



Happy Machines make Happy People.™

## **JAMES VENDING INC.**

Employee Handbook

Issue Date: January 1, 2007

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## 020 Employee Welcome Message

Effective Date: 01/01/2007

Welcome new team member!

Welcome! I am pleased that you have joined our James Vending Inc. Team. This company is unique in many respects. It is Our Goal to make our customers happy, and in order to insure this we have adopted a brand promise that should reflect everything we do. **Happy Machines make Happy People™** which means we care about our machines. **“Happy Machines”** are vending machines that are well stocked, well serviced, and never take the customers money without giving them a product. **“Happy Machines”** are backed by expert, experienced staff which allows them to make **“Happy people.”** So as a team member here at James Vending Inc. it should be your goal to accomplish that promise. As you will quickly notice, James Vending Inc. is a performance-based, hands-on company, providing exciting rewards and opportunities for our current and potential new customers. It is important that you remember, at all times, that our customers are our business and our relationship with them is the reason for our success in business.

Let me again take this time to welcome you to James Vending Inc.; the company that always makes the customer the main business. I also wish you a long and successful association with James Vending Inc. and a prosperous future.

Sincerely,

Jesse J. Risha  
President of James Vending Inc.

## **030 Organization Description**

Effective Date: 01/01/2007

James Vending Inc. is a well-established GROWING corporation that has been in existence since 1973. We operate our business with the customer and his/her requirements as our main priority. We are a performance-oriented company that requires a lot from our team members. Our overriding team objective is to remain a growth-oriented company that features "state-of-the-art" equipment and highly-trained personnel who are expected to be especially sensitive to our customers' needs through personal contact, value-driven product mix, constant machine monitoring, and timely service.

Our company promise is **Happy Machines make Happy People™**, and our objective of developing a professional team that can accomplish this goal will make us leaders in the vending and amusement machine business. We previously operated out of our original location on Gallatin Avenue in Uniontown. With our new state of the art 36,000 square foot building we have the ability to provide the best service to our customers which are currently located in Pennsylvania, Ohio, West Virginia, Virginia, Maryland, and Kentucky. No customer account is too small or insignificant for us to consider to handle. Being part of our business will mean additional business to you.

## **BRAND PROMISE**

HAPPY MACHINES MAKE HAPPY PEOPLE™

## **040 Introductory Statement**

Effective Date: 01/01/2007

This handbook is designed to acquaint you with James Vending Inc. and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. You should read, understand, and comply with all provisions of the handbook. It describes many of your responsibilities as an employee and outlines the programs developed by James Vending Inc. to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

No employee handbook can anticipate every circumstance or question about policy. As James Vending Inc. continues to grow, the need may arise and James Vending Inc. reserves the right to revise, supplement, or rescind any policies or portion of the handbook from time to time as it deems appropriate, in its sole and absolute discretion. The only exception to any changes is our employment-at-will policy permitting you or James Vending Inc. to end our relationship for any reason at any time. Employees will, of course, be notified of such changes to the handbook as they occur.

# 050 Employee Acknowledgement Form

Effective Date: 01/01/2007

The employee handbook describes important information about James Vending Inc., and I understand that I should consult the Office Manager regarding any questions not answered in the handbook. I have entered into my employment relationship with James Vending Inc. voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or James Vending Inc. can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

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

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

EMPLOYEE'S NAME (printed):

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EMPLOYEE'S SIGNATURE:

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DATE: \_\_\_\_\_

## **060 Customer Relations**

Effective Date: 01/01/2007

Our customer service responsibilities are always of the utmost importance for the James Vending Inc. Team. Our customers are other members of the business community with set goals and philosophies that guide his/her business decisions. Each and every James Vending Inc. member considers, at all times, how it feels to walk in the shoes of a James Vending Inc. customer. We realize that our customers use our vending and amusement machines for the convenience, service, selection, value, and entertainment of his/her customers and or colleagues. We strive to always treat our clients that we serve as we would want to be treated.

Customers are among our organization's most valuable assets. Every employee represents James Vending Inc. to our customers and the public. The way we do our jobs presents an image of our entire organization. Customers judge all of us by how they are treated with each employee contact. Therefore, one of our first business priorities is to assist any customer or potential customer. Nothing is more important than being courteous, friendly, helpful, and prompt in the attention you give to customers.

James Vending Inc. will provide customer relations and services training to all employees with extensive customer contact. Customers who wish to lodge specific comments or complaints should be directed to the Corporate Office for appropriate action. Our personal contact with the public, our manners on the telephone, and the communications we send to customers are a reflection not only of ourselves, but also of the professionalism of James Vending Inc. Positive customer relations not only enhance the public's perception or image of James Vending Inc., but also pay off in greater customer loyalty and increased sales and profit.

## **101 Nature of Employment**

Effective Date: 01/01/2007

Employment with James Vending Inc. is voluntarily entered into, and the employee is free to resign at will at any time, with or without cause. Similarly, James Vending Inc. may terminate the employment relationship at will at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law.

Policies set forth in this handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between James Vending Inc. and any of its employees. The provisions of the handbook have been developed at the discretion of management and, except for its policy of employment-at-will, may be amended or cancelled at any time, at the sole discretion of James Vending Inc..

These provisions supersede all existing policies and practices and may not be amended or added to without the express written approval of the President of James Vending Inc.

## **102 Employee Relations**

Effective Date: 01/01/2007

James Vending Inc. believes that the work conditions, wages, and benefits it offers to its employees are competitive with those offered by other employers in this area and in this industry. If employees have concerns about work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly to their supervisors.

Our experience has shown that when employees deal openly and directly with supervisors, the work environment can be excellent, communications can be clear, and attitudes can be positive. We believe that James Vending Inc. amply demonstrates its commitment to employees by responding effectively to employee concerns.

## **103 Equal Employment Opportunity**

Effective Date: 01/01/2007

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at James Vending Inc. will be based on merit, qualifications, and abilities. James Vending Inc. does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.

James Vending Inc. will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

## **103 Equal Employment Opportunity continued**

Effective Date: 01/01/2007

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

## **104 Business Ethics and Conduct**

Effective Date: 01/01/2007

The successful business operation and reputation of James Vending Inc. is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

The continued success of James Vending Inc. is dependent upon our customers' trust and we are dedicated to preserving that trust. Employees owe a duty to James Vending Inc., and its customers to act in a way that will merit the continued trust and confidence of the public.

James Vending Inc. will comply with all applicable laws and regulations and expects its directors, officers, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with your immediate supervisor and, if necessary, with the Office Manager for advice and consultation.

Compliance with this policy of business ethics and conduct is the responsibility of every James Vending Inc. employee. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action, up to and including possible termination of employment.

## **105 Immigration Law Compliance**

Effective Date: 01/01/2007

James Vending Inc. is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, 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. Former employees who are rehired must also complete the form if they have not completed an I-9 with James Vending Inc. within the past three years, or if their previous I-9 is no longer retained or valid.

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

## **106 Conflicts of Interest**

Effective Date: 01/01/2007

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

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

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

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which James Vending Inc. does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving James Vending Inc..

## **107 Outside Employment**

Effective Date: 01/01/2007

An employee may hold a job with another organization as long as he or she satisfactorily performs his or her job responsibilities with James Vending Inc.. All employees will be judged by the same performance standards and will be subject to the scheduling demands of James Vending Inc., regardless of any existing outside work requirements.

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

Outside employment will present a conflict of interest if it has an adverse impact on James Vending Inc..

## **108 Non-Disclosure**

Effective Date: 01/01/2007

The protection of confidential business information and trade secrets is vital to the interests and the success of James Vending Inc.. Such confidential information includes, but is not limited to, the following examples:

- \* compensation data
- \* computer processes
- \* computer programs and codes
- \* customer lists
- \* customer preferences
- \* financial information
- \* labor relations strategies
- \* marketing strategies
- \* new materials research
- \* pending projects and proposals
- \* proprietary production processes
- \* research and development strategies
- \* technological data

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

## **109 Disability Accommodation**

Effective Date: 01/01/2007

James Vending Inc. is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

Hiring procedures have been reviewed and provide persons with disabilities meaningful employment opportunities. Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the position.

Reasonable accommodation is available to all disabled employees, where their disability affects the performance of job functions. All employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as in job assignments, classifications, organizational structures, position descriptions, lines of progression, and seniority lists. Leave of all types will be available to all employees on an equal basis.

James Vending Inc. is also committed to not discriminating against any qualified employees or applicants because they are related to or associated with a person with a disability. James Vending Inc. will follow any state or local law that provides individuals with disabilities greater protection than the ADA.

This policy is neither exhaustive nor exclusive. James Vending Inc. is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.

## **110 Job Posting and Employee Referrals**

Effective Date: 01/01/2007

James Vending Inc. provides employees an opportunity to indicate their interest in open positions and advance within the organization according to their skills and experience. In general, notices of all regular, full-time job openings are posted, although James Vending Inc. reserves its discretionary right to not post a particular opening.

To be eligible to apply for a posted job, employees must have performed competently for at least 90 calendar days in their current position. Employees who have a written warning on file, or are on probation or suspension are not eligible to apply for posted jobs. Eligible employees can only apply for those posted jobs for which they possess the required skills, competencies, and qualifications.

To apply for an open position, employees should contact the Office Manager.

## **110 Job Posting and Employee Referrals continued**

Effective Date: 01/01/2007

James Vending Inc. recognizes the benefit of developmental experiences and encourages employees to talk with their supervisors about their career plans. Supervisors are encouraged to support employees' efforts to gain experience and advance within the organization.

An applicant's supervisor may be contacted to verify performance, skills, and attendance. Any staffing limitations or other circumstances that might affect a prospective transfer may also be discussed.

Job posting is a way to inform employees of openings and to identify qualified and interested applicants who might not otherwise be known to the hiring manager. Other recruiting sources may also be used to fill open positions in the best interest of the organization.

James Vending Inc. also encourages employees to identify friends or acquaintances who are interested in employment opportunities and refer qualified outside applicants for posted jobs. Employees should obtain permission from the individual before making a referral, share their knowledge of the organization, and not make commitments or oral promises of employment.

## **201 Employment Categories**

Effective Date: 01/01/2007

It is the intent of James Vending Inc. to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and James Vending Inc..

Each employee is designated as either NONEXEMPT or EXEMPT from federal and state wage and hour laws. NONEXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws. EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws.

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

**FULL-TIME** employees are those who are not in a temporary or introductory status and who are regularly scheduled to work full-time schedule of 36 to 40 hours a week. Generally, they are eligible for companies benefit package, subject to the terms, conditions, and limitations of each benefit program.

**PART-TIME** employees are those who are not assigned to a temporary or introductory status and who are regularly scheduled to work less than 35 or less hours per week. In addition to receiving all legally mandated benefits (such as Social Security and workers' compensation insurance), they are eligible for some voluntary benefits sponsored by James Vending Inc. subject to the terms, conditions, and limitations of each benefit program.

**INTRODUCTORY** employees are those whose performance is being evaluated to determine whether further employment in a specific position or with James Vending Inc. is appropriate. The introductory period is usually 90 days. Employees who satisfactorily complete the introductory period will be notified of their new employment classification.

**TEMPORARY/CASUAL** employees are those who have established an employment relationship with James Vending Inc. but who are assigned to work on an intermittent and/or unpredictable basis. While they receive all legally mandated benefits (such as workers' compensation insurance and Social Security), they are ineligible for all of the companies other benefit programs.

## **202 Access to Personnel Files**

Effective Date: 01/01/2007

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

Personnel files are the property of James Vending Inc., and access to the information they contain is restricted. Generally, only supervisors and management personnel of James Vending Inc. who have a legitimate reason to review information in a file are allowed to do so.

Employees who wish to review their own file should contact the Office Manager. With reasonable advance notice, employees may review their own personnel files in the Corporate office and in the presence of an individual appointed by James Vending Inc. to maintain the files.

## **203 Employment Reference Checks**

Effective Date: 01/01/2007

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

The Office Manager will respond to all reference check inquiries from other employers. Responses to such inquiries will confirm only dates of employment, and position(s) held.

## **204 Personnel Data Changes**

Effective Date: 01/01/2007

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

## **205 Introductory Period**

Effective Date: 01/01/2007

The introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. James Vending Inc. uses this period to evaluate employee capabilities, work habits, and overall performance. Either the employee or James Vending Inc. may end the employment relationship at will at any time during or after the introductory period, with or without cause or advance notice.

All new and rehired employees work on an introductory basis for the first 90 calendar days after their date of hire. Any significant absence will automatically extend an introductory period by the length of the absence. If James Vending Inc. determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended for a specified period.

Upon satisfactory completion of the introductory period, employees enter the "regular" employment classification.

During the introductory period, new employees are eligible for those benefits that are required by law, such as workers' compensation insurance and Social Security. After becoming regular employees, they may also be eligible for other James Vending Inc.-provided benefits, subject to the terms and conditions of each benefits program. Employees should read the information for each specific benefits program for the details on eligibility requirements.

## **206 Employment Applications**

Effective Date: 01/01/2007

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

## **207 Performance Evaluation**

Effective Date: 01/01/2007

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Formal performance evaluations may be conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

## **208 Salary Administration**

Effective Date: 01/01/2007

The salary administration program at James Vending Inc. was created to achieve consistent pay practices, comply with federal and state laws, mirror our commitment to Equal Employment Opportunity, and offer competitive salaries within our labor market. Because recruiting and retaining talented employees is critical to our success, James Vending Inc. is committed to paying its employees equitable wages that reflect the requirements and responsibilities of their positions and are comparable to the pay received by similarly situated employees in other organizations in the area.

Compensation for every position is determined by several factors, including job analysis and evaluation, the essential duties and responsibilities of the job, and salary survey data on pay practices of other employers. James Vending Inc. periodically reviews its salary administration program and restructures it as necessary.

The Office Manager is available to answer specific questions about the salary administration program. Compensation packages are strictly confidential and should not be discussed with other employees.

## 301 Employee Benefits

Effective Date: 01/01/2007

Eligible employees at James Vending Inc. are provided a wide range of benefits. A number of the programs (such as Social Security, workers' compensation, state disability, and unemployment insurance) cover all employees in the manner prescribed by law.

Benefits eligibility is dependent upon a variety of factors, including employee classification. The Office Manager can identify the programs for which you are eligible. Details of many of these programs can be found elsewhere in the employee handbook.

The Office Manager can provide a list of benefits in which you are eligible.

- \* COBRA
- \* SEP Retirement Plan
- \* Bereavement Leave
- \* Long Term Care
- \* Holidays
- \* Jury Duty Leave
- \* Long-Term Disability
- \* Cancer Intensive Care
- \* Sick Leave Benefits
- \* PTO Benefits
- \* Life Insurance
- \* Cancer Insurance
- \* Health Insurance
- \* Dental
- \* Supplemental Health Insurance
- \* Vision
- \* Short-Term Disability

## **302 Paid time off Benefit**

Effective Date: 01/01/2007

Paid time off (PTO) with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Employees in the following employment classification(s) are eligible to earn and use PTO time as described in this policy:

- \* Non-exempt
- \* Exempt

The amount of paid time off (PTO) for employees receive each year increases with the length of their employment as shown in the following schedule:

- \* Upon initial eligibility the employee is entitled to 1 PTO day each year.
- \* After 1 year of eligible service the employee is entitled to 5 PTO days each year.
- \* After 2 years of eligible service the employee is entitled to 6 PTO days each year.
- \* After 3 years of eligible service the employee is entitled to 7 PTO days each year.
- \* After 4 years of eligible service the employee is entitled to 8 PTO days each year.
- \* After 5 years of eligible service the employee is entitled to 9 PTO days each year.
- \* After 6 years of eligible service the employee is entitled to 10 PTO days each year.
- \* After 7 years of eligible service the employee is entitled to 13 PTO days each year.

The length of eligible service is calculated on the basis of a "benefit year." This is the 12-month period that begins when the employee starts to earn PTO time. An employee's benefit year may be extended for any significant leave of absence except military leave of absence. Military leave has no effect on this calculation. (See individual leave of absence policies for more information.)

Once employees enter an eligible employment classification, they begin to earn paid PTO time according to the schedule. Earned PTO time is available for use in the year following its accrual.

Paid PTO time can be used in minimum increments of one week. To take PTO, employees should request advance approval from their supervisors. Requests will be reviewed based on a number of factors, including business needs and staffing requirements.

PTO time off is paid at the employee's base pay rate at the time of PTO. It does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials.

### **302 PTO Benefits continued**

Effective Date: 01/01/2007

As stated above, employees are encouraged to use available paid PTO time for rest, relaxation, and personal pursuits. In the event that available PTO is not used by the end of the benefit year, employees will forfeit the unused time.

Upon termination of employment, employees will be paid for unused PTO time that has been earned through the last day of work. However, if James Vending Inc., in its sole discretion, terminates employment for cause, forfeiture of unused PTO time may result.

### **303 Holidays**

Effective Date: 01/01/2007

James Vending Inc. will grant holiday time off to eligible employees on the holidays listed below:

- \* New Year's Day (January 1)
- \* Memorial Day (last Monday in May)
- \* Independence Day (July 4)
- \* Labor Day (first Monday in September)
- \* Thanksgiving (fourth Thursday in November)
- \* Christmas (December 25)

Each team member will in rotation, be on call for weekend days and paid holidays with appropriate financial remuneration in addition to the regular salary. James Vending Inc. will grant paid holiday time off to all eligible employees who have completed 90 calendar days of service in an eligible employment classification. Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day. Eligible employee classification(s):

- \* Full Time Non-Exempt
- \* Full Time Exempt

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

If a recognized holiday falls on a Saturday or Sunday, eligible employees will receive holiday pay with their next regular paycheck. However, no time off will be granted.

If a recognized holiday falls during an eligible employee's paid absence (i.e. PTO, sick leave), the employee will be ineligible for holiday pay.

If eligible nonexempt employees work on a recognized holiday, they will receive holiday pay plus wages at one and one-half times their straight-time rate for the hours worked on the holiday.

Paid time off for holidays will not be counted as hours worked for the purposes of determining overtime.

## **304 Workers' Compensation Insurance**

Effective Date: 01/01/2007

James Vending Inc. provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires Family Medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

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

Neither James Vending Inc. nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by James Vending Inc..

## **305 Bereavement Leave**

Effective Date: 01/01/2007

In the event of a death in an employee's immediate Family, employees will be granted up to three days of bereavement pay. Employees who wish to take time off due to the death of a member should notify their supervisor immediately. James Vending Inc. defines "Immediate Family " as the employee's spouse, parent, child, and sibling, Grandparents, Mother and Father in Law.

Bereavement pay is calculated based on the base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials.

In the event of a death in an employee's Family (other than immediate), employees will be granted one day of bereavement pay. Employees who wish to take time off due to the death of a member should notify their supervisor immediately.

Employees may also be excused from work up to one half day without pay, to attend the funeral of a friend or acquaintance.

Bereavement leave will normally be granted unless there are unusual business needs or staffing requirements. Employees may, with their supervisors' approval, use any available paid leave for additional time off as necessary.

## **306 Jury Duty**

Effective Date: 01/01/2007

James Vending Inc. encourages employees to fulfill their civic responsibilities by serving jury duty when required or act as a witness when subpoenaed.

For the first week of jury or witness duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on those days of absence (as determined by the Office Manager), not to exceed 40 hours per week. Employee classifications that qualify for paid jury duty leave are:

- \* Full-time employees
- \* Part-time employees

Total hours between jury or witness duty and hours worked may not exceed 40 hours in any one week.

If employees are required to serve jury or duty beyond the period of paid jury duty leave, they may use any available paid time off (for example, PTO benefits) or may request an unpaid jury duty leave of absence.

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

Either James Vending Inc. or the employee may request an excuse from jury duty if, in the judgment of James Vending Inc., the employee's absence would create serious operational difficulties.

James Vending Inc. will continue to provide health insurance benefits for the full term of the jury duty absence.

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

## **307 Benefits Continuation (COBRA)**

Effective Date: 01/01/2007

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under James Vending Inc. health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at James Vending Inc. group rates. James Vending Inc. provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under James Vending Inc. health insurance plan. The notice contains important information about the employee's rights and obligations.

## **401 Timekeeping**

Effective Date: 01/01/2007

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

James Vending Inc. utilizes a manual time recording system. Nonexempt employees should always log in and out on the time card system to accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Overtime work must always be approved before it is performed. If the employee fails to log in or out, they must contact their supervisor immediately.

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

It is the employees' responsibility to sign their time records to certify the accuracy of all time recorded. In addition, if corrections or modifications are made to the time record, both the employee and the supervisor must verify the accuracy of the changes by initialing the time record.

## **402 Paydays**

Effective Date: 01/01/2007

James Vending Inc. follows a Friday thru Thursday work week. All employees are paid weekly every Friday. Each paycheck will include earnings for all work performed through the end of the previous payroll period.

If a regular payday falls during an employee's PTO, the employee's paycheck will be available upon his or her return from PTO.

Compensation packages are strictly confidential and should not be discussed with other employees.

## **403 Employment Termination**

Effective Date: 01/01/2007

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

- \* Resignation - voluntary employment termination initiated by an employee.
- \* Discharge - involuntary employment termination initiated by the organization.

James Vending Inc. will generally schedule exit interviews at the time of employment termination. The exit interview will afford an opportunity to discuss such issues as employee benefits, conversion privileges, repayment of outstanding debts to James Vending Inc., or return of James Vending Inc.-owned property. Suggestions, complaints, and questions can also be voiced.

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

Employee benefits will be affected by employment termination in the following manner. All accrued, vested benefits that are due and payable at termination will be paid. Some benefits may be continued at the employee's expense if the employee so chooses. The Office Manager will contact the employee with details of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

Final paycheck will be mailed to the employee's home address.

## **501 Safety**

Effective Date: 01/01/2007

James Vending Inc. is committed to providing a safe and healthful work environment for employees, customers, and visitors.

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

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify the Office Manager or the appropriate supervisor. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

## **502 Use of Phone, Mail Systems and Cell Phones**

Effective Date: 01/01/2007

Personal use of the telephone for long-distance and toll calls is not permitted. Employees should practice discretion when making local personal calls and may be required to reimburse James Vending Inc. for any charges resulting from their personal use of the telephone.

To ensure effective telephone communications, employees should always use the approved greeting and speak in a courteous and professional manner. Please confirm information received from the caller, and hang up only after the caller has done so.

Occasional, incidental use of a personal cell phone is permitted only with permission of your immediate supervisor.

Usage of the company provided cell phones for personal use is not prohibited.

## **503 Smoking**

Effective Date: 01/01/2007

James Vending Inc. has provided smoking area's that is designated throughout the workplace. This policy applies equally to all employees, customers, and visitors.

## **504 Overtime**

Effective Date: 01/01/2007

When operating requirements or other needs cannot be met during regular working hours, employees will be given the opportunity to volunteer for overtime work assignments. As a vital part of James Vending Inc. team, you are expected to work assigned overtime when it is necessary. In the event the needed employees do not volunteer for overtime, management will appoint the necessary staff to meet the demand. All overtime work must receive the supervisor's prior authorization. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.

Overtime compensation is paid to all nonexempt employees in accordance with federal and state wage and hour restrictions. Overtime pay is based on actual hours worked. Time off on sick leave, PTO leave, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations.

Employees who work overtime without receiving prior authorization from the supervisor may be subject to disciplinary action, up to and including possible termination of employment.

## **505 Use of Equipment and Vehicles**

Effective Date: 01/01/2007

Only employees of James Vending Inc. is permitted in and use of the vehicles of James Vending Inc. Any non-employee is prohibited in and use of the vehicles of James Vending Inc.

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

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

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination of employment.

## **506 Emergency Closings**

Effective Date: 01/01/2007

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

When the decision to close is made AFTER the workday has begun, employees will receive official notification from their immediate supervisor. In these situations, time off from scheduled work will be paid. When the decision to close is made BEFORE the workday has begun, time off from scheduled work will be unpaid. However, with supervisory approval, employees may use available paid leave time, such as unused PTO benefits.

In cases where an emergency closing is not authorized, employees who fail to report for work will not be paid for the time off. Employees in essential operations may be asked to work on a day when operations are officially closed. In these circumstances, employees who work will receive regular pay.

## **507 Visitors in the Workplace**

Effective Date: 01/01/2007

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

All visitors to James Vending Inc. retail locations should enter at the Main Lobby door. All visitors to the corporate office of James Vending Inc. should sign in the receptionist desk.

If an unauthorized individual is observed on James Vending Inc. premises, employees should immediately notify their supervisor or, if necessary, direct the individual to the Office Manager.

## **508 Computer and E-mail Usage**

Effective Date: 01/01/2007

Computers, computer files, the e-mail system, and software furnished to employees are James Vending Inc. property intended for business use. Employees should not use a password, access a file, or retrieve any stored communication without authorization. To ensure compliance with this policy, computer and e-mail usage may be monitored.

James Vending Inc. strives to maintain a workplace free of harassment and sensitive to the diversity of its employees. Therefore, James Vending Inc. prohibits the use of computers and the e-mail system in ways that are disruptive, offensive to others, or harmful to morale.

For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others.

E-mail may not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-business matters.

James Vending Inc. purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, James Vending Inc. does not have the right to reproduce such software for use on more than one computer.

Employees may only use software on local area networks or on multiple machines according to the software license agreement. James Vending Inc. prohibits the illegal duplication of software and its related documentation.

Employees should notify their immediate supervisor, the MIS Department or any member of management upon learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

## **509 Workplace Violence Prevention**

Effective Date: 01/01/2007

James Vending Inc. is committed to preventing workplace violence and to maintaining a safe work environment. Given the increasing violence in society in general, James Vending Inc. has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises.

All employees, including supervisors and temporary employees, should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises of James Vending Inc. without proper authorization.

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

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

All suspicious individuals or activities should also be reported as soon as possible to a supervisor. Do not place yourself in peril. If you see or hear a commotion or disturbance near your work station, do not try to intercede or see what is happening.

James Vending Inc. will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, James Vending Inc. may suspend employees, either with or without pay, pending investigation.

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

James Vending Inc. encourages employees to bring their disputes or differences with other employees to the attention of their supervisors or the Office Manager before the situation escalates into potential violence. James Vending Inc. is eager to assist in the resolution of employee disputes, and will not discipline employees for raising such concerns.

## 601 Family Medical Leave

Effective Date: 01/01/2007

Under the federal Family Medical and Family Medical Leave Act, James Vending Inc. is required to grant eligible employees a total of 12 weeks of unpaid leave in a 12 month period for one or more of the following reasons:

- The birth or adoption of a child or the placement of a foster child. In these instances, your leave must be completed within the first 12 months of the child's arrival.
- The serious health condition of a spouse, child, or parent. A spouse is your husband or wife, as defined and recognized under applicable state law. A child is your biological, adopted, or foster child, or your stepchild, legal ward, or someone for whom you act as a parent (i.e., a child under the age of 18 or a child incapable of self-care). A parent is your biological parent or primary caregiver.
- Your own serious health condition, which makes you unable to perform the duties of your job. A serious health condition is a condition that requires either inpatient or continuing treatment by a healthcare provider. This may include absences during which you receive benefits under Workers' Compensation, or short or long term disability plans.

During a Family Medical/Family Medical Leave of Absence (FMLOA), James Vending Inc. must keep your present position or a substantially similar position open for a period of 12 weeks (with certain exceptions for key employees) and continue your healthcare benefits. You will be required to pay your portion of health care insurance premiums. If you do not return to work upon expiration of the leave, James Vending Inc. will seek reimbursement of health insurance premiums paid on your behalf. Whether or not your leave is paid or unpaid depends on the amount of sick time, PTO allowances, your eligibility to receive benefits under James Vending Inc. Short-Term or Long-Term Disability Plans, and Workers' Compensation Plan.

Employees are eligible for FMLOA after you have worked for James Vending Inc. for a total 12 months and have worked at least 1,250 hours over the previous 12 months.

Eligible employees should make requests for Family Medical leave to their supervisors at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events. The 30 day advance notice is required when it is foreseeable due to:

- Expected birth of child
- Expected placement of child for adoption or foster care
- Planned Family Medical treatment for a child, spouse or parent with a serious health condition; and
- Planned Family Medical treatment in case of employee's own serious health condition

A health care provider's statement must be submitted verifying the need for Family Medical leave and its beginning and expected ending dates. Any changes in this information should be promptly reported to James Vending Inc.. Employees returning

## **601 Family Medical Leave continued**

Effective Date: 04/01/06

form Family Medical leave must submit a health care provider's verification of their fitness to return to work.

Employees who sustain work-related injuries are eligible for a Family Medical leave of absence for the period of disability in accordance with all applicable laws covering occupational disabilities.

So that an employee's return to work can properly scheduled, an employee on Family Medical leave is requested to provide James Vending Inc. with at least two weeks advanced notice of the date the employee intends to return to work. When a Family Medical leave ends, the employee will be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified. If an employee fails to return to work on the agreed upon return date, James Vending Inc. will assume that the employee has resigned.

## **602 Military Leave**

Effective Date: 01/01/2007

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

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

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

Employees on military leave for up to 30 days are required to return to work for the first regularly scheduled shift after the end of service, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with USERRA and all applicable state laws.

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

Contact the Office Manager for more information or questions about military leave.

## **701 Employee Conduct and Work Rules**

Effective Date: 01/01/2007

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

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- \* Theft or inappropriate removal or possession of property
- \* Falsification of timekeeping records
- \* Working under the influence of alcohol or illegal drugs
- \* Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment and at all times while on James Vending Inc. property.
- \* Fighting or threatening violence in the workplace
- \* Boisterous or disruptive activity in the workplace
- \* Negligence or improper conduct leading to damage of employer-owned or customer-owned property
- \* Insubordination or other disrespectful conduct
- \* Violation of safety or health rules
- \* Smoking in prohibited areas
- \* Sexual or other unlawful or unwelcome harassment
- \* Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- \* Excessive absenteeism or any absence without notice
- \* Unauthorized absence from work station during the workday
- \* Unauthorized use of telephones, mail system, or other employer-owned equipment
- \* Unauthorized disclosure of business "secrets" or confidential information
- \* Violation of personnel policies
- \* Unsatisfactory performance or conduct

Employment with James Vending Inc. is at the mutual consent of James Vending Inc. and the employee, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice.

## **702 Drug and Alcohol Use**

Effective Date: 01/01/2007

It is the desire of James Vending Inc. to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on James Vending Inc. premises and while conducting business-related activities off James Vending Inc. premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

Employees with questions on this policy or issues related to drug or alcohol use in the workplace should raise their concerns with their supervisor or the Office Manager without fear of reprisal.

## **703 Sexual and Other Unlawful Harassment**

Effective Date: 01/01/2007

James Vending Inc. is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes, or comments based on an individual's sex, race, color, national origin, age, religion, disability, sexual orientation, or any other legally protected characteristic will not be tolerated. James Vending Inc. provides ongoing sexual harassment training to ensure you the opportunity to work in an environment free of sexual and other unlawful harassment.

Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of sexual harassment examples:

- \* Unwanted sexual advances.
- \* Offering employment benefits in exchange for sexual favors.
- \* Making or threatening reprisals after a negative response to sexual advances.
- \* Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters.
- \* Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes.
- \* Verbal sexual advances or propositions.
- \* Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's

## **703 Sexual and Other Unlawful Harassment continued**

Effective Date: 01/01/2007

body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations.

\* Physical conduct that includes touching, assaulting, or impeding or blocking movements.

Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission or rejection of the conduct is used as a basis for making employment decisions; or, (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

If you experience or witness sexual or other unlawful harassment in the workplace, report it immediately to your supervisor. If the supervisor is unavailable or you believe it would be inappropriate to contact that person, you should immediately contact the Office Manager or any other member of management. You can raise concerns and make reports without fear of reprisal or retaliation.

All allegations of sexual harassment will be quickly and discreetly investigated. To the extent possible, your confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, you will be informed of the outcome of the investigation.

Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment must immediately advise the Office Manager or any member of management so it can be investigated in a timely and confidential manner. Anyone engaging in sexual or other unlawful

## **704 Attendance and Punctuality**

Effective Date: 01/01/2007

To maintain a safe and productive work environment, James Vending Inc. expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on James Vending Inc.. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence.

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

## **705 Personal Appearance**

Effective Date: 01/01/2007

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image James Vending Inc. presents to customers and visitors.

During business hours or when representing James Vending Inc., you are expected to present a clean, neat, and tasteful appearance. You should dress and groom yourself according to the requirements of your position and accepted social standards. This is particularly true if your job involves dealing with customers or visitors in person.

Your supervisor or department head is responsible for establishing a reasonable dress code appropriate to the job you perform. If your supervisor feels your personal appearance is inappropriate, you may be asked to leave the workplace until you are properly dressed or groomed. Under such circumstance, you will not be compensated for the time away from work. Consult your supervisor if you have questions as to what constitutes appropriate appearance. Where necessary, reasonable accommodation may be made to a person with a disability.

Without unduly restricting individual tastes, the following personal appearance guidelines should be followed:

- \* Tank tops, tube or halter-tops, or sports sandals, may not be worn under any circumstances.
- \* Mustaches and beards must be clean, well trimmed, and neat.
- \* Hairstyles are expected to be in good taste.
- \* Long hairstyles should be worn with hair pulled back off the face and neck to avoid interfering with job performance.
- \* Offensive body odor and poor personal hygiene is not professionally acceptable.
- \* Perfume, cologne, and aftershave lotion should be used moderately or avoided altogether, as some individuals may be sensitive to strong fragrances.
- \* Jewelry should not be functionally restrictive, dangerous to job performance, or excessive.
- \* Facial jewelry, such as eyebrow rings, nose rings, lip rings, and tongue studs, is not professionally appropriate and must not be worn during business hours.
- \* Visible excessive tattoos and similar body art must be covered during business hours.

## **706 Resignation**

Effective Date: 01/01/2007

Resignation is a voluntary act initiated by the employee to terminate employment with James Vending Inc.. Although advance notice is not required, James Vending Inc. requests at least 2 weeks' written resignation notice from all employees.

Prior to an employee's departure, an exit interview will be scheduled to discuss the reasons for resignation and the effect of the resignation on benefits.

## **707 Solicitation**

Effective Date: 01/01/2007

In an effort to ensure a productive and harmonious work environment, persons not employed by James Vending Inc. may not solicit or distribute literature in the workplace at any time for any purpose.

James Vending Inc. recognizes that employees may have interests in events and organizations outside the workplace. However, employees may not solicit or distribute literature concerning these activities during working time. (Working time does not include lunch periods, work breaks, or any other periods in which employees are not on duty.)

In addition, the posting of written solicitations on company bulletin boards is prohibited. Bulletin boards are reserved for official organization communications on such items as:

- \* Employee announcements
- \* Internal memoranda
- \* Job openings
- \* Organization announcements
- \* Payday notice
- \* Workers' compensation insurance information
- \* State disability insurance/unemployment insurance information

## **708 Progressive Discipline**

Effective Date: 01/01/2007

The purpose of this policy is to state James Vending Inc. position on administering equitable and consistent discipline for unsatisfactory conduct in the workplace. The best disciplinary measure is the one that does not have to be enforced and comes from good leadership and fair supervision at all employment levels.

James Vending Inc. own best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

Although employment with James Vending Inc. is based on mutual consent and both the employee and James Vending Inc. have the right to terminate employment at will, with or without cause or advance notice, James Vending Inc. may use progressive discipline at its discretion.

Disciplinary action may call for any of four steps -- verbal warning, written warning, suspension with or without pay, or termination of employment -- depending on the severity of the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed.

Progressive discipline means that, with respect to most disciplinary problems, these steps will normally be followed: a first offense may call for a verbal warning; a next offense may be followed by a written warning; another offense may lead to a suspension; and, still another offense may then lead to termination of employment.

James Vending Inc. recognizes that there are certain types of employee problems that are serious enough to justify either a suspension, or, in extreme situations, termination of employment, without going through the usual progressive discipline steps.

While it is impossible to list every type of behavior that may be deemed a serious offense, the Employee Conduct and Work Rules policy includes examples of problems that may result in immediate suspension or termination of employment. However, the problems listed are not all necessarily serious offenses, but may be examples of unsatisfactory conduct that will trigger progressive discipline.

By using progressive discipline, we hope that most employee problems can be corrected at an early stage, benefiting both the employee and James Vending Inc..

## **709 Problem Resolution**

Effective Date: 01/01/2007

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

James Vending Inc. strives to ensure fair and honest treatment of all employees. Supervisors, managers, and employees are expected to treat each other with mutual respect. Employees are encouraged to offer positive and constructive criticism.

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

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

1. Employee presents problem to immediate supervisor after incident occurs. If supervisor is unavailable or employee believes it would be inappropriate to contact that person, employee may present problem to Office Manager or any other member of management.
2. Supervisor responds to problem during discussion or after consulting with appropriate management, when necessary. Supervisor documents discussion.
3. Employee presents problem to Office Manager if problem is unresolved.
4. Office Manager counsels and advises employee, assists in putting problem in writing, visits with employee's manager(s), if necessary, and directs employee to Chief Executive Officer for review of problem.
5. Employee presents problem to the President of James Vending Inc. in writing.
6. The President of James Vending Inc. reviews and considers problem. The President of James Vending Inc. informs employee of decision and forwards copy of written response to Office Manager for employee's file. The President of James Vending Inc. has full authority to make any adjustment deemed appropriate to resolve the problem.

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

## **801 Suggestion Program**

Effective Date: 01/01/2007

As employees of James Vending Inc., you have the opportunity to contribute to our future success and growth by submitting suggestions for practical work-improvement or cost-savings ideas.

All regular employees are eligible to participate in the suggestion program.

A suggestion is an idea that will benefit James Vending Inc. by solving a problem, reducing costs, improving operations or procedures, enhancing customer service, eliminating waste or spoilage, or making James Vending Inc. a better or safer place to work. Statements of problems without accompanying solutions, or recommendations concerning co-workers and management are not appropriate suggestions.

All suggestions must be submitted on a suggestion form and should contain a description of the problem or condition to be improved, a detailed explanation of the solution or improvement, and the reasons why it should be implemented. If you have questions or need advice about your idea, contact your supervisor for help.

Submit suggestions to the Office Manager and, after review, they will be forwarded to the Suggestion Committee. As soon as possible, you will be notified of the adoption or rejection of your suggestion.

Special recognition will be given to employees who submit a suggestion that is implemented.

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