notes for the line items with an asterisk.

	EARNED	BUDGETED	JULY- DECEMBER
1	Admissions		
2	Ticket Sales		
3	Tuitions	10000	0.00
4	Workshop & Lecture Fees		
5	Touring Fees	3500	0.00
6	Special Events - other		
6a	Special Events - Non-fundraising		
7	Gift Shop/ Merchandise		
7a	Gallery/Publication Sales	3000	250
8	Food Sales/ Concession Revenue	2000	0.00
8a	Parking Concessions	25000	16554
9	Membership Dues/Fees		
10	Subscriptions - Performance		
10a	Subscriptions - Media		
11	Contracted Services/ Performance Fees		
12	Rental Income - Program Use	15000	13907
12A	Rental Income - Non-Program Use	45000	9584
13	Royalties/Rights & Reproductions		
14	Advertising Revenue		
15	Fiscal Sponsorship Revenue	25000	11553
16	Investments-Realized Gains/Losses		
17	Investments-Unrealized Gains/Losses		
18	Interest & Dividends		
19	Other Earned Revenue		
20	Total Earned Revenue		
	SUPPORT		
21	Trustee/ Board Contributions	3000	250
22	Individual Contributions	5000	6760
23	* Corporate Contributions	15000	12750
24	* Foundation Contributions	50000	18000
26	* Government - City & County	674206	355956
27	* Government - State		
28	* Government - Federal	19793	0.00
28a	Tribal Contributions		
29	Special Events - Fundraising	25000	
30	* Other Contributions		
30c	Related Organization Contributions		

31	* In-Kind Contributions		1250	
32	Net Assets Released from Restrictions			
33	Total Contributed Revenue	831166	567991	
34	Total Earned and Contributed	959666	513357	
	EXPENSES	BUDGETED	TOTAL ORG.	SFAC HTF
1	* Salaries	383000	172315	145873
2	Commissions	0	0	
3	Payroll Taxes	27000	13630	12136
4	Health Benefits	20000	9542	7205
5	Disability			
6	Workers' Compensation	3000	1833	1833
7	Pension and Retirement	0	0	
8	* Benefits, Other	0	0	
9	Total Salaries and Fringe	449000	197320	167046
2	Accounting & Professional Fees	80000	40540	40540
3	Advertising and Marketing	7000	2276	2276
4	Artist Commission Fees	500	200	200
4a	Artist Consignments			
5	Artist & Performers - Non-Salaried	10000	3451	1625
6	Audit	5000	0	
7	Bank Fees	1200	64	21
8	Repairs & Maintenance	20000	9366	9366
9	Catering & Hospitality	7000	2790	
10	Collections Conservation			
11	Collections Management			
12	Conferences & Meetings	1000	0	
13	Cost of Sales			
14	Depreciation			
15	Dues & Subscriptions	500	1645	0
16	Equipment Rental	7000	3848	2833
17	Facilities - Other	110000	38716	38716
18	Fundraising Expenses - Other	4000	0	0
19	Fundraising Professionals			
20	* Grantmaking Expense	4000	0	
21	Honoraria	1000	500	
22	In-Kind Contributions	3000	2500	
23	Insurance	16000	7718	7718
24	Interest Expense			
25	Internet & Website	4000	975	975
26	Investment Fees			
27	Legal Fees	1000	0	
28	Lodging & Meals			

29	* Major Repairs	4000	1498	0
30	Office Expense - Other	2000	618	618
31	* Other	0	80	
32	Postage & Shipping	2000	322	322
33	Printing	3000	699	699
34	Production & Exhibition Costs	15000	2083	2083
34a	Programs - Other	140000	68948	2057
35	Professional Development			
36	* Professional Fees: Other			
37	Public Relations			
38	Rent			
38a	Recording & Broadcasting Costs			
38b	Royalties/Rights & Reproductions			
39	Sales Commission Fees			
39a	Security			
40	Supplies - Office & Other	7500	4677	1700
41	Telephone	10000	4725	4725
42	Touring		0	
43	Travel	0	7916	0
44	Utilities	21799	8752	8572
45	TOTAL EXPENSE	959666	516549	291163
	Total Expenses Less In-kind			
46	Change in Net Assets			

**AAACC Budget Notes
Midyear Report
2012-2013**

*Corporate Contributions: Above 50% at Midyear due to corporate support of the 12th annual Holiday Fair event. AAACC still hasn't received contributions from PG & E, Wells Fargo, or MV Transportation.

*Foundation Contributions: Below 50% (at 36%) due to transition of the Executive Director position.

*Government City & County: This line item is on target at 50%.

*Government – State: Below 50% -- this line item is not budgeted.

*Government – Federal: Below 50%. Project Safe Neighborhoods must be expended by 3/31/13 and will cover the expenses of AAACC's spring youth programming for males.

*Other Contributions: Below 50% -- this line item is not budgeted.

*In-Kind Contributions: Below 50% -- this line item is not budgeted. However, AAACC is currently receiving In-Kind legal services to be completed by the last quarter of fiscal year 2012-2013. AAACC expects to include those contributions in the final report.

*Salaries – Approaching 50% at 45% and on target for the fiscal year.

*Benefits, Other: Below 50% -- No funds expended in the line item at midyear. Based on the Executive Director's intention, these funds should be shifted to the Accounting & Professional Fees line item, raising it to \$20,000. AAACC traditionally captured Human Resource Management services under its payroll services line-item.

*Grantmaking Expense: Below 50% -- No funds expended in the line item. AAACC has not hired a fundraising consultant to date.

*Major Repairs: Below 50% (at 37.45%). AAACC will begin completing major renovations during Quarter 3 and will include those expenses in the final report.

*Other: Below 50% -- this line item is not budgeted.

*Professional Fees Other: Below 50% -- AAACC historically captures this line item by combining it with the Accounting line item. AAACC's Chart of Accounts based on the CDP reflects that.

*Printing: Below 50% -- AAACC moved \$2000 from this line item to Supplies (Admin, Facility, and Programming).

*Office Expense Other: Below 50% -- AAACC moved \$2000 from this line item to Supplies (Admin, Facility, and Programming).

*Touring: Below 50% -- AAACC has not developed a touring plan; these funds will remain dormant unless utilized. AAACC moved \$2500 from this line item to Supplies (Admin, Facility, and Programming).

FRANCEE COVINGTON

415.218.9728

409 Oak Street, San Francisco, CA 94102
(retired)

fcovington@aol.com

SUMMARY OF QUALIFICATIONS

During an extensive career, I've gained knowledge of all facets of film and video production, and enjoy working in a wide range of genres from news and documentaries, to entertainment programming. I've been fortunate to work for award-winning national and local public affairs shows and to be recognized for the production of engaging programs and materials for non-profit agencies.

PRODUCTION EXPERIENCE

1987 – 2009, Principal, Francee Covington Productions, a video production firm supplying broadcast quality video services to corporations and governmental agencies. Clients include: AT&T, Pacific Gas & Electric Company, San Francisco Symphony, various non-profit agencies, state and city governments.

KPIX-TV, San Francisco, Show Producer, "Pacific Currents"

1983 – 1986, Produced this weekly magazine show and supervised a staff of seven.

WBZ-TV, Boston, Story Producer, "Evening Magazine"

1981 – 1983, Produced feature segments for this top rated show. More than twenty stories were aired nationally on "PM Magazine."

KPIX-TV, San Francisco, Segment Producer, "All Together Now"

1978 – 1981, Produced feature and investigative reports for this prime-time public affairs show hosted by Belva Davis.

KPIX-TV, San Francisco, Producer, "Kids News Conference"

1978 – 1980, Responsible for selection of topics, scheduling of guests, student journalists and talent for this weekly show targeted to students in the Bay Area.

KGO-TV, San Francisco, Writer, "California Countdown"

1978, Script writer for this weekly children's program with a game show format, about California history, art, culture and economics.

KQED-TV, San Francisco, Writer/Field Producer, "Over Easy"

Wrote scripts for host Hugh Downs and produced feature segments videotaped throughout the United States for this national PBS series targeted to Americans over fifty years of age.

KQED-TV, San Francisco, Assistant Producer, "Over Easy"

1977, Responsible for research, establishment of a video tape library, development of story ideas and co-production of features.

ABC Sports, New York, Studio Associate Producer, "Olympics"
1976, Responsible for control-room coordination and records for the XXI Olympiad, held in Montreal, Canada.

Jon Wilkman Productions, New York, Field Producer, "Bicentennial Series"
1976, Produced segments for a series of educational films on the United States for the American Bicentennial.

WCBS-TV, New York, Researcher/Reporter, "News"
1970 – 1971, Researched stories for news and documentaries, including the weekly mini-documentary, "Eye on New York." Responsible for story development, interviews, field production and supervision of film editing.

WCBS-TV, New York, Intern/Production Assistant
1968 – 1970, Acquired a wide range of knowledge about film and television production by rotating through the news, operations, editorials and public affairs departments.

INTERNATIONAL LOCATION SHOOTING

Australia, Korea and Spain

ON-AIR

Appeared on camera at WCBS-TV in New York for two years, and single shows for KQED-TV in San Francisco, the British Broadcasting Company (BBC), and the Ghana Broadcasting Company (GBC).

PUBLICATIONS

Published in major newspapers in New York and San Francisco, essays in books and magazines.

EDUCATION

1973 – 1975, Completed all coursework for the Masters Degree in African Studies, with a concentration on Political Anthropology, University of Ghana, West Africa.
1970 B.A., Political Science/History, the City College of New York (CCNY).

PROFESSIONAL RECOGNITION

Awards include: Associated Press Award for Best Feature, two CEBA (Communications Excellence to Black Audiences) Awards of Merit, two Black Filmmakers Hall of Fame Awards, a National Commission on Working Women News Features Award, two ADDYs, a CINDY, a TELLY, and five EMMY nominations.

Malik Wade

1615 Quesada Ave San Francisco, CA 94124 Malik.m.wade1@gmail.com 415-286-2954

Objective

Utilize education, skills and experience to work with at risk youth in an effort to promote positive life outcomes that serve communities and empowers youth to achieve individual success, develop healthy relationships and contribute to a more just and equitable society.

Skills & Qualifications

Leadership

- Proactive communication with co-workers, supervisors and volunteers to affirm team coherence.
- Uphold a safe, clean environment; utilizes appropriate protocols/discipline to ensure enjoyment of all members.

Problem Solving

- Conduct thorough root cause analysis and solve problems positively using a holistic approach.
- Strategically develop, implement, and evaluate individualized treatment plans to ensure success.

Expertise

- Develop/Apply curriculum in an engaging and effective way; developed Personal Development Curriculum for youth ages 10-18.
- Event planning and coordination: field trips, speaker events, completion ceremonies, etc.

Current Work Experience

Program Office/Office Manager, Potrero Hill Family Resource Center, San Francisco, CA

Partner with the San Francisco Human Services Agency to provide comprehensive services to families with children ages 0 -14 years old and other families who reside in the Potrero Hill community.

Responsible for facilitating classes to build community capacity and strength while outreaching to the harder to reach clients.

Mentor, United Playaz Violence Prevention Program, San Francisco, CA

Mentor San Francisco's hardest to reach youth through street outreach, case management, recreational activities, and assisted team in supporting incarcerated youth.

Advocate, Willie Brown Center Youth Guidance Center, San Francisco, CA

Work within the Sunnydale Public Housing Development to provide a variety of social services to youth.

Lecturer/Orator, San Francisco Youth Guidance Center, San Francisco, CA

Offer meaningful life skills classes for youth so that they may develop a positive self-image as well as a sense of hope and purpose for their future.

Violence Prevention Workshop Facilitator, Various Education Institutions, San Francisco, CA

Participate in an organized community-wide network of stakeholders to develop a violence prevention framework and roadmap. Facilitates violence prevention workshops at both middle and high schools in the San Francisco Bay Area, including Balboa High School, Everett Middle School, and June Jordan School for Equity.

Education

Jefferson High School, High School Diploma, San Francisco, CA, May 1989

City College of San Francisco, Associate in Applied Science in Business, San Francisco, CA, *Presently Enrolled*, January 1, 2012

African American Art and Culture Complex Board of Directors 2013

First	Last	Title	Organization	Email	Phone	Board Role
Annemarie	Conroy	US Attorney	US Attorney's Office Northern District	annemarieconroy@msn.com	415-337-7774	Vice-President
Darolyn	Davis	Public Relations	Davis & Associates	darolyn@davis-pr.com	415-274-1821	
Julian	Hill	Lieutenant	SF Police Officer	itrouble@aol.com	707-310-1152	
PJ	Johnston	Consultant	PJ Johnston Communications	pj@picommunications.com	415-260-8417	
Nichole	Jordan	Area Manager, Service an	PG&E	nikki.starr.jordan@gmail.com	415-336-7679	President
Patty-Jo	Rutland	Consultant	The Rutland Group	prutland@therutlandgroup.org	415-677-4246	Treasurer
Arnold	Townsend	Commissioner	SF Dept of Elections, City and County of SF	revtword@hotmail.com	415-407-6359	Secretary



AFRICAN AMERICAN
ART & CULTURE
COMPLEX

Organization Major Press Mentions, July 2012 – December 2013

Visual Arts & Education Department

Dolls: Collections. Stories. Traditions.

Dolls: Collections. Stories. Traditions. By Ian Price

<http://ufdc.org/doll-news/archives/fall-2012-the-authors/>

What is Your Spiritual Evolution? By William Rhodes

San Francisco Arts Commission November 2, 2012

Deep Roots 08: William Rhodes by Cristal Fiel

<http://www.sfartscommission.org/CAE/online-media/deep-roots/2012/11/02/deep-roots-08-william-rhodes/>

Examiner.com July 21, 2011

Feng Shui inspires Artist William Rhodes (photos) by Samuel F. Lewis

<http://www.examiner.com/article/feng-shui-inspires-artist-william-rhodes>

The Examiner January 9, 2013

Woodwork, Spirituality Fuse in Rhodes' Artistry by Murray Paskin

<http://www.sfexaminer.com/entertainment/fine-arts/2013/01/woodwork-spirituality-fuse-rhodes-artistry>

AeroSoul 3: From Khemet to Aztlan

AeroSoulArt.com June 4, 2012

AeroSoul 3 is coming to the Bay Friday... Hip Hop Lives

<http://www.aerosoulart.com/2/post/2012/06/aerosoul-3-is-coming-to-the-bay-friday-july-13th-2012-get-ready-hiphop-lives.html>

Society HAE June 1, 2012

Aerosoul 3-African American Spraycan artists (Int'l/ Bay Area Show) by Robert Trujillo/Tres

http://www.societyhae.com/profiles/blogs/aerosoul-3-african-american-spraycan-artists-int-l-bay-area-show?xg_source=activity

762 FULTON STREET, SUITE 300
SAN FRANCISCO, CA 94102

Phone 415.922.2049

Fax 415.922.5130

WWW.AAACC.ORG

AFRICAN AMERICAN ART AND CULTURE COMPLEX
EVENT VENUE RATE SHEET

Buriel Clay Theatre	Standard Rate	\$840.00 per 4 Hours
	Non Profit Rate	\$570.00 per 4 Hours
	Holiday Rate*	\$1,000.00 per 4 Hours
Theatre Rehearsals	Standard Rate	\$100.00 per 2 Hours
	Non Profit Rate	\$75.00 per 2 Hours
Sargent Johnson Gallery**	Standard Rate	\$110.00 per 2 Hours
	Non Profit Rate	\$85.00 per 2 Hours
Nia Room	Standard Rate	\$240.00 per 2 Hours
	Non Profit Rate	\$180.00 per 2 Hours
Dance Studio "A"	Standard Rate	\$110.00 per 2 Hours
	Non Profit Rate	\$80.00 per 2 Hours
Dance Studio "B"	Standard Rate	\$110.00 per 2 Hours
	Non Profit Rate	\$80.00 per 2 Hours
Conference Room	Standard Rate	\$110.00 per 2 Hours
	Non Profit Rate	\$80.00 per 2 Hours
Hall of Culture	Standard Rate	\$1,000.00 per 6 Hours
	Non Profit Rate	\$700.00 per 6 Hours
	Holiday Rate*	\$1,300.00 per 6 Hours

*Holiday Rates apply for the entire month of December, January 1 (New Year's Day), January 21 (Martin Luther King Day), February 18 (President's Day), May 27 (Memorial Day), July 4 (Independence Day), September 2 (Labor Day), October 14 (Columbus Day), November 11 (Veterans Day), November 28 (Thanksgiving Day), November 29 (Day after Thanksgiving). **Exhibits are coordinated through the Visual Arts Programming Committee for AAACC. Use of the Sargent Johnson Gallery provided for speaking engagements only. Non Profit Rates apply ONLY to those with 501c3 status and ONLY on non-Holiday event days. Proof of 501c3 must be provided.



**AFRICAN AMERICAN ART &
CULTURE COMPLEX**

EMPLOYEE HANDBOOK

Welcome to African American Art & Culture Complex!

Starting a new job is exciting, but at times can be overwhelming. This Employee Handbook has been developed to help you become acquainted with our organization and answer many of your initial questions.

As an employee of African American Art & Culture Complex, you are very important. Your contribution cannot be overstated. Our goal is to provide the finest-quality services to our clients and to do so more efficiently and economically than our competitors. By satisfying our clients' needs, we ensure they will continue to do business with us and will recommend us to others.

You are an important part of this process because your work directly influences our organization's reputation.

We are glad you have joined us, and we hope you will find your work to be both challenging and rewarding.

Sincerely,

London Breed
Executive Director

Table of Contents

Section 1: The Way We Work

A Word About This Handbook	14
Equal Employment Opportunity	33
A Word About our Employee Relations Philosophy .	44
Non-Harassment	55
Sexual Harassment	66
Categories of Employment	99
Immigration Reform and Control Act	1040
New Employee Orientation	1040
Talk to Us	1114

Section 2: Your Pay and Progress

Recording Your Time	14
Payday	2
Paycheck Deductions	2
Garnishment/Child Support	44
Performance Reviews	44
Job Descriptions	55
Overtime	66

Section 3: Time Away From Work and Other Benefits

Employee Benefits	14
Holidays	2
Vacation	33
Sick Days	55
Jury Duty	77
Voting Leave	77
Witness Leave	88
School Visitation Leave	88

Bereavement Leave	99
Leave of Absence	1010
Victims of Felony Crimes Leave	1114
Medical Insurance	1212
Dental Insurance	1313
Section 125 Plans	1414
Disability Leave	1414
Parental Leave	1616
State Disability Insurance	1717
Family Leave Insurance	1818
Pregnancy Disability Leave	2020
Social Security	2121
Unemployment Insurance	2121
Workers' Compensation	2121
Professional Development	2222
Employee Assistance Program	2323

Section 4: On the Job

Attendance and Punctuality	14
Meal Time	14
Breaks	2
Lactation Breaks	33
Contact with the Organization	33
Standards of Conduct	44
Access to Personnel Files	55
Computer Software Licensing	66
Client and Public Relations	77
Solicitation and Distribution	88
Changes in Personal Data	88
Care of Equipment	99
Personal Property	99
Acceptable Use of Electronic Communications	1040
Social Media	1414
Dress Policy	1616
Personal Hygiene	1616
Reference Checks	1717

Protecting Organization Information	<u>1717</u>
Conflict of Interest/Code of Ethics	<u>1818</u>
Contact with the Media	<u>1818</u>
Recording Devices in the Workplace.....	<u>1919</u>
If You Must Leave Us	<u>2020</u>

Section 5: Safety in the Workplace

Each Employee's Responsibility.....	<u>14</u>
Workplace Violence	<u>33</u>
Workplace Searches.....	<u>44</u>
Good Housekeeping	<u>55</u>
Smoking in the Workplace.....	<u>55</u>
No Weapons in the Workplace	<u>66</u>
Substance Abuse.....	<u>77</u>

The Way We Work



A Word About This Handbook

This Employee Handbook contains information about the employment policies and practices of the organization. We expect each employee to read this Employee Handbook carefully, as it is a valuable reference for understanding your job and the organization. The policies outlined in this Employee Handbook should be regarded as management guidelines only, which in a developing business will require changes from time to time. The organization retains the right to make decisions involving employment as needed in order to conduct its work in a manner that is beneficial to the employees and the organization. This Employee Handbook supersedes and replaces any and all prior Employee Handbooks and any inconsistent verbal or written policy statements.

Except for the policy of at-will employment, which can only be changed by the Executive Director of the organization in a signed written contract, the organization reserves the right to revise, delete and add to the provisions of this Employee Handbook at any time without further notice. All such revisions, deletions or additions to the Employee Handbook must be in writing and must be signed by the Executive Director of the organization. No oral statements or representations can change the provisions of this Employee Handbook.

The provisions of this Employee Handbook are not intended to create contractual obligations with respect to any matters it covers. Nor is this Employee Handbook intended to create a contract guaranteeing that you will be employed for any specific time period.

Nothing in this Employee Handbook is intended to unlawfully restrict an employee's right to engage in any of the rights guaranteed them by Section 7 of the

1

National Labor Relations Act, including but not limited to, the right to engage in concerted protected activity for the purposes of their mutual aid and/or protection. Nothing in this Employee Handbook will be interpreted, applied or enforced to interfere with, restrain or coerce employees in the exercise of Section 7 rights.

OUR ORGANIZATION IS AN AT-WILL EMPLOYER. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS EMPLOYEE HANDBOOK, EITHER YOU OR THE ORGANIZATION MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE. NOTHING IN THIS EMPLOYEE HANDBOOK OR IN ANY DOCUMENT OR STATEMENT, WRITTEN OR ORAL, SHALL LIMIT THE RIGHT TO TERMINATE EMPLOYMENT AT-WILL. NO OFFICER, EMPLOYEE OR REPRESENTATIVE OF THE ORGANIZATION IS AUTHORIZED TO ENTER INTO AN AGREEMENT—EXPRESS OR IMPLIED— WITH ANY EMPLOYEE FOR EMPLOYMENT FOR A SPECIFIED PERIOD OF TIME UNLESS SUCH AN AGREEMENT IS IN A WRITTEN CONTRACT SIGNED BY THE EXECUTIVE DIRECTOR OF THE ORGANIZATION.

This Employee Handbook refers to current benefit plans maintained by the organization. Refer to the actual plan documents and summary plan descriptions if you have specific questions regarding the benefit plan. Those documents are controlling.

Likewise, if a written contract is inconsistent with the Employee Handbook, the written contract is controlling.

Equal Employment Opportunity

Our organization is committed to equal employment opportunity. We will not discriminate against employees or applicants for employment on any legally-recognized basis ["protected class"] including, but not limited to: veteran status, uniform servicemember status or any other protected class under federal, state, or local law.

In California, the following are a protected class: race; religious creed; color; national origin; ancestry; physical disability; mental disability; medical condition, including genetic characteristics; genetic information; marital status; sex; pregnancy, childbirth or related medical conditions; actual or perceived gender; gender identity or expression; sexual orientation; service in the military forces of the State of California or of the United States; off duty tobacco usage; and age [40 or over]. Included in the definition of each protected category is the perception of membership in a protected category and an individual's association with an actual or perceived member of a protected category.

You may discuss equal employment opportunity related questions with the director or any other member of management.

1

A Word About our Employee Relations Philosophy

We are committed to providing the best possible climate for maximum development and goal achievement for all employees. Our practice is to treat each employee as an individual. We seek to develop a spirit of teamwork; individuals working together to attain a common goal.

In order to maintain an atmosphere where these goals can be accomplished, we provide a comfortable and progressive workplace. Most importantly, we have a workplace where communication is open and problems can be discussed and resolved in a mutually respectful atmosphere. We take into account individual circumstances and the individual employee.

We firmly believe that with direct communication, we can continue to resolve any difficulties that may arise and develop a mutually beneficial relationship.

Non-Harassment

We prohibit harassment of one employee by another employee, supervisor or third party for any reason based on a "protected class" including, but not limited to: veteran status, uniform servicemember status or any other protected class under federal, state, or local law. Harassment of third parties by our employees is also prohibited.

In California, the following are a protected class: race; religious creed; color; national origin; ancestry; physical disability; mental disability; medical condition, including genetic characteristics; genetic information; marital status; sex; pregnancy, childbirth or related medical conditions; actual or perceived gender; gender identity or expression; sexual orientation; service in the military forces of the State of California or of the United States; off duty tobacco usage; and age [40 or over]. Included in the definition of each protected category is the perception of membership in a protected category and an individual's association with an actual or perceived member of a protected category.

The purpose of this policy is not to regulate the personal morality of employees. It is to ensure that in the workplace, no employee harasses another for any reason or in any manner. The conduct prohibited by this policy includes conduct in any form including but not limited to e-mail, voice mail, chat rooms, Internet use or history, text messages, pictures, images, writings, words or gestures.

While it is not easy to define precisely what harassment is, it includes: slurs, epithets, threats, derogatory comments or visual depictions, unwelcome jokes and teasing.

Any employee who believes that (s)he has been harassed should report the situation immediately to one of the following members of management who have been designated to receive such complaints: London Breed, Executive Director at (415) 922-2049 and 762 Fulton Street, Suite 300, San Francisco, CA 94102 or Nichole Jordan, President of the Board at (415) 922-2049 and 762 Fulton Street, Suite 300, San Francisco, CA 94102. If an employee makes a report to any of these members of management and the manager either does not respond or does not respond in a manner the employee deems satisfactory or consistent with this policy, the employee is required to report the situation to one of the other members of management designated in this policy to receive complaints.

The organization will investigate all such reports as confidentially as possible. Adverse action will not be taken against an employee because he or she, in good faith, reports or participates in the investigation of a violation of this policy. Violations of this policy are not permitted and may result in disciplinary action, up to and including discharge.

Sexual Harassment

Any type of sexual harassment is against organization policy and may be unlawful.

We firmly prohibit sexual harassment of any employee by another employee, supervisor or third party. Harassment of third parties by our employees is also prohibited. The purpose of this policy is not to regulate the morality of employees. It is to ensure that in the workplace, no employee is subject to sexual

1

harassment. While it is not easy to define precisely what sexual harassment is, it may include: unwelcome sexual advances, requests for sexual favors, and/or verbal or physical conduct of a sexual nature including, but not limited to, sexually-related drawings, pictures, jokes, teasing, e-mails, text messages, uninvited touching or other sexually-related comments. The conduct prohibited by this policy includes conduct in any form including but not limited to e-mail, voice mail, chat rooms, Internet use or history, text messages, pictures, images, writings, words or gestures.

Sexual harassment of an employee will not be tolerated. Violations of this policy may result in disciplinary action, up to and including discharge. There will be no adverse action taken against employees who report violations of this policy in good faith or participate in the investigation of such violations.

Any employee who believes that (s)he is a victim of sexual harassment should immediately report such actions in accordance with the following procedure. All complaints will be promptly and thoroughly investigated as confidentially as possible.

1. Any employee who believes that (s)he is a victim of sexual harassment or has been retaliated against for complaining of sexual harassment, should report the situation immediately to one of the following members of management who have been designated to receive such complaints: London Breed, Executive Director at (415) 922-2049 and 762 Fulton Street, Suite 300, San Francisco, CA 94102 or Nichole Jordan, President of the Board at (415) 922-2049 and 762 Fulton Street, Suite 300, San Francisco, CA 94102. If an employee makes a report to any of these members of management and the manager either does not respond or

does not respond in a manner the employee deems satisfactory or consistent with this policy, the employee is required to report the situation to one of the other members of management designated in this policy to receive complaints.

2. The organization will investigate every reported incident immediately. Any employee, supervisor or agent of the organization who has been found to have violated this policy may be subject to appropriate disciplinary action, up to and including immediate discharge.
3. The organization will conduct all investigations in a discreet manner. The organization recognizes that every investigation requires a determination based on all the facts in the matter. We also recognize the serious impact a false accusation can have. We trust that all employees will continue to act responsibly.
4. The reporting employee and any employee participating in any investigation under this policy have the organization's assurance that no reprisals will be taken as a result of a sexual harassment complaint. It is our policy to encourage discussion of the matter, to help protect others from being subjected to similar inappropriate behavior.

Categories of Employment

INTRODUCTORY PERIOD* All employees are on an introductory period during their first 90 days of employment. During this time, you will be able to determine if your new job is suitable for you and your supervisor will have an opportunity to evaluate your work performance. However, the completion of the introductory period does not guarantee employment for any period of time, since you are an at-will employee both during and after your introductory period.

FULL-TIME EMPLOYEES regularly work at least a 40-hour workweek.

PART-TIME REGULAR EMPLOYEES regularly work 30 hours or more each week.

PART-TIME EMPLOYEES work less than 30 hours each week.

In addition to the preceding categories, employees are also categorized as "exempt" or "non-exempt."

NON-EXEMPT EMPLOYEES are entitled to overtime pay as required by applicable federal and state law.

EXEMPT EMPLOYEES are not entitled to overtime pay and may also be exempt from minimum wage requirements pursuant to applicable federal and state laws.

Upon hire, the director will notify you of your employment classification.

Immigration Reform and Control Act

In compliance with the federal Immigration Reform and Control Act of 1986 (IRCA), as amended, and any state law requirements, if applicable, our organization is committed to employing only individuals who are authorized to work in the United States.

Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility.

If an employee is authorized to work in this country for a limited time period, the individual will be required to submit proof of renewed employment eligibility prior to expiration of that period to remain employed by the organization.

New Employee Orientation

Upon joining our organization, you were given this copy of our Employee Handbook. After reading this Employee Handbook please sign the receipt page and return it to the director. You will be asked to complete personnel, payroll and benefit forms.

If you lose your Employee Handbook or if it becomes damaged in any way, please notify the director as soon as possible to obtain a replacement copy.

The director is responsible for the operations of your department. (S)he is a good source of information about the organization and your job.

Talk to Us

We encourage you to bring your questions, suggestions and complaints to our attention. We will carefully consider each of these in our continuing effort to improve operations.

If you feel you have a problem, present the situation to the director so that the problem can be settled by examination and discussion of the facts. We hope that the director is able to satisfactorily resolve most matters.

If you still believe that your problem has not been fairly or fully addressed, request a meeting with the president of the board.

Your suggestions and comments on any subject are important, and we encourage you to take every opportunity to discuss them with us. Your job will not be adversely affected in any way because you choose to use this procedure.

If at any time you do not feel comfortable speaking with the director or the next level of management, discuss your concern with any other member of management with whom you feel comfortable.

1

Your Pay and Progress

Recording Your Time

Non-exempt employees must record their hours on time sheets and give them to the director by Monday morning.

Accurately recording all of your time is required in order to be sure that you are paid for all hours worked. You are expected to follow the established procedures in keeping an accurate record of your hours worked. Time must be recorded as follows:

- Immediately before starting your shift.
- Immediately after finishing work before your meal period.
- Immediately before resuming work after your meal period.
- Immediately after finishing work.
- Immediately before and after any other time away from work.

Exempt employees may be required to accurately record their time worked in accordance with federal and state wage and hour law.

All employees subject to this policy are required to accurately record all time worked.

The workweek starts on Monday and ends on Sunday.

2

Payday

You will be paid biweekly on Friday for the period that ends on the previous Sunday.

When our payday is a holiday, you normally will be paid on the last working day before the holiday.

Please review your paycheck for errors. If you find a mistake, report it to the manager immediately. The manager will assist you in taking the steps necessary to correct the error.

Paycheck Deductions

The organization is required by law to make certain deductions from your paycheck each pay period. Such deductions typically include federal and state taxes and Social Security (FICA) taxes. Depending on the state in which you are employed and the benefits you choose, there may be additional deductions. All deductions and the amount of the deductions are listed on your pay stub. These deductions are totaled each year for you on your Form W-2, Wage and Tax Statement.

It is the policy of the organization that exempt employees' pay will not be "docked," or subject to deductions, in violation of salary pay rules issued by the United States Department of Labor and any corresponding rules issued by the state government, as applicable. However, the organization may make deductions from employees' salaries in a way that is permitted under federal and state wage and hour rules. Employees will be reimbursed in full for any isolated, inadvertent, or improper deductions, as defined by law.

Thus, exempt employees may be subject to the following salary deductions, except where prohibited by state law, but only for the following reasons:

- Absences of one or more full days for personal reasons, other than sickness or disability; or
- Absences of one or more full days due to sickness or disability, if there is a plan, policy, or practice providing replacement compensation for such absences; or
- Absences of one or more full days before eligibility under such a plan, policy, or practice or after replacement compensation for such absences has been exhausted; or
- Suspensions of one or more full days for violations of safety rules of major significance; or
- Suspensions of one or more full days for violations of written workplace conduct rules, such as rules against sexual harassment and workplace violence; or
- Payment of actual time worked in the first and last weeks of employment, resulting in a proportional rate of an employee's full salary; or
- Any unpaid leave taken under the Family and Medical Leave Act; or
- Negative paid-time-off balances, in whole-day increments only.

If questions or concerns about any pay deductions arise, employees may discuss and resolve them with the director.

2

Garnishment/Child Support

When an employee's wages are garnished by a court order, our organization is legally bound to withhold the amount indicated in the garnishment order from the employee's paycheck. Our organization will, however, honor applicable federal and state guidelines that protect a certain amount of an employee's income from being subject to garnishment.

Performance Reviews

Your performance is important to our organization. Once each year, on or about your anniversary date, the director will review your job progress within our organization and help you set new job performance plans.

Our performance review program provides the basis for better understanding between you and the director, with respect to your job performance, potential and development within the organization.

Job Descriptions

The organization maintains a job description for each position in the organization. The job description outlines the essential duties and responsibilities of the position. When the duties and/or responsibilities of a position change, the job description is revised to reflect those changes. If you have any questions or wish to obtain a copy of your position's job description, please see the director.

2

Overtime

There may be times when you will need to work overtime so that we may meet the needs of our clients. Although you will be given advance notice when feasible, this is not always possible. Non-exempt employees must have all overtime approved in advance by the director.

Generally, unless an alternate workweek is in effect or state law dictates otherwise, non-exempt, non-agricultural workers will be paid at a rate of time and one-half their regular hourly rate for: (1) hours worked in excess of eight hours in a day; (2) hours worked in excess of 40 hours in a week not compensated as daily overtime; and (3) for the first eight hours of work on a seventh day of work in a single workweek; and at a rate of double their regular hourly rate for: (a) hours worked in excess of 12 hours in a day; and (b) hours worked in excess of eight hours on a seventh day of work in a single workweek.

We will allow employees to make up time for work missed because of their personal obligations. Employees who wish to do so must provide the director with a written and signed request for each occasion that they desire to make up time. However, an employee who makes up missed time in the same workweek will not be paid overtime for the additional hours of work on a given day unless they exceed 11 on that day or total more than 40 in that week.

Only actual hours worked count toward computing weekly overtime.

If you have any questions concerning overtime pay, check with the director.

Time Away From Work and Other Benefits

Employee Benefits

Our organization has developed a comprehensive set of employee benefit programs to supplement our employees' regular wages. Our benefits represent a hidden value of additional income to our employees.

This Employee Handbook describes the current benefit plans maintained by the organization. Refer to the actual plan documents and summary plan descriptions if you have specific questions regarding the benefit plan. Those documents are controlling.

The organization reserves the right to modify its benefits at any time. We will keep you informed of any changes.

3

Holidays

Our organization normally observes the following holidays during the year:

New Year's Day
Dr. Martin Luther King Day
Presidents' Day
Memorial Day
Independence Day
Labor Day
Columbus Day
Veteran's Day
Thanksgiving Day
Day after Thanksgiving
Christmas Day

In addition to the above holidays, you receive one floating holiday each year.

If one of the above holidays falls on Saturday, it normally is observed on the preceding Friday. If a holiday falls on Sunday, it normally is observed on the following Monday.

Full-time and part-time regular employees are eligible for paid holidays after completing the introductory period. Part-time regular employees receive holiday pay proportionate to the number of hours they are normally scheduled to work.

Exempt employees will receive holiday pay in compliance with state and federal wage and hour laws.

Upon termination, eligible employees are paid for the earned but unused floating holiday.

Vacation

All full-time and part-time regular employees are eligible for vacation. Part-time regular employees will accrue vacation on a pro rated basis based on the number of hours worked.

Vacation benefits do not accrue during the first ninety days of employment. Beginning in the employee's ninety-first day of employment the employee will earn 0.038 of an hour of paid vacation for each full hour of employment, which is an annual equivalent of 10 days of vacation for employees working 40 hours a week.

For full-time employees, after the completion of your second year of employment, the accrual rate will increase to 0.0576 hours of paid vacation for each full hour of employment, which is an annual equivalent of 15 days of vacation for employees working 40 hours a week.

Consult the director for detailed information on how the dollar amount of your vacation pay is calculated and the amount you are entitled to receive.

To be eligible for paid vacation, you must work your last scheduled day before the vacation and the first scheduled day after the vacation, unless you receive prior approval from the director.

Vacation time is given to employees so that they are better able to perform their jobs when they return. For this reason, we require employees to take their vacation and we do not permit employees to take pay in lieu of time off.

Submit vacation requests in writing at least two weeks in advance to the director. When possible, vacation

requests are granted, taking in to account operating requirements. Length of employment may determine priority in scheduled vacation times.

Vacation accrual may not exceed 1.5 times an employee's current annual entitlement. Once this maximum is reached, all further accruals will cease. The employee will not become eligible for any additional time in the subsequent year except to the extent that the prior vacation time has been used.

In addition, employees who are out on a leave of absence do not accrue vacation time while they are on their leave.

Upon termination, eligible employees will be paid for accrued but unused vacation.

Sick Days

In accordance with the city of San Francisco's Paid Sick Leave Ordinance, the organization provides 1 hour of paid sick leave for every 30 hours worked up to cap of 72 hours of sick time for full-time employees and a cap of 40 hours for part-time employees. Paid sick leave is accrued only in hour-unit increments; there shall be no accrual of a fraction of an hour of paid sick leave. Sick leave may be used in hour increments for an employee's own illness, injury or for the purpose of receiving medical care, treatment or diagnosis. Sick leave may also be used for that of a family member or a pre-selected designated person. A family member is defined as your: child, parent, legal guardian or ward, sibling, grandparent, grandchild, spouse or registered domestic partner. Child, parent, sibling, grandparent and grandchild relationships include not only biological relationships but also relationships resulting from adoption; step-relationships; and foster care relationships.

If an employee has no spouse or registered domestic partner, a pre-selected person may be designated by completing the "Designation of Person for Paid Sick Leave" form. This designated person must be elected within 10 work days of the annual designation period and may not be changed until the following designation period. If the employee has a spouse or registered domestic partner in the future, the employee will no longer be able to use paid sick leave to care for the designated person.

Sick time is not earned or used during the first 90 days of employment. If additional sick time is needed, employees may use earned vacation time with the approval of the department supervisor/manager.

Sick Leave Accrual Cap – Employees may carry over accrued, unused sick leave, but the maximum amount of hours an employee may have in their sick leave bank can not exceed 80 hours. Once this sick leave accrual cap is met, the employee will no longer accrue sick leave hours until banked sick leave hours are used.

Employees are expected to report an absence to their supervisor/manager by the beginning of their normal business hours. Employees with absences of more than one day will need to regularly keep their supervisor/manager informed of their condition and intent to return to work.

An employee with absences of three (3) or more consecutive days will need to provide physician's approval to return to work. Documentation may also be required for absences of less than three days or for absences to care for a family member or designated person, at the discretion of the supervisor/manager.

Employees are not paid for earned but unused sick days upon termination.

Jury Duty

Employees summoned for jury duty are granted an unpaid leave in order to serve if they give reasonable advance notice to the director that they will need time off to serve.

We reserve the right to request proof of jury service issued by the Court upon return.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

Make arrangements with the director as soon as you receive your summons.

We expect you to return to your job if you are excused from jury duty during your regular working hours.

Voting Leave

Our organization believes that every employee should have the opportunity to vote in any state or federal election, general primary or special primary. Any employee who does not have sufficient time outside of working hours to vote in a statewide election may request up to two paid hours off in order to vote. We reserve the right to select the hours you are excused to vote.

Notify the director of the need for voting leave as soon as possible. When you return from voting leave, you must present a voter's receipt to the director as soon as possible.



Witness Leave

Employees are given the necessary time off without pay to attend or participate in a court proceeding in accordance with state law. We ask that you notify the director of the need to take witness leave as far in advance as is possible.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

School Visitation Leave

If an employee who is the parent or guardian of a child who is suspended is required to appear at the child's school, the employee may take time off without pay if they provide reasonable advance notice to the director of the need for time off.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

Bereavement Leave

Full-time and part-time regular employees who have completed six months of employment are eligible for up to three paid days for the death of an immediate family member. Members of the immediate family include spouses, registered domestic partners, parents, brothers, sisters, children, children of registered domestic partners, grandchildren, grandparents, parents-in-law and parents of registered domestic partners.

Part-time employees are eligible for bereavement pay in proportion to the number of hours they normally are scheduled to work.

Requests for bereavement leave should be made to the director as soon as possible.

3

Leave of Absence

Under special circumstances, full-time and part-time regular employees who have completed one year of employment may be granted a leave of absence without pay. The granting of this type of leave is normally for compelling reasons and is dependent upon the written approval of the director.

Leaves may not exceed 30 days during which time no benefits will accrue. Leaves of absence are granted only after earned vacation is exhausted.

To the extent allowed by the insurance contract, we will continue to provide medical insurance and dental insurance coverage for employees on an authorized leave of absence, up to a maximum of one month. During this time you will be responsible for paying your portion of the monthly premium(s).

We will make reasonable efforts to return you to the same or similar job you held prior to the leave of absence, subject to our staffing and business requirements.

Victims of Felony Crimes Leave

The organization will grant reasonable and necessary leave from work without pay, to employees who are victims, or whose spouse, child, stepchild, brother, stepbrother, sister, stepsister, mother, stepmother, father, stepfather, registered domestic partner, or child of a registered domestic partner is a victim of a violent or serious felony or felonious theft or embezzlement, for the purposes of attending legal proceedings related to the crime.

Affected employees may elect to use accrued paid vacation, personal leave and/or sick leave in lieu of unpaid leave.

When feasible, affected employees must provide the organization with advance notice of the employee's need for leave, including a copy of the notice of the scheduled proceeding. If advance notice is not feasible, affected employees must provide documentation evidencing the legal proceeding requiring the employee's absence within a reasonable time after leave is taken.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.



Medical Insurance

Eligible full-time employees may enroll in a single, a single plus one dependent, or a family contract on the first of the month following ninety days of employment. Eligibility may be defined by state law and/or by the insurance contract.

Information and enrollment forms may be obtained from the director.

Our organization pays the full cost of a single contract. If you elect dependent coverage, you are responsible for paying the difference through payroll deduction.

Participating employees are also covered under our medical insurance plan's prescription drug program.

A booklet containing the details of the plan and eligibility requirements may be obtained from the director.

Refer to the actual plan document and summary plan description if you have specific questions regarding this benefit plan. Those documents are controlling.

Upon discharge you may be entitled to continuation or conversion of the group medical insurance plan in accordance with the terms of the policy and/or applicable state and federal law. For more information, contact the director.

Dental Insurance

Eligible full-time employees may enroll in a single, a single plus one dependent or a family contract on the first of the month following ninety days of employment.

Information and enrollment forms may be obtained from the director.

Our organization pays the full cost of a single contract. If you elect dependent coverage, you are responsible for paying the difference through payroll deduction.

A booklet containing the details of the plan and the eligibility requirements may be obtained from the director.

Refer to the actual plan document and summary plan description if you have specific questions regarding this benefit plan. Those documents are controlling.

Upon discharge you may be entitled to continuation or conversion of the group dental insurance plan in accordance with the terms of the policy and/or applicable state and federal law. For more information, contact the director.

3

Section 125 Plans

Our organization offers a pretax benefits contribution option for employees. This employee benefit is known as a Section 125 plan.

A Section 125 plan is a benefit plan that allows you to make contributions toward premiums for medical insurance and dental insurance on a "before tax", rather than an "after tax" basis. Your premium contributions are deducted from your gross pay before income tax and Social Security is calculated.

To participate in this plan, complete an election form and return it to the director.

You cannot make any changes to your medical insurance and dental insurance coverage until the next open enrollment period, unless your family status changes or you become eligible for a special enrollment period due to a loss of coverage. Family status changes include marriage, divorce, death of a spouse or child, birth or adoption of a child or discharge of employment of your spouse. A change in election due to a change in family status is effective the next pay period.

Disability Leave

Full-time and part-time regular employees are eligible for an unpaid disability leave after six months of employment. Disability leave due to non-occupational illness, injury or pregnancy-related disability is not to exceed thirty days.

Employees requesting leave must provide written notice of the disability, including a doctor's certificate stating the nature of the disability and the expected date of return to work. The organization will not seek genetic information in connection with requests for disability leave. All medical information received by the organization in connection with a request for leave under this policy will be treated as confidential.

To the extent allowed by the insurance contract, we will continue to provide medical insurance and dental insurance coverage for employees on authorized disability leave for the first thirty days of disability. During this time you will be responsible for paying your portion of the monthly premium(s). When the above period expires, you may continue your medical insurance and dental insurance coverage by making arrangements with the director to pay the entire monthly premium in advance each month.

When you are able to return to work, give us at least one week's advance written notice. Include a doctor's certificate stating that you are medically able to return to your normal duties.

We will return you to the same or similar position you held prior to the disability leave, subject to our staffing and business requirements. Your continued absence from work beyond your disability (as determined by your physician) will be deemed a voluntary discharge of your employment.

This leave may run concurrently with any other leave where permitted by state and federal law.



Parental Leave

Full-time and part-time regular employees who have completed six months of employment may be granted a leave of absence without pay upon the birth or adoption of a child consistent with our business needs. Such leave must begin within eight weeks of the birth of the child and/or placement of a child for adoption.

A period of parental leave may not exceed eight weeks in a 12-month period. Employees will be required to substitute their accrued vacation or personal days for all or part of their parental leave. In addition, benefits such as paid time off and holidays will not accrue while employees are on a parental leave.

Employees seeking parental leave must provide a minimum of 30 days' advance notice of their intent to take parental leave and the anticipated date of their return. Employees may not accept other employment or apply for unemployment insurance while on parental leave. Acceptance of other employment while on leave will be treated as a voluntary resignation from employment.

We will make a reasonable effort to return you to the same or a similar position upon your return from leave subject to our staffing and business requirements.

State Disability Insurance

All employees are eligible for disability insurance benefits when an illness, injury or pregnancy-related disability prevents them from working and they meet all the eligibility requirements.

The benefits are calculated as a percentage of your salary up to a weekly maximum as specified by law, for up to 52 weeks.

Employees who apply for this benefit must provide written notice of disability, including a doctor's certificate stating the nature of the disability and your expected date of return to work.

You are responsible for filing your claim and other forms promptly and accurately with the Employment Development Department. A claim form may be obtained from the Employment Development Department by telephone, letter or in person.

The cost of this insurance is fully paid by the employee.



Family Leave Insurance

The State of California may provide partial wage benefits to eligible employees for up to a maximum of six weeks for the following reasons:

- To bond with a new child after birth or placement for adoption or foster care;
- To care for a serious health condition of an employee's child, parent, spouse, or registered domestic partner.

The Paid Family Leave Act provides benefits based on past quarter earnings for up to six weeks in a 12-month period. The cost of the insurance is fully paid by the employee. The 12-month period begins on the first day an employee submits a claim.

To be eligible for benefits, employees may be required to provide medical and/or other information that supports a claim for time off to bond with a new child or to care for a child, parent, spouse or registered domestic partner with a serious health condition. In addition, there is a seven-calendar-day waiting period before benefits begin. As a condition of initial receipt of family leave insurance benefits, you will be required to use any accrued PTO or vacation time, up to a maximum of one week. This use of PTO or vacation time will go, in part, towards the seven-calendar-day waiting period.

You are responsible for filing your claim for family leave insurance benefits and other forms promptly and accurately with the Employment Development Department. A claim form may be obtained from the Employment Development Department by telephone, letter, the Internet or in person. All eligibility and benefit

determinations are made by the Employment Development Department.

You may not be eligible for Paid Family Leave benefits if you are receiving State Disability Insurance, Unemployment Compensation Insurance or Workers' Compensation benefits.

The Paid Family Leave Act does not provide a right to leave, job protection or return to work rights. Further, this policy does not provide additional time off; rather, family leave insurance may provide compensation during an approved leave pursuant to any organization provided leave.



Pregnancy Disability Leave

All employees are eligible for an unpaid disability leave due to pregnancy, childbirth or related medical condition for up to four months. You may also be eligible to transfer to a less strenuous or hazardous position/duties if such a transfer is medically advisable and can be reasonably accommodated.

Employees may elect to substitute any accrued but unused sick days and vacation days for unpaid pregnancy disability leave.

Upon return from a covered pregnancy disability leave, you will be restored to the same position, or to an available comparable position in accordance with state law. You must give the organization at least 30 days' advance notice if your need for pregnancy-related disability leave or transfer is foreseeable; otherwise please give the organization notice of your need for leave or transfer as soon as is practical.

Depending on your eligibility, medical insurance may be continued during your leave in accordance with the applicable plan document, COBRA, or provisions of federal/state law relating to unpaid medical leave.

We will continue to provide medical insurance and dental insurance coverage for employees on authorized disability leave for the full length of the disability. During this time you will be responsible for paying your portion of the monthly premium(s).

Social Security

During your employment, you and the organization both contribute funds to the federal government to support the Social Security program. This program is intended to provide you with retirement benefit payments and medical coverage once you reach retirement age.

Unemployment Insurance

Upon separation from employment, you may be entitled to state and federal unemployment insurance benefits. Information about unemployment insurance can be obtained from the director.

Workers' Compensation

On-the-job injuries are covered by our Workers' Compensation insurance policy. This insurance is provided at no cost to you. If you are injured on the job, no matter how slightly, report the incident immediately to the director. Consistent with applicable state law, failure to report an injury within a reasonable period of time could jeopardize your claim. We ask for your assistance in alerting management to any condition that could lead to or contribute to an employee accident.

Professional Development

Our organization believes in supporting the individual growth of its employees. To encourage employee development, our organization offers a professional development reimbursement program to eligible employees who attend job-related seminars.

To participate in this program, you must be a full-time employee who has completed six months of employment.

Approval from the director must be received prior to registration for the seminar. Our organization will pay a portion of approved job-related seminars.

In an effort to keep our organization informed of new developments, we ask that you share any new information presented at the seminar with the rest of the staff.



Employee Assistance Program

Eligible full-time, part-time regular and part-time employees may participate in our employee assistance program immediately upon hire.

Our BalanceWorks®, Employee Assistance Program (EAP), and Work/Life Benefit help eligible employees and their immediate families with a wide range of problems. Situations addressed by the EAP include marriage and family problems, emotional problems, alcoholism and alcohol abuse, drug abuse and dependency, financial problems, compulsive gambling and eating disorders. Your conversations and all records are strictly confidential.

The administrative cost of this program is fully paid by the organization.

Additional information regarding this program is available at www.eniweb.com or by calling 1-800-EAPCALL. Complete details of this program may be obtained from the director.

3

On the Job

Attendance and Punctuality

Attendance and punctuality are important factors for your success within our organization. We work as a team and this requires that each person be in the right place at the right time.

If you are going to be late for work or absent, notify the director as far in advance as is feasible under the circumstances, but before the start of your workday.

Personal issues requiring time away from your work, such as doctor's appointments or other matters, should be scheduled during your nonworking hours if possible.

If you are absent for three days without notifying the organization, it is assumed that you have voluntarily abandoned your position with the organization, and you will be removed from the payroll.

Meal Time

Except for certain exempt employees, all employees who work five or more hours in a day are required to take a 30-minute unpaid duty-free meal period. An employee who works over ten hours in a day is required to take a second 30-minute unpaid duty-free meal period unless the employee elects to waive the second meal period as described below. Employees are completely relieved of their job responsibilities during their meal periods. For this reason, unless there is a valid written agreement for an on-duty meal period, employees must clock in and out for their meal periods, or record the beginning and ending time of the meal period on their timesheet every day.

4

Waiver of Meal Period. Employees may waive their meal periods only under the following circumstances. If an employee will complete their workday in six hours, the employee may waive their meal period. Additionally, depending upon your occupation, employees who work more than ten hours in a day may be able to waive their second meal period, but only if they take their first meal period and they do not work more than 12 hours that day. Please speak to the director for clarification on whether you are entitled to waive your second meal period. Anytime you elect to waive a meal period you must submit a written request and receive prior written authorization from the director. Employees may not waive meal periods to shorten their workday or to accumulate meal periods for any other purpose.

On Duty Meal Period. In limited situations, certain designated employees may be required to work an on-duty meal period due to the nature of the employee's duties. Unless the director directs you to take an on-duty meal period due to the nature of your job duties and you agree to an on-duty meal period in writing, you will not be permitted to take an on-duty meal period.

Breaks

Employees will receive one, ten-minute paid break for every four hours worked. This time must be approved by the director each day.

Lactation Breaks

The organization will provide a reasonable amount of break time to accommodate a female employee's need to express breast milk for the employee's infant child. The break time should, if possible, be taken concurrently with other break periods already provided. Non-exempt employees should clock out for any time taken that does not run concurrently with normally scheduled rest periods, and such time generally will be unpaid in accordance with state law. The organization will also make a reasonable effort to provide the employee with the use of a room or other location in close proximity to the employee's work area, for the employee to express milk in private.

Employees should notify the director to request time to express breast milk under this policy. The organization reserves the right to deny an employee's request for a lactation break if the additional break time will seriously disrupt operations.

No provision of this policy applies or is enforced if it conflicts with or is superseded by any requirement or prohibition contained in a federal, state, or local law or regulation. Anyone with knowledge of such a conflict or potential conflict should contact the director.

Contact with the Organization

The organization should know your location at all times during business hours. The director will keep a record of your assignments, and (s)he should be notified of your whereabouts outside the organization during working hours.

Standards of Conduct

Each employee has an obligation to observe and follow the organization's policies and to maintain proper standards of conduct at all times. If an individual's behavior interferes with the orderly and efficient operation of a department, corrective disciplinary measures will be taken.

Disciplinary action may include a verbal warning, written warning, suspension with or without pay, and/or discharge. The appropriate disciplinary action imposed will be determined by the organization. The organization does not guarantee that one form of action will necessarily precede another.

Among other things, the following may result in disciplinary action, up to and including discharge: violation of the organization's policies or safety rules; insubordination; unauthorized or illegal possession, use or sale of alcohol or controlled substances on work premises or during working hours, while engaged in organization activities or in organization vehicles; unauthorized possession, use or sale of weapons, firearms or explosives on work premises; theft or dishonesty; physical harassment; sexual harassment; disrespect toward fellow employees, visitors or other members of the public; performing outside work or use of organization property, equipment or facilities in connection with outside work while on organization time; poor attendance or poor performance. These examples are not all inclusive. We emphasize that discharge decisions will be based on an assessment of all relevant factors.

Nothing in this policy is designed to modify our employment-at-will policy.

Access to Personnel Files

Upon request, employees may inspect their own personnel files at a mutually agreeable time, on organization premises in the presence of an organization official. You will be permitted to see any records regarding your qualification for employment, promotion, wage increases or discipline. Exceptions include records regarding criminal investigation and any letters of reference maintained by the organization. You will be allowed to have a copy of any document you have signed relating to your employment.

For more information, contact the director.

Computer Software Licensing

The organization purchases or licenses the use of various computer software programs. Neither the organization nor any of the organization's employees have the right to duplicate this computer software or its related documentation. Unauthorized duplication of computer software is a federal offense, punishable by up to a \$250,000 fine and up to five years in jail.

The organization does not condone the illegal duplication of software. You must use the software in accordance with the license agreement. This policy applies not only to individual desktop computers and laptops but to local area networks as well.

Employees learning of any misuse of software or related documentation within the organization shall notify a member of management. Employees who reproduce, acquire or use unauthorized copies of computer software will be subject to discipline, up to and including discharge.

Client and Public Relations

Our organization's reputation is built on excellent service and quality work. To maintain this reputation requires the active participation of every employee.

The opinions and attitudes that clients have toward our organization may be determined for a long period of time by the actions of one employee. It is sometimes easy to take a client for granted, but if we do we run the risk of losing not only that client, but his or her associates, friends or family who may also be clients or prospective clients.

Each employee must be sensitive to the importance of providing courteous treatment in all working relationships.

Solicitation and Distribution

In the interest of maintaining productivity and a proper business environment, employees may not distribute literature or other materials of any kind or solicit for any cause during the working time of any employee involved.

Employees may not distribute literature or other materials of any kind in working areas, at any time, whether or not the employees are on working time. Likewise, employees may not solicit for any cause during the working time of any employee involved.

Non-working time includes, but is not limited to, a lunch or break.

Non-employees are prohibited from soliciting or distributing materials on organization premises at any time.

Changes in Personal Data

To aid you and/or your family in matters of personal emergency, we need to maintain up-to-date information.

Changes in name, address, telephone number, marital status, number of dependents or changes in next of kin and/or beneficiaries should be given to the director promptly.

Care of Equipment

You are expected to demonstrate proper care when using the organization's property and equipment. No property may be removed from the premises without the proper authorization of management. If you lose, break or damage any property, report it to the director at once.

Personal Property

The organization is not responsible for loss or damage to personal property. Valuable personal items, such as purses and all other valuables should not be left in areas where theft might occur.

4

Acceptable Use of Electronic Communications

This policy contains guidelines for Electronic Communications created, sent, received, used, transmitted, or stored using organization communication systems or equipment and employee provided systems or equipment used either in the workplace, during working time or to accomplish work tasks. "Electronic Communications" include, among other things, messages, images, data or any other information used in e-mail, instant messages, voice mail, fax machines, computers, personal digital assistants (including Blackberry, iPhone or similar devices), text messages, pagers, telephones, cellular and mobile phones including those with cameras, Intranet, Internet, back-up storage, information on a memory or flash key or card, jump or zip drive or any other type of internal or external removable storage drives. In the remainder of this policy, all of these communication devices are collectively referred to as "Systems."

Employees may use our Systems to communicate internally with co-workers or externally with clients, suppliers, vendors, advisors, and other business acquaintances for business purposes.

All Electronic Communications contained in organization Systems are organization records and/or property. Although an employee may have an individual password to access our Systems, the Systems and Electronic Communications belong to the organization. The Systems and Electronic Communications are accessible to the organization at all times including periodic unannounced inspections. Our Systems and Electronic Communications are subject to use, access, monitoring, review, recording and disclosure without further notice. Our Systems and Electronic Communications are not

confidential or private. The organization's right to use, access, monitor, record and disclose Electronic Communications without further notice applies equally to employee-provided systems or equipment used in the workplace, during working time, or to accomplish work tasks.

Although incidental and occasional personal use of our Systems that does not interfere or conflict with productivity or the organization's business or violate policy is permitted, personal communications in our Systems are treated the same as all other Electronic Communications and will be used, accessed, recorded, monitored, and disclosed by the organization at any time without further notice. Since all Electronic Communications and Systems can be accessed without advance notice, employees should not use our Systems for communication or information that employees would not want revealed to third parties.

Employees may not use our Systems in a manner that violates our policies including but not limited to Non-Harassment, Sexual Harassment, Equal Employment Opportunity, Protecting Organization Information, and Solicitation and Distribution. Employees may not use our Systems in any way that may be seen as insulting, disruptive, obscene, offensive, or harmful to morale. Examples of prohibited uses include, but are not limited to, sexually-explicit drawings, messages, images, cartoons, or jokes; propositions or love letters; ethnic or racial slurs, threats, or derogatory comments; or any other message or image that may be in violation of organization policies.

In addition, employees may **not** use our Systems:

- To download, save, send or access any discriminatory or obscene material;



- To download, save, send or access any music, audio or video file;
- To download anything from the internet (including shareware or free software) without the advance written permission of the Systems Supervisor;
- To download, save, send or access any site or content that the organization might deem "adult entertainment;"
- To access any "blog" or otherwise post a personal opinion on the Internet;
- To solicit employees or others;
- To attempt or to gain unauthorized or unlawful access to computers, equipment, networks, or systems of the organization or any other person or entity;
- In connection with any infringement of intellectual property rights, including but not limited to copyrights; and
- In connection with the violation or attempted violation of any law.

An employee may not misrepresent, disguise, or conceal his or her identity or another's identity in any way while using Electronic Communications; make changes to Electronic Communications without clearly indicating such changes; or use another person's account, mail box, password, etc. without prior written approval of the account owner and without identifying the actual author.

Employees must always respect intellectual property rights such as copyrights and trademarks. Employees must not copy, use, or transfer proprietary materials of the organization or others without appropriate authorization.

All Systems passwords and encryption keys must be available and known to the organization. Employees may not install password or encryption programs without

the written permission of the director. Employees may not use the passwords and encryption keys belonging to others.

Numerous state and federal laws apply to Electronic Communications. The organization will comply with applicable laws. Employees also must comply with applicable laws and should recognize that an employee could be personally liable and/or subject to fine and imprisonment for violation of applicable laws.

Nothing contained herein shall preclude an employee from engaging in conduct protected by Section 7 of the National Labor Relations Act.

Violations of this policy may result in disciplinary action up to and including discharge as well as possible civil liabilities or criminal prosecution. Where appropriate, the organization may advise legal officials or appropriate third parties of policy violations and cooperate with official investigations. We will not, of course, retaliate against anyone who reports possible policy violations or assists with investigations.

If you have questions about the acceptable use of our Systems or the content of Electronic Communications, ask the director for advance clarification.



Social Media

The organization has in place policies that govern use of its own electronic communication systems, equipment, and resources which employees must follow. The organization may also have an interest in your electronic communications with co-workers, clients, vendors, suppliers, competitors, and the general public on your own time. Inappropriate communications, even if made on your own time using your own resources, may be grounds for discipline up to and including immediate termination. We encourage you to use good judgment when communicating via blogs, online chat rooms, networking internet sites, social internet sites, and other electronic and non-electronic forums (collectively "social media"). The following is a general and non-exhaustive list of guidelines you should keep in mind:

1. Make it clear that the views expressed in social media are yours alone. Do not purport to represent the views of the organization in any fashion.
2. Do not disclose confidential or proprietary information regarding the organization, your co-workers or the organization's vendors and suppliers. Use of copyrighted or trademarked organization information, trade secrets, or other sensitive information may subject you to legal action. If you have any doubt about whether it is proper to disclose information, please discuss it with your manager.
3. Do not use organization logos, trademarks, web addresses, email addresses or other symbols in social media. You may not use the organization name or other identifying information to endorse,

promote, denigrate or otherwise comment on any product, opinion, cause or person.

4. Be respectful of the privacy and dignity of your co-workers. Do not use or post photos of co-workers without their express consent.
5. Harassing or discriminatory comments, particularly if made on the basis of gender, race, religion, age, national origin, or other protected characteristic, may be deemed inappropriate even if the organization name is not mentioned. If social media communications in any way may adversely affect your relationships at work or violate organization policy, you may be subject to discipline up to and including immediate termination under various organization policies.
6. Ensure that engaging in social media does not interfere with your work commitments.
7. Social media and similar communications have the potential to reflect on both you and the organization. We hope that you will show respect for our employees, clients, affiliates and competitors.

Nothing contained herein shall preclude an employee from engaging in conduct protected by Section 7 of the National Labor Relations Act.

Dress Policy

Employees are expected to maintain the highest standards of personal cleanliness and present a neat, professional appearance at all times.

Our clients' satisfaction represents the most important and challenging aspect of our business. Whether or not your job responsibilities place you in direct client contact, you represent the organization with your appearance as well as your actions. The properly-attired individual helps to create a favorable image for the organization, to the public and fellow employees.

The organization maintains a business casual environment. All employees should use discretion in wearing attire that is appropriate for the office and client interaction.

Personal Hygiene

Maintaining a professional, business-like appearance is very important to the success of our organization. Part of the impression you make on others depends on your choice of dress, personal hygiene and courteous behavior. A daily regimen of good grooming and hygiene is expected of everyone. Please ensure that you maintain good personal hygiene habits. While at work, you are required to be clean, dressed appropriately and well groomed.

Reference Checks

Our organization will not honor any oral requests for references. All requests must be in writing and on company letterhead. Generally, we will only confirm our employees' dates of employment, salary history, and job title.

Under no circumstances should an employee provide another individual with information regarding current or former employees of our organization. If you receive a request for reference information, please forward it to the director.

Protecting Organization Information

Protecting our organization's information is the responsibility of every employee, and we all share a common interest in making sure information is not improperly or accidentally disclosed. Do not discuss the organization's confidential business or proprietary business matters, or share confidential, personal employee information with anyone who does not work for us such as friends, family members, members of the media, or other business entities.

All telephone calls regarding a current or former employee's position/compensation with our organization must be forwarded to the director.

The organization's address shall not be used for the receipt of personal mail.

Conflict of Interest/Code of Ethics

An organization's reputation for integrity is its most valuable asset and is directly related to the conduct of its officers and other employees. Therefore, employees must never use their positions with the organization, or any of its clients, for private gain, to advance personal interests or to obtain favors or benefits for themselves, members of their families or any other individuals, corporations or business entities.

The organization adheres to the highest legal and ethical standards applicable in our business. The organization's business is conducted in strict observance of both the letter and spirit of all applicable laws and the integrity of each employee is of utmost importance.

Employees of the organization shall conduct their personal affairs such that their duties and responsibilities to the organization are not jeopardized and/or legal questions do not arise with respect to their association or work with the organization.

Contact with the Media

All media inquiries regarding the organization and its operations must be referred to the director. Only the director is authorized to make or approve public statements on behalf of the organization. No employees, unless specifically designated by the director, are authorized to make statements on behalf of or as a representative of the organization.



Recording Devices in the Workplace

Cameras, digital recorders, tape recorders, and all other forms of recording devices are prohibited in all "Restricted Areas." Employees are prohibited from having any form of recording device in their possession in a Restricted Area. Violations of this policy may result in discipline (including the possibility of discharge), immediate removal of the recording device and/or the employee from the Restricted Area, and retention of the recording device for inspection by the organization and/or legal authorities. Limited exceptions will apply when the employee in possession of the recording device has been provided advance written authorization to use the recording device by an authorized member of organization management and the recording device is being used in an authorized manner to further organization business.

Prohibited "recording devices" under this policy include but are not limited to cameras, camcorders, video devices, picture or video capable cellular telephones, cassette recorders, and digital voice or image recorders. Cellular telephones, PDAs, MP3 and DVD devices, portable computers, and other devices are covered if they are equipped with any device or technology that has the capability to record images or sounds. This prohibition applies irrespective of whether the recording capability is activated or not.

The "Restricted Areas" are bathrooms, dressing rooms, examination rooms and all other areas where signs have been posted indicating that the area is considered a Restricted Area.

Nothing contained herein shall preclude an employee from engaging in conduct protected by Section 7 of the National Labor Relations Act.

If You Must Leave Us

Should you decide to leave your employment with us, we ask that you provide the director with at least two weeks' advance notice. Your thoughtfulness is appreciated and will be noted favorably should you ever wish to reapply for employment with the organization.

Employees, who are rehired following a break in service in excess of six months, other than an approved leave of absence, must serve a new initial introductory period whether or not such a period was previously completed. Such employees are considered new employees from the effective date of their reemployment for all purposes, including the purposes of measuring benefits.

Our organization does not provide a "letter of reference" to former employees. Generally, we will confirm upon request our employees' dates of employment, salary history, and job title.

Additionally, all resigning employees should complete a brief exit interview prior to leaving. All organization property, including this Employee Handbook, must be returned upon discharge. Otherwise, the organization may take action to recoup any replacement costs and/or seek the return of organization property through appropriate legal recourse.

You should notify the organization if your address changes during the calendar year in which discharge occurs so that your tax information will be sent to the proper address.

Safety in the Workplace

Each Employee's Responsibility

Safety can only be achieved through teamwork at our organization. Each employee, supervisor and manager must practice safety awareness by thinking defensively, anticipating unsafe situations and reporting unsafe conditions immediately.

Please observe the following precautions:

1. Notify the director of any emergency situation. If you are injured or become sick at work, no matter how slightly, you must inform the director immediately.
2. The use of alcoholic beverages or illegal substances during working hours will not be tolerated. The possession of alcoholic beverages or illegal substances on the organization's property is forbidden.
3. Use, adjust and repair machines and equipment only if you are trained and qualified.
4. Know the proper lifting procedures. Get help when lifting or pushing heavy objects.
5. Understand your job fully and follow instructions. If you are not sure of the safe procedure, don't guess; just ask the director.
6. Know the locations, contents and use of first aid and fire fighting equipment.
7. Comply with OSHA standards and/or applicable state job safety and health standards as written in our safety procedures manual.

A violation of a safety precaution is in itself an unsafe act. A violation may lead to disciplinary action, up to and including discharge.

Workplace Violence

Violence by an employee or anyone else against an employee, supervisor or member of management will not be tolerated. The purpose of this policy is to minimize the potential risk of personal injuries to employees at work and to reduce the possibility of damage to organization property in the event someone, for whatever reason, may be unhappy with an organization decision or action by an employee or member of management.

If you receive or overhear any threatening communications from an employee or outside third party, report it to the director at once. Do not engage in either physical or verbal confrontation with a potentially violent individual. If you encounter an individual who is threatening immediate harm to an employee or visitor to our premises, contact an emergency agency (such as 911) immediately.

All reports of work-related threats will be kept confidential to the extent possible, investigated and documented. Employees are expected to report and participate in an investigation of any suspected or actual cases of workplace violence and will not be subjected to disciplinary consequences for such reports or cooperation.

Violations of this policy, including your failure to report or fully cooperate in the organization's investigation, may result in disciplinary action, up to and including discharge.



Workplace Searches

To protect the property and to ensure the safety of all employees, clients and the organization, the organization reserves the right to conduct personal searches consistent with state law, and to inspect any packages, parcels, purses, handbags, brief cases, lunch boxes or any other possessions or articles carried to and from the organization's property. In addition, the organization reserves the right to search any employee's office, desk, files, locker, equipment or any other area or article on our premises. In this regard, it should be noted that all offices, desks, files, lockers, equipment, etc. are the property of the organization, and are issued for the use of employees only during their employment. Inspection may be conducted at any time at the discretion of the organization.

Persons entering the premises who refuse to cooperate in an inspection conducted pursuant to this policy may not be permitted to enter the premises. Employees working on or entering or leaving the premises who refuse to cooperate in an inspection, as well as employees who after the inspection are believed to be in possession of stolen property or illegal substances, will be subject to disciplinary action, up to and including discharge, if upon investigation they are found to be in violation of the organization's security procedures or any other organization rules and regulations.

Good Housekeeping

Good work habits and a neat place to work are essential for job safety and efficiency. You are expected to keep your place of work organized and materials in good order at all times. Report anything that needs repair or replacement to the director.

Smoking in the Workplace

Our organization is committed to providing a safe and healthy environment for employees and visitors. Smoking is not permitted.

Violations of this policy may result in disciplinary action, up to and including discharge.

No Weapons in the Workplace

Possession, use or sale of weapons, firearms or explosives on work premises, while operating organization machinery, equipment or vehicles for work-related purposes or while engaged in organization business off premises is forbidden except where expressly authorized by the organization and permitted by state and local laws. This policy applies to all employees, including but not limited to, those who have a valid permit to carry a firearm.

Employees who are aware of violations or threats of violations of this policy are required to report such violations or threats of violations to the director immediately.

Violations of this policy will result in disciplinary action, up to and including discharge.

Substance Abuse

The organization has vital interests in ensuring a safe, healthy and efficient working environment for our employees, their co-workers and the clients we serve. The unlawful or improper presence or use of controlled substances or alcohol in the workplace presents a danger to everyone. For these reasons, we have established as a condition of employment and continued employment with the organization the following substance abuse policy.

The organization has implemented a drug testing program in compliance with local, state and federal laws. Employees are prohibited from reporting to work or working while using illegal or unauthorized substances. Employees are prohibited from reporting to work or working when the employee uses any controlled substance, except when the use is pursuant to a doctor's orders and the doctor advised the employee that the substance does not adversely affect the employee's ability to safely perform his or her job duties.

In addition, employees are prohibited from engaging in the unlawful or unauthorized manufacture, distribution, sale or possession of illegal or unauthorized substances and alcohol in the workplace including: on organization paid time, on organization premises, in organization vehicles, or while engaged in organization activities. Our employees are also prohibited from reporting for duty or remaining on duty with any alcohol in their systems. Employees are further prohibited from consuming alcohol during working hours, including meal and break periods.

Your employment or continued employment with the organization is conditioned upon your full compliance with the foregoing substance abuse policy. Any violation

of this policy may result in disciplinary action, up to and including discharge. Furthermore, any employee who violates this policy who is subject to discharge, may be permitted in lieu of discharge, at the organization's sole discretion, to participate in and successfully complete an appropriate treatment, counseling or rehabilitation program as recommended by a substance abuse professional as a condition of continued employment and in accordance with applicable federal, state, and local laws.

Consistent with its fair employment policy, the organization maintains a policy of non-discrimination and reasonable accommodation with respect to recovering addicts and alcoholics, and those having a medical history reflecting treatment for substance abuse conditions. We encourage employees to seek assistance before their substance or alcohol use renders them unable to perform their essential job functions or jeopardizes the health and safety of themselves or others. The organization will attempt to assist its employees through referrals to rehabilitation, appropriate leaves of absence and other measures consistent with the organization's policies and applicable federal, state or local laws.

The organization further reserves the right to take any and all appropriate and lawful actions necessary to enforce this substance abuse policy including, but not limited to, the inspection of organization issued lockers, desks or other suspected areas of concealment, as well as an employee's personal property when the organization has reasonable suspicion to believe that the employee has violated this substance abuse policy.

This policy represents management guidelines. For more information, please speak to the director.

Receipt of Employee Handbook and Employment-At-Will Statement

This is to acknowledge that I have received a copy of the African American Art & Culture Complex Employee Handbook and I understand that it contains information about the employment policies and practices of the organization. I agree to read and comply with this Employee Handbook. I understand that the policies outlined in this Employee Handbook are management guidelines only, which in a developing business will require changes from time to time. I understand that the organization retains the right to make decisions involving employment as needed in order to conduct its work in a manner that is beneficial to the employees and the organization. I understand that this Employee Handbook supersedes and replaces any and all prior Employee Handbooks and any inconsistent verbal or written policy statements.

I understand that except for the policy of at-will employment, which can only be changed by the director of the organization in a signed written contract, the organization reserves the right to revise, delete and add to the provisions of this Employee Handbook at any time without further notice. All such revisions, deletions or additions to the Employee Handbook will be in writing and will be signed by the director of the organization. I understand that no oral statements or representations can change the provisions of this Employee Handbook.

I understand that this Employee Handbook is not intended to create contractual obligations with respect to any matters it covers and that the Employee Handbook does not create a contract guaranteeing that I will be employed for any specific time period.

THIS ORGANIZATION IS AN AT-WILL EMPLOYER. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS EMPLOYEE HANDBOOK, THE ORGANIZATION OR I MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE. NOTHING IN THIS EMPLOYEE HANDBOOK OR IN ANY DOCUMENT OR STATEMENT, WRITTEN OR ORAL, SHALL LIMIT THE RIGHT TO TERMINATE EMPLOYMENT AT-WILL. NO OFFICER, EMPLOYEE OR REPRESENTATIVE OF THE ORGANIZATION IS AUTHORIZED TO ENTER INTO AN AGREEMENT— EXPRESS OR IMPLIED—WITH ME OR ANY EMPLOYEE FOR EMPLOYMENT FOR A SPECIFIED PERIOD OF TIME UNLESS SUCH AN AGREEMENT IS IN A WRITTEN CONTRACT SIGNED BY THE DIRECTOR OF THE ORGANIZATION.

I understand that this Employee Handbook refers to current benefit plans maintained by the organization and that I must refer to the actual plan documents and summary plan descriptions as these documents are controlling.

I have read and understand the Vacation Policy in this Employee Handbook.

Initials _____ Date _____

I also understand that if a written contract is inconsistent with the Employee Handbook, the written contract is controlling.

If I have questions regarding the content or interpretation of this Employee Handbook, I will ask the director or a member of management.

NAME _____

DATE _____

EMPLOYEE
SIGNATURE _____

Receipt of Employee Handbook and Employment-At-Will Statement

This is to acknowledge that I have received a copy of the African American Art & Culture Complex Employee Handbook and I understand that it contains information about the employment policies and practices of the organization. I agree to read and comply with this Employee Handbook. I understand that the policies outlined in this Employee Handbook are management guidelines only, which in a developing business will require changes from time to time. I understand that the organization retains the right to make decisions involving employment as needed in order to conduct its work in a manner that is beneficial to the employees and the organization. I understand that this Employee Handbook supersedes and replaces any and all prior Employee Handbooks and any inconsistent verbal or written policy statements.

I understand that except for the policy of at-will employment, which can only be changed by the director of the organization in a signed written contract, the organization reserves the right to revise, delete and add to the provisions of this Employee Handbook at any time without further notice. All such revisions, deletions or additions to the Employee Handbook will be in writing and will be signed by the director of the organization. I understand that no oral statements or representations can change the provisions of this Employee Handbook.

I understand that this Employee Handbook is not intended to create contractual obligations with respect to any matters it covers and that the Employee Handbook does not create a contract guaranteeing that I will be employed for any specific time period.

THIS ORGANIZATION IS AN AT-WILL EMPLOYER. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS EMPLOYEE HANDBOOK, THE ORGANIZATION OR I MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE. NOTHING IN THIS EMPLOYEE HANDBOOK OR IN ANY DOCUMENT OR STATEMENT, WRITTEN OR ORAL, SHALL LIMIT THE RIGHT TO TERMINATE EMPLOYMENT AT-WILL. NO OFFICER, EMPLOYEE OR REPRESENTATIVE OF THE ORGANIZATION IS AUTHORIZED TO ENTER INTO AN AGREEMENT— EXPRESS OR IMPLIED—WITH ME OR ANY EMPLOYEE FOR EMPLOYMENT FOR A SPECIFIED PERIOD OF TIME UNLESS SUCH AN AGREEMENT IS IN A WRITTEN CONTRACT SIGNED BY THE DIRECTOR OF THE ORGANIZATION.

I understand that this Employee Handbook refers to current benefit plans maintained by the organization and that I must refer to the actual plan documents and summary plan descriptions as these documents are controlling.

I have read and understand the Vacation Policy in this Employee Handbook.

Initials _____ Date _____

I also understand that if a written contract is inconsistent with the Employee Handbook, the written contract is controlling.

If I have questions regarding the content or interpretation of this Employee Handbook, I will ask the director or a member of management.

NAME _____

DATE _____

EMPLOYEE
SIGNATURE _____

Receipt of Changes or Additions to Employee Handbook

I received a revised copy of the updated policies for my Employee Handbook. I understand that I am responsible for reading the updated and/or new policies, replacing them in my Employee Handbook with this revised version, and complying with the revised policies. The policies which have been updated and/or added to the Employee Handbook include:

- A Word About This Handbook
- Equal Employment Opportunity
- Non Harassment
- Sexual Harassment
- Categories of Employment
- Holidays
- Bereavement Leave
- Medical Insurance
- Dental Insurance
- Disability Leave
- Professional Development
- Solicitation and Distribution
- Acceptable Use of Electronic Communications
- Social Media
- Dress Policy
- Protecting Organization Information
- Recording Devices in the Workplace

In addition, the following policies have been deleted from the Employee Handbook:

- Military Leave
- Tuition Assistance Program
- Travel/Expense Accounts
- Visitors
- Electronic Mail and Voice Mail Monitoring
- Internet Usage and Monitoring

These Employee Handbook policies supersede and replace the former Employee Handbook policies contained in the Employee Handbook.

I understand that neither the updated or new policies in this Employee Handbook nor any other written or verbal communication by a management representative is intended to in any way create a contract of employment for any specified period of time, and that these policies are for informational purposes only. I also understand that the updated and/or new policies do not affect my employment-at-will status, which permits the organization or me to terminate the employment relationship at any time, for any reason with or without notice.

If I have questions regarding these policies, or the content or interpretation of any policy in the Employee Handbook, I will bring them to the attention of the director or a member of management.

NAME _____

DATE _____

EMPLOYEE
SIGNATURE _____

**Receipt of Changes or Additions to
Employee Handbook**

I received a revised copy of the updated policies for my Employee Handbook. I understand that I am responsible for reading the updated and/or new policies, replacing them in my Employee Handbook with this revised version, and complying with the revised policies. The policies which have been updated and/or added to the Employee Handbook include:

- A Word About This Handbook
- Equal Employment Opportunity
- Non Harassment
- Sexual Harassment
- Categories of Employment
- Holidays
- Bereavement Leave
- Medical Insurance
- Dental Insurance
- Disability Leave
- Professional Development
- Solicitation and Distribution
- Acceptable Use of Electronic Communications
- Social Media
- Dress Policy
- Protecting Organization Information
- Recording Devices in the Workplace

In addition, the following policies have been deleted from the Employee Handbook:

- Military Leave
- Tuition Assistance Program
- Travel/Expense Accounts
- Visitors
- Electronic Mail and Voice Mail Monitoring
- Internet Usage and Monitoring

These Employee Handbook policies supersede and replace the former Employee Handbook policies contained in the Employee Handbook.

I understand that neither the updated or new policies in this Employee Handbook nor any other written or verbal communication by a management representative is intended to in any way create a contract of employment for any specified period of time, and that these policies are for informational purposes only. I also understand that the updated and/or new policies do not affect my employment-at-will status, which permits the organization or me to terminate the employment relationship at any time, for any reason with or without notice.

If I have questions regarding these policies, or the content or interpretation of any policy in the Employee Handbook, I will bring them to the attention of the director or a member of management.

NAME _____

DATE _____

EMPLOYEE
SIGNATURE _____