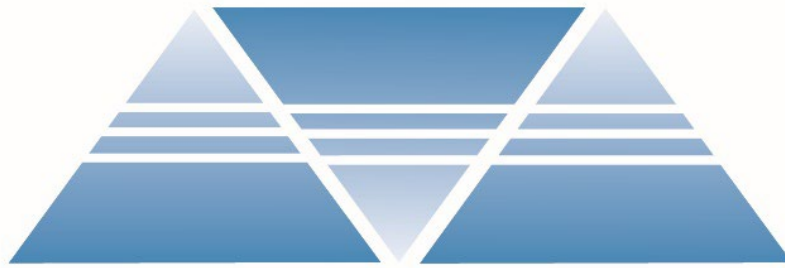


EMPLOYEE HANDBOOK



**Virginia, Maryland & Delaware
Association of Electric Cooperatives**

A Touchstone Energy® Cooperative 

January 2023

TABLE OF CONTENTS

TABLE OF CONTENTS.....	2
ASSOCIATION OVERVIEW.....	4
WELCOME.....	4
SIX STRATEGIC PILLARS.....	5
SEVEN COOPERATIVE PRINCIPLES.....	5
EMPLOYMENT POLICIES.....	6
EMPLOYMENT-AT-WILL.....	6
EQUAL EMPLOYMENT OPPORTUNITY.....	6
UNLAWFUL DISCRIMINATION, HARASSMENT AND RETALIATION.....	6
REPORTING OF FRAUD.....	8
IMMIGRATION AND ELIGIBILITY TO WORK.....	8
WAGE AND HOUR POLICIES.....	8
WORKING HOURS.....	8
ATTENDANCE.....	8
EMPLOYEE CLASSIFICATIONS.....	9
OVERTIME PAY.....	9
SALARY DEDUCTIONS FOR EXEMPT EMPLOYEES.....	9
TIMEKEEPING.....	10
INCLEMENT WEATHER AND NATURAL DISASTERS.....	10
NURSING MOTHERS' BREAK PERIODS.....	11
WHEN YOU ARE PAID.....	11
DIRECT DEPOSIT.....	11
W-2s AND EARNING STATEMENTS.....	11
GARNISHMENTS.....	11
PERSONNEL POLICIES.....	12
PERSONNEL RECORDS.....	12
REQUESTS FOR EMPLOYMENT INFORMATION—INTERNAL AND EXTERNAL.....	12
EMPLOYEE REVIEWS/EVALUATIONS.....	12
JOB DESCRIPTIONS.....	13
OTHER EMPLOYMENT AND ACTIVITIES.....	13
SEPARATION OF EMPLOYMENT.....	13
PARKING.....	13
HIRING OF FAMILY MEMBERS AND NEPOTISM.....	13
TRAVEL AND EXPENSE REIMBURSEMENT.....	13
USE OF ASSOCIATION ELECTRONIC EQUIPMENT.....	14
USE OF INDIVIDUAL ELECTRONIC EQUIPMENT.....	15
COMPUTER WORKSTATIONS AND LAPTOPS.....	16
ELECTRONIC MAIL.....	16
INTERNET.....	16
POTENTIAL INFORMATION SECURITY RISKS.....	17
TELEPHONES AND VOICEMAIL.....	17
SOCIAL MEDIA.....	17
COPYRIGHTED MATERIAL.....	17
BUSINESS CONTINUITY / DISASTER RECOVERY.....	18
RETENTION AND DESTRUCTION OF ELECTRONICALLY STORED INFORMATION.....	18
PRINCIPLES OF CONDUCT.....	19
GUIDELINES FOR APPROPRIATE CONDUCT.....	19
STANDARDS OF CONDUCT AND DISCIPLINARY ACTION.....	19

CRIMINAL BACKGROUND CHECKS	21
DRUG-FREE WORKPLACE	21
WORKPLACE VIOLENCE.....	22
SOLICITATION ON ASSOCIATION PREMISES.....	22
BULLETIN BOARDS.....	23
SMOKING AND THE USE OF VAPOR PRODUCTS	23
CARE OF EQUIPMENT	23
PERSONAL APPEARANCE	23
SAFETY, SECURITY AND HEALTH	24
WORKPLACE SAFETY	24
REPORTING INJURY OR ILLNESS	24
WORKERS' COMPENSATION PROCEDURES	24
PERSONAL SECURITY	24
BUILDING SECURITY	25
DRIVER REQUIREMENTS AND SAFETY	25
FIRE REPORTING	25
TORNADO/EARTHQUAKE DRILLS.....	25
EMPLOYEE BENEFITS.....	26
INSURANCE BENEFITS.....	26
MEDICAL PLAN	26
DENTAL PLAN.....	26
VISION PLAN.....	26
RETIREMENT SECURITY (RS) PLAN	26
401(k) PLAN	27
LONG-TERM CARE INSURANCE PLAN.....	27
LIFE INSURANCE PLAN	27
ACCIDENTAL DEATH AND DISMEMBERMENT (AD&D) PLAN	27
SUPPLEMENTAL LIFE INSURANCE AND AD&D PLAN.....	27
LONG-TERM DISABILITY (LTD) PLAN.....	27
HEALTH SAVINGS ACCOUNT (HSA)	27
MEDICAL FLEXIBLE SPENDING ACCOUNT (FSA)	27
DEPENDENT CARE FLEXIBLE SPENDING ACCOUNT	28
ACCIDENT AND CRITICAL ILLNESS INSURANCE	28
PAYMENT PROCEDURES.....	28
EDUCATION/TUITION REIMBURSEMENT PROGRAM	29
TRADE AND PROFESSIONAL ASSOCIATIONS	28
WELLNESS FACILITY REIMBURSEMENT PROGRAM	29
VACATION	29
SICK LEAVE	29
LEAVE SHARING PROGRAM.....	30
COMMUNITY SERVICE VOLUNTEER HOURS.....	30
EMPLOYEE ASSISTANCE PROGRAM (EAP).....	30
BEREAVEMENT LEAVE.....	31
HOLIDAY PAY.....	31
TIME OFF WITHOUT PAY	32
MILITARY LEAVE	32
JURY DUTY LEAVE	32
WITNESS DUTY.....	32
UNEMPLOYMENT COMPENSATION, SOCIAL SECURITY	33
CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT (COBRA).....	33
RECEIPT AND ACKNOWLEDGMENT OF VMDAEC HANDBOOK AND POLICIES	35

VMDAEC OVERVIEW

WELCOME

Whether you are an existing employee or have newly joined, welcome to Virginia, Maryland and Delaware Association of Electric Cooperatives ("VMDAEC", the Association, "we" or "us"). VMDAEC is a great place to work. By working with us, you are a member of one of the best Association teams in the country. Our employees have dedicated many years of professional service to meeting our Members' needs. If you are a new employee, we hope that you will enjoy being part of VMDAEC and will work enthusiastically with us toward our mutual goals.

Three common threads throughout VMDAEC are effective communication, respect for others, and teamwork.

- **Communication:** Keep channels of communication open at all times. Differing points of view and opinions make for a healthier organization. Effective talking and listening are how we share our concerns and how we build strength and confidence in our teams and character into our communities.
- **Respect for others:** Everyone deserves respect. Nobody is more important or less important than anyone else.
- **Teamwork:** Everything is accomplished through teamwork. Teamwork is the collective power of individuals. It harnesses all the skills and strengths of each team member. Five people can do the work of ten on a successful team.

Remember, you are the VMDAEC. When you say, "I work at VMDAEC," you are representing all of us, and we are all judged by the impressions we make every time we interface with others.

Please Note: This Handbook has been provided to you so that you may be aware of our policies. The policies in this Handbook are working guidelines for the employees of VMDAEC. No written policy should be interpreted as creating a contractual relationship or a legal guarantee. In order to retain the necessary flexibility in the administration of policies and procedures, VMDAEC reserves the right to change, revise or eliminate, at our sole discretion, any of the terms and conditions of employment, policies and/or benefits described in this Handbook with or without notice to employees. While we generally try to advise you in advance of any policy change, it is not always possible or practicable to do so, and policies may sometimes change without prior notice. The policies contained in this Handbook supersede any others previously in existence and are supplemented by other policies issued from time to time.

THE ASSOCIATION'S 6 STRATEGIC PILLARS

The cornerstone of all VMDAEC's business practices is the Strategic Pillars:

1. **Safety** – VMDAEC will hold safety services as its highest priority and promote, in every way possible, safe working practice and the establishment of an overall culture of safety.
2. **Talented Workforce** – VMDAEC will develop and maintain an HR approach that is designed to recruit and retain top talent and a succession plan to preserve it.
3. **Legislative and Regulatory Engagement** – VMDAEC will coordinate the legislative and regulatory efforts of the cooperatives, promote and defend the issues and matters that may impact our ability to serve our member-owners, and establish and maintain constructive relationships with elected officials, decision-makers and stakeholders in the legislative and regulatory process.
4. **Cooperative Education and Image** – VMDAEC will endeavor to consistently educate the public on the cooperative way, with some emphasis on non-members, and enhance both the visibility and positive image of our business model at every opportunity.
5. **High-Quality Services** – VMDAEC will continually review and upgrade its services and service delivery processes to meet the changing needs and expectations of its Members.¹
6. **Financial Responsibility** – VMDAEC will review and propose an annual budget and develop a 5-year financial plan that balances financial responsibility and reflects the new and existing services requested by its member cooperatives.

SEVEN COOPERATIVE PRINCIPLES

All cooperative businesses adhere to the following seven guiding principles which we value:

1. **Voluntary and Open Membership** – Cooperatives are voluntary organizations, open to all persons able to use their services and willing to accept the responsibilities of membership without gender, social, racial, political, religious, or any other type of unlawful discrimination.
2. **Democratic Member Control** – Cooperatives are democratic organizations controlled by their members who actively participate in setting policies and making decisions.
3. **Members' Economic Participation** – Members contribute equitably to, and democratically control, the capital of their cooperative.
4. **Autonomy and Independence** – Cooperatives are autonomous, self-help organizations controlled by their members.
5. **Education, Training and Information** – Cooperatives provide education and training for their members, elected representatives, managers and employees so they can contribute effectively to the development of their cooperatives. They inform the general public and opinion leaders about the nature and benefits of cooperation.
6. **Cooperation Among Cooperatives** – Cooperatives serve their members most effectively and strengthen the cooperative movement by working together through local, national, regional and international structures.
7. **Concern for Community** – While focusing on member needs, cooperatives work for the sustainable development of their communities through policy.

¹ Explanatory Note: Where the capitalized term "Members" is used, this is a reference to the distribution electric cooperative members of VMDAEC. When not capitalized, "members" may either refer to the distribution electric cooperatives, or individual member-consumers who are themselves members of the distribution electric cooperatives. Generally, "member-consumers" or "member-owners" are references to individual members of the distribution electric cooperatives.

EMPLOYMENT POLICIES

EMPLOYMENT-AT-WILL

You are an “at-will” employee. This means that you are not hired for any specific period and either VMDAEC or you may terminate the employment relationship at any time, for any reason or no reason, with or without cause and with or without prior notice.

Understand this Handbook has been provided as a resource to help you understand current policies. This Handbook is not an employment contract and does not create a contractual relationship, either expressed or implied, between VMDAEC and any of its employees.

EQUAL EMPLOYMENT OPPORTUNITY

VMDAEC is an equal employment opportunity employer. We are committed to a policy and practice of equal employment opportunity about hiring, working conditions, benefits and privileges of employment, compensation, training, opportunities for advancement including upgrading and promotion, transfers and terminations of employment including layoffs and recalls for employment. Equal employment opportunity is provided to both employees and applicants for employment in accordance with federal, state, and local laws without regard to race, color, sex, age, religion/creed, national origin, disability (or other medical condition), genetic information, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions including lactation, veteran/military status, or any other basis prohibited by law.

VMDAEC will comply with the Americans with Disabilities Act (ADA), the ADA Amendments Act of 2008, and the Virginia Human Rights Act by making reasonable accommodation(s) for qualified individuals with known disabilities, unless doing so would result in an undue hardship to the organization, create a direct health or safety threat, or fail to help employees successfully perform their essential job functions at the same level as employees without disabilities. VMDAEC will make reasonable accommodations for the known limitations of an employee related to pregnancy, childbirth, or related medical conditions, including lactation.

Although management has primary responsibility for seeing that the equal employment opportunity policies are implemented, all employees through their personal actions share in the responsibility for assuring that the policies are effective and are applied uniformly to everyone.

Any employee whose conduct violates this policy is subject to discipline up to and including termination of employment.

If employees believe that they have been treated in any way inconsistent with this policy, they should inform the President/CEO, Human Resources or the Compliance Officer so that appropriate action may be taken. Employees may raise concerns and bring forth complaints without fear of retaliation or disciplinary action.

UNLAWFUL DISCRIMINATION, HARASSMENT, AND RETALIATION

VMDAEC will not unlawfully discriminate or permit harassment against any employee or applicant based on race, color, sex, age, religion/creed, national origin, disability (or other medical condition), genetic information, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions including lactation, veteran/military status, or any other protected category. This policy applies not only to hiring, but also to working conditions, benefits and privileges of employment, compensation, training, appointments for advancement, transfers, layoffs, recalls, and all other terms and conditions of

employment.

Harassment is defined as verbal or physical conduct designed to threaten, intimidate or coerce employees in the workplace. Harassment of applicants and employees is unacceptable and will not be tolerated. We will not allow our employees to be harassed by anyone, including any manager, supervisor, co-worker, Board Member, vendor, or client.

Sexual Harassment:

Federal guidelines define sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to the conduct is made either explicitly or implicitly as a term or condition of an individual's employment;
- Submission to or rejection of the conduct by an individual is a basis for employment decisions affecting such individual; or
- The conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Conduct of a sexual nature includes, but is not limited to, unwelcome verbal comments, jokes, suggestions, or derogatory remarks based on sex; unwelcome physical touching, pats, squeezes, repeated brushing against, or the impeding or blocking of one's movement; unwelcome visual harassment, sexually suggestive or derogatory pictures, drawings or cartoons (including Internet videos and content); and unwelcome communications, notes, phone calls, texts and e-mail.

Other Unlawful Harassment:

Harassment on other grounds, including race, color, age, sex, religion/creed, national origin, disability (or other medical condition), genetic information, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions including lactation, veteran status, or any other basis prohibited by law is also prohibited. Harassment includes, but is not limited to, verbal abuse in the form of racial or sexual epithets, threats, or suggestive or insulting remarks based on a protected category: demeaning, insulting, intimidating, or sexually suggestive comments about an individual's dress or body; offensive or degrading jokes or comments; the display in the workplace of demeaning, insulting, intimidating, explicit or sexually suggestive objects, pictures or photographs; and other conduct that an individual might reasonably find to be offensive.

Unlawful Retaliation:

VMDAEC prohibits retaliation against any applicant or employee who makes a charge, testifies, assists or participates in any manner in an investigation, proceeding, or hearing under any law prohibiting discrimination or harassment. It is not unlawful retaliation to discipline or discharge an employee for filing baseless and unsubstantiated claims of harassment or discrimination or for lying during an investigation.

Complaint Procedure:

Employees who feel that they have experienced or witnessed an incident of any unlawful discrimination, harassment, or retaliation or any person who becomes aware of possible sexual or other unlawful harassment or discrimination must immediately notify an appropriate authority. For the purposes of this paragraph, an employee should start with his or her supervisor or a senior manager. After that, the Director of Human Resources and Administration will serve as the intake officer for all complaints. Alternative avenues for reporting (at the reporting employee's discretion) remain: any VMDAEC senior

manager, Human Resources, or the President/CEO. All such concerns and complaints will be investigated promptly and thoroughly and will be kept confidential to the extent possible. If employees feel uncomfortable reporting an incident to a VMDAEC senior manager, Human Resources, or the President/CEO, they may submit a complaint using other avenues including reporting the matter to the Compliance Officer. Consult the Ethics Policy for additional guidance. Anyone engaging in unlawful harassment will be subject to disciplinary action up to and including termination.

REPORTING OF FRAUD / SUSPECTED VIOLATIONS OF FEDERAL/STATE LAW

We do not tolerate any retaliation against employees for providing truthful information or good faith incorrect information as to corporate fraud or a suspected violation of federal or state law. If you believe that another employee has engaged in work-related fraud, violation of federal or state law and that employee has retaliated against you or other employees for informing the authorities about such suspected violation, please notify Human Resources, the Compliance Officer, or the President/CEO.

IMMIGRATION AND ELIGIBILITY TO WORK

The Immigration Reform and Control Act and other federal statutes impose an obligation on us to examine documents which verify the identity and work eligibility of all new employees. The Employment Eligibility Verification Form (Form I-9) may be completed after an offer of employment has been made but no later than the first day of employment.

WAGE AND HOUR POLICIES

WORKING HOURS

Departments must be staffed properly to provide a smooth workflow and outstanding-quality service. In addition to your regular schedule, you may be scheduled to work on weekends and holidays to meet business needs.

The payroll week begins on Sunday at 12:01 a.m. and ends on Saturday at midnight; paychecks are issued twice a month on the 15th and last day of the month. Individual senior managers will determine office hours. Core business hours are considered 9:00 a.m. to 4:00 p.m. Working hours may be adjusted with appropriate VMDAEC senior manager approval for work outside of core business hours.

ATTENDANCE

Our success depends on teamwork and in-person interaction among our employees. Attendance is an essential function of every job.

It is your responsibility to arrive on time to work and be ready for work when you are scheduled. If you are going to arrive late, be absent or leave early, you must:

- When possible, give prior notice of the need to be absent, arrive late or leave early.
- Promptly and properly inform your supervisor of the reason for and expected length of the absence (call in daily or until directed otherwise by your supervisor or Human Resources).
- If your supervisor is not available, leave a voicemail and then call your department head.
- If you fail to report to work for three consecutive days without notifying your supervisor, department head, or Human Resources, you will be considered to have voluntarily resigned your position.

EMPLOYEE CLASSIFICATIONS

Employees are classified as regular full-time, regular part-time, or temporary. Employees are further classified as either “exempt” or “non-exempt” with respect to the federal Fair Labor Standards Act and similar state law. Non-exempt (hourly and salaried) employees are entitled to overtime pay for hours worked more than 40 hours in a work week. Exempt employees are exempted from the overtime provisions of federal and state wage-and-hour laws. An employee’s exempt and non-exempt classification may be changed only upon written notification by Association management.

- *Regular Full-time.* An employee who has been hired to work a regular schedule of 40 hours per week. The employee is eligible for all benefits associated with full-time status. For medical plan eligibility, employees who work at least 30 hours per week are considered full-time.
- *Regular Part-time.* An employee who has been hired to work a regular schedule of less than 40 hours per week. Generally, the employee is eligible for all benefits associated with full-time status on a pro-rated basis.
- *Temporary.* An employee hired as an interim replacement to temporarily supplement the workforce or to assist in the completion of a specific project. Temporary employees are not eligible for benefits.

OVERTIME PAY

If you are a non-exempt employee and are asked to work more than 40 hours in a workweek, you will be paid overtime. Overtime will be paid at 1.5 times your regular base rate of pay.

Non-exempt employees must have overtime approved in advance by their supervisor. Only actual hours worked count toward overtime pay.

SALARY DEDUCTIONS FOR EXEMPT EMPLOYEES

Deductions may be taken from the salary of an Exempt employee in the following circumstances:

- The Exempt employee is absent from work for one or more full days for personal reasons other than sickness or disability;
- The Exempt employee is absent from work for one or more full days occasioned by sickness or disability (including work-related accidents) and the deduction is made in accordance with the VMDAEC’s plan, policy, or practice of providing compensation for such leave;
- The Exempt employee may have offset against any salary to be paid in a workweek any amount received for jury fees, witness fees, or military pay in such workweek;
- The Exempt employee is suspended without pay for a violation of a VMDAEC safety rule of major significance;
- An unpaid disciplinary suspension of one or more full days is imposed in good faith against the Exempt employee for violating written rules governing conduct; or,
- The Exempt employee fails to work the entire workweek in the initial or final week of employment with the VMDAEC.

Wage and Hour Complaint Procedure:

In the event an exempt employee believes a deduction has been made from his/her salary in violation of this policy or federal or state law or otherwise believes this policy or federal or state law has been violated with regards to compensation, the exempt employee is expected to report such instance immediately to Human Resources or a VMDAEC senior manager. We will investigate the matter promptly and thoroughly. VMDAEC will not tolerate any retaliation, harassment or intimidation of any employee who makes a complaint.

If we determine that any deductions from salary or other compensation paid were made in violation of this policy or federal or state law governing the payment of wages, we will reimburse the exempt employee for any improper deductions or compensation and make a good faith commitment to ensure compliance in the future.

TIMEKEEPING

We must keep accurate records of employees' working hours, whether working in the office or at home, in order to (i) meet requirements under federal and state laws; (ii) ensure paychecks are correct; and, (iii) allocate costs to the appropriate accounts. The following are guidelines for employee timekeeping:

- On your first day of work, you will be instructed on proper timekeeping procedures. You are responsible for completing time entry records by the appointed due date for each pay period.
- You must record the actual hours worked for the workday as well as vacation, sick leave, holidays and other leave.
- You are responsible for informing your supervisor immediately of any errors in your time records so that corrections may be made in a timely fashion.
- Please remember that you are responsible for the accuracy of your own timesheet.

INCLEMENT WEATHER AND NATURAL DISASTERS

We charge our employees with discretion when making decisions concerning travel to and/or from work under abnormal weather conditions. Our intention is that employees will not be forced to risk their safety during inclement weather conditions, but that it is understood the Electric Cooperative Building and the Training Facility will be considered open during normal working hours.

An important function of VMDAEC is assisting our Members with storm restoration. If you are part of a specific storm restoration team, you will be asked to work at the Electric Cooperative Building, Training Facility, or other designated site. If you know inclement weather is likely, take your laptop and/or work papers home, if possible. If you are unable to work at home in this instance, up to eight hours of sick leave may be used each year for inclement weather; otherwise, all absences due to weather will be charged to vacation leave.

Procedures have been established regarding instructions to follow in the event of emergency evacuations (i.e., tornados, earthquakes, fires.) These procedures can be found on the Employee Page on the VMDAEC website.

The President/CEO will address adverse weather conditions requiring closure of a VMDAEC office or alternative working arrangements at the time of occurrence.

NURSING MOTHERS' BREAK PERIODS

We will provide reasonable break periods and location for an employee to express breast milk for her nursing child for one year after the child's birth. All requests should be made to Human Resources.

WHEN YOU ARE PAID

Employees are paid on a semi-monthly basis on the fifteenth and the last working day of the month. If the 15th or the last day of the month falls on a weekend or holiday, payroll will be available on the last working day prior.

We are required by law to withhold from your paychecks Social Security payments, federal income tax, state and local taxes, child support enforcement orders and tax liens when applicable. In addition, you may authorize certain voluntary deductions for contributory benefit plans, etc., if such authorization is signed and in writing. The number of hours worked during the pay period, rate of pay, gross wages, and the amount and reason for deductions will be reported on the wage statement of hourly or salary-non-exempt employees.

DIRECT DEPOSIT

Our strong preference and default assumption will be that all employees choose to have their paychecks deposited directly into a checking and/or savings account. The direct deposit form will be given to every new employee and is available upon request. Should you wish to receive a paper check, please contact Human Resources.

W-2s AND EARNING STATEMENTS

Our third-party payroll processing vendor will have W-2s available in January of each year. Terminated and former employees will receive their W-2 by mail at the last address on file. In compliance with the Affordable Care Act ("ACA"), where required, VMDAEC will report employees' cost of coverage under an employer-sponsored group health plan on Form W-2.

GARNISHMENTS

We expect our employees to be prompt in the payment of their personal debts. If we are ordered by a court to deduct payments, we will do so. No disciplinary action will be taken for one garnishment in a rolling year. However, repeated garnishments for more than one debt may result in disciplinary action.

PERSONNEL POLICIES

PERSONNEL RECORDS

Your personnel records contain all the information pertinent to your employment. Generally, your file contains such things as your application, resume, tax forms, commendations, formal disciplinary actions and performance appraisals. Personnel files are the property of the Association and access to the information they contain is restricted. Generally, only senior management and employees who maintain the files are authorized. Employees may review their personnel file during normal business hours with Human Resources or to make copies of documents you have signed. Copies of certain records are available to current and former employees upon written request.

You can add a statement to qualify or counter information in your personnel file. Employee medical information is maintained in separate files. Access to these files is restricted and information is released only with employee authorization.

It is important that employee records are kept up to date. Employees must notify Human Resources in a timely manner of any change (e.g., name, address, phone numbers, marital status, dependency coverage, changes in beneficiary, etc.). This is especially important for major life events, such as marriages, divorces, and the birth or adoption of children which may affect eligibility for benefits. Failure to notify Human Resources within 30 days of a major life event may result in our inability to ensure eligibility for benefits.

REQUESTS FOR EMPLOYMENT INFORMATION—INTERNAL AND EXTERNAL

From time to time, outside organizations or individuals may request information about current or former employees. When requested in writing, we only disclose the following information:

- Hire and separation dates.
- Title of current or last position held.
- Verification only of wage/salary information as presented by the requestor of the information.

No other information will be provided without a signed consent form authorizing the release of additional information. The consent form must specifically indicate what information can be released and must release VMDAEC from all potential liability related to the authorized disclosure.

VMDAEC will, of course, release any records as may be required by law or legal process.

The only employees authorized to release information about a current or former employee are the President / CEO, or Human Resources.

EMPLOYEE REVIEWS/EVALUATIONS

Your immediate supervisor evaluates your performance on a regular basis, and, formally, once a year. Both you and your supervisor sign the form to indicate that the rating has been discussed and objectives tied to the Association's 6 Strategic Pillars have been established for the coming year. You should feel free to make any comments on the form regarding your appraisal.

Salary increases, or other incentives, may or may not be distributed at the time of the performance appraisal depending on factors such as your consistent performance, achievement of objectives, external market conditions, and the financial status of VMDAEC.

JOB DESCRIPTIONS

Job descriptions are prepared and maintained for every position. As needed, and generally on an annual basis, Human Resources facilitates a review of all job descriptions along with both the manager and the incumbent employee.

OTHER EMPLOYMENT AND ACTIVITIES

We recognize that some employees may seek additional employment during their off hours. Employees will not be permitted to hold another job that may result in a conflict of interest. Other activities that are unrelated to employees' duties and/or terms and conditions of their employment that distract from employees' ability to satisfactorily perform their jobs are discouraged. Employees are not to conduct any outside business on Association premises or during paid working time. Employees are not eligible for sick leave if the leave is used for outside work. Violations of this policy may lead to disciplinary action, up to and including termination of employment.

This policy is not intended to preclude or dissuade employees from engaging in activities protected by state or federal law, including the National Labor Relations Act.

SEPARATION OF EMPLOYMENT

Resignation is a voluntary act initiated by the employee. Although advance notice of resignation is not required, we request at least ten workdays notice (20 days for Vice President or higher). Earlier notice is preferable, particularly for an employee of long-standing service. VMDAEC, however, retains the right to dismiss a resigning employee immediately.

Final paychecks for separated employees will be available on the next regularly scheduled payday and will be directly deposited into your account or otherwise as previously arranged.

If your employment is separated for any reason, you may be asked to report to Human Resources for an exit interview. During the exit interview you will have the opportunity to discuss your concerns, make any comments or suggestions, and return Association property in your possession. Additionally, you will receive other important benefits information.

PARKING

Parking is available at our Richmond Office and the Training Center facility. Please park only in areas designated for employee parking. Unauthorized parking in spaces designated for ODEC vehicles, visitors, or handicapped spaces is prohibited. We are not responsible for your vehicle or for items stolen or damaged.

HIRING OF FAMILY MEMBERS AND NEPOTISM

We are committed to hiring and retaining highly qualified employees. VMDAEC will not hire immediate family members of a current employee or current member of the Association Board of Directors. Immediate family is defined as spouses, parents, children, or siblings.

TRAVEL AND EXPENSE REIMBURSEMENT

Employees will be reimbursed for reasonable transportation, lodging, meals, and certain incidental expenses while traveling on approved business. Any extra expenses for approved personal guests that attend will need to be covered by the employee who invited them.

Travel Arrangements: All employees who must travel should plan their trip as early as possible to assist with

booking the lowest possible rates and fares. Employees are expected to fly coach class. If employees elect to stay out of town over the weekend to take advantage of discounted fares, the additional days of hotel, car rental and meal expenses will be paid up to, but not above, the amount of savings. The employee will retain frequent flier program air miles. When more than one employee is traveling to a location for business purposes, carpooling is encouraged.

Personal Automobiles: Employees who elect to drive their own cars on business trips will be reimbursed the current IRS mileage rate plus parking and tolls. Mileage within 10 miles of the office and between residence and official workplace is not reimbursable.

Rental Cars: Employees who elect to drive a rental car on business trips will be reimbursed the reasonable rental car rate. Receipts are required for reimbursement on the rental and gas. **Decline liability and physical damage insurance.**

General Automobile Policy: No alcohol or drugs inhibiting performance or abilities will be tolerated while operating a vehicle on Association business (whether personal or rented). No employee should operate an automobile when any physical or mental impairment may result in unsafe driving. All employees and passengers will wear seatbelts. Employees are responsible for any driving infractions or fines incurred while driving. Damage, injury, theft, or involvement in a traffic accident while on business must be immediately reported to the employee's supervisor.

Lodging: Employees are expected to exercise good judgment in selecting a hotel that is convenient and safe, but not extravagant. Whenever possible, use the hotel with whom we have negotiated special rates. A hotel folio is required. Laundry expenses are reimbursable for trips five days or longer.

Meals: Employees will be reimbursed for the reasonable actual costs of meals. Employees are expected to exercise good judgment and prudence to avoid lavish expenditures. Gratuities should be reasonable, in comparison with the actual cost of the meal. When employees attend dining or entertainment activities together, the expense report must list all employees in attendance. VMDAEC senior managers may approve the reimbursement of alcohol at VMDAEC meals and events. Such reimbursement shall be reasonable in price and appropriate for the size and scale of the event attended. VMDAEC's expectation is that all employees will drink responsibly. The CEO may prohibit the consumption of alcohol by VMDAEC employees at a particular event. For example, alcohol may be prohibited to employees while those employees are working as staff at a VMDAEC event, such as working at a registration desk.

Telephone Calls: Employees will be reimbursed for all reasonable long-distance telephone calls while traveling if that employee does not (i) have a VMDAEC-provided mobile phone or (ii) receive a VMDAEC mobile phone reimbursement pursuant to the relevant policy.

Substantiation and Repayment: Employees must complete an Employee Expense Report within 90 days of expenses being incurred. Receipts are required for all expenditures over \$25.00 including taxes and gratuity. Your immediate supervisor must approve your Employee Expense Report after ensuring that all travel expenses were reasonable, necessary, and proper, and that appropriate documentation is attached. Once the Employee Expense Report has been approved, it will be forwarded to the Accounting Department for review and payment. VMDAEC will not reimburse any of the following: late fees, bank charges, bank fees, bank penalties, interest charges, government fines or penalties, traffic or parking tickets,

USE OF ASSOCIATION ELECTRONIC & OTHER EQUIPMENT

Association-provided electronic systems, including telephone and fax equipment, computer workstations, laptop computers, tablets, related peripheral and communications equipment, operating systems, workstation software, and applications software, (including, where indicated, the postage meter, "Company Equipment") are the property of VMDAEC. All Company Equipment is provided for use in

conducting VMDAEC business, except as provided below. Communications and information transmitted by, received from, or stored in Company Equipment are Association records and property of VMDAEC.

Employees maintain no right of personal property in Company Equipment or any records stored, created, or received by/with Company Equipment. **Employees have no expectation of privacy whatsoever** in any message, files, data, document, facsimile, telephone conversation, social media post, conversation or message, or any other kind or form of information or communication transmitted to, received or printed from, or stored or recorded on Company Equipment. We reserve the right to search, monitor, or review any such information, at any time, with or without notice to employees. Use of passwords or other security measures does not in any way diminish the Association's right to access materials on Company Equipment. By using Company Equipment, employees consent to such searches or review of information.

Only employees and approved consultants/vendors are authorized to utilize Company Equipment. Employees may not use or attempt to use unauthorized codes, passwords or other means to gain access to another employee's equipment or system information, or to exceed their own authorization level granted by VMDAEC. Employees shall use two-factor authentication when enabled by VMDAEC.

The use of Company Equipment for personal interest is a limited benefit provided by VMDAEC. Personal use of Company Equipment may occur only during an employee's personal time (e.g., during lunch or after business hours). Reasonable, incidental personal use of the company postage machine is allowed at cost to be reimbursed by the employee. Personal use of any Company Equipment that interferes with performance of your duties or is inconsistent with any Policies, may result in disciplinary action up to and including termination.

For VMDAEC's protection and your own, it is critical that you show proper respect for the laws governing copyright, fair use of the copyrights, trademarks, and other forms of intellectual property, including VMDAEC's own copyrights, trademarks and brands. Company Equipment shall not be used to send or receive copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization from your supervisor. If you are uncertain about whether certain information is copyrighted, proprietary, or otherwise inappropriate to transfer, contact your VMDAEC senior manager. Nothing in this policy, however, is intended to preclude or dissuade employees from engaging in activities protected by state or federal law, including National Labor Relations Act or from discussing employee wages or other terms and conditions of employment.

The Association, through its IT contractor, protects its equipment from unauthorized access or use through a variety of security mechanisms, including firewalls, web filters, anti-virus software, biometrics, software updates/patches, and passwords. Employees must immediately contact the VMDAEC IT Designee if you believe that any security mechanism is not functioning properly or is being circumvented or disregarded. Contact your supervisor immediately if your laptop is lost, stolen or damaged. If there is a theft of any VMDAEC equipment or property while the employee is not on VMDAEC property, the employee is to report the theft to local law enforcement as soon as possible.

Association policies concerning confidentiality, solicitation, harassment, business ethics, and anti-discrimination apply to communications occurring through use of Company Equipment.

USE OF INDIVIDUAL ELECTRONIC EQUIPMENT

Individual-provided electronic systems, including laptop computer, tablets, and mobile phones ("Individual Equipment"), may be used in the same manner as Company Equipment. Users must agree to the following:

- Provide VMDAEC with his/her mobile phone number;

- Use passwords to restrict access;
- Provide access to Individual Equipment as needed to address security and legal concerns, including at voluntary or involuntary termination of employment;
- Allow application of certain software to Individual Equipment as deemed necessary by VMDAEC for business purposes;
- Apply and utilize security features such as auto-lock after inactivity as instructed by VMDAEC;
- Notify your supervisor if the Equipment is lost or stolen and contains VMDAEC information;
- Transfer original VMDAEC information to network servers as soon as practical; and
- Remove VMDAEC information on termination of employment.

Internet access within our offices from Individual Equipment is available on a guest wireless network. Backup of information stored on Individual Equipment is the responsibility of the equipment owner. The equipment owner assumes all personal liability and financial responsibility for Individual Equipment.

COMPUTER WORKSTATIONS AND LAPTOPS

VMDAEC has in place multi-layered procedures designed to facilitate business operations and to secure computers and their contents from unauthorized access or disruption. The first layer of protection for workstations and laptops is password protection. Using another user's password or an attempt to obtain another user's password, unless part of a security vulnerability audit, may result in disciplinary action up to and including termination of employment.

Employees are responsible for notifying their supervisor when a computer exhibits indications of a virus, worm, spyware, or other malware.

ELECTRONIC MAIL

E-mails should be treated as confidential by employees and accessed only by the intended recipients. All emails are the property of VMDAEC and are subject to being searched, monitored, or reviewed by VMDAEC at any time.

Email systems may be used for business purposes, including discussing employees' terms and conditions of employment, with limited personal use that does not interfere with the performance of your duties, is consistent with VMDAEC Policies, and is not obscene, unlawful, or harassing.

INTERNET

You may use the VMDAEC-provided Internet access to increase productivity. You are expected to comply with all Association policies that may be applicable to the VMDAEC-provided Internet access. These include, but are not limited to, confidentiality, harassment, solicitation, outside employment and business ethics. Under no circumstances are pornographic or harassing materials to be sent, solicited, viewed, or downloaded.

Personal use of the VMDAEC-provided Internet access is allowed if it does not interfere with job responsibilities and productivity and does not violate the policies enumerated above. You are not to download software on any Company Equipment without prior authorization. Illegal use of software is prohibited.

Audio, video, game, and picture files which burden the Association's bandwidth resources may not be downloaded or streamed live unless there is a business purpose.

POTENTIAL INFORMATION SECURITY RISKS/CYBERSECURITY MATTERS

You must store all electronic Association records on network servers and immediately report the loss of an information storage device to a VMDAEC senior manager or the President/CEO if it contains Sensitive Data or Personal Information.

TELEPHONES AND VOICEMAIL

Telephones and Voicemail: Remember to always answer the phone promptly and courteously and identify yourself and respond to callers in a business-like manner.

Use of Individual or Association-provided Phones and Other Recording Devices: Use of your own mobile phone is permitted if it does not interfere with job performance, safety, security, or violate the rules of conduct. In-phone cameras or other video, photographic, or other recording devices must not be used while working time or in work areas in any way that would interfere with the work of VMDAEC or co-workers.

SOCIAL MEDIA

This policy uses the term social media to mean the use of web-based and mobile technologies which includes, but is not limited to, social networking, personal blogs, or other forms of online journals, diaries or personal newsletters, video or wiki postings, sites such as Facebook, LinkedIn, Twitter, Instagram, Snapchat, and YouTube.

Association Use: Only authorized employees or authorized contractors can prepare and modify content for Association-sponsored social media entries. If you become aware of a copyright or other intellectual property claim (including a social media “copyright strike”) against VMDAEC regarding its own published written or online material, please contact VMDAEC’s General Counsel. Employees must obtain in advance any written permission needed to post copyrighted information.

Individual Use: If an employee participates in external social media on personal time, the employee should consider whether their use of social media violates Association policies, laws, or ethical standards.

This policy is not intended to preclude or dissuade employees from engaging in activities protected by state or federal law, including the National Labor Relations Act.

Unauthorized Use of Social Media: Employees may not publicly discuss Members, Members’ member-consumers, or the protected information of other employees. Employees cannot use social media sites to harass, threaten, discriminate, or bully employees or anyone associated with or doing business with VMDAEC. Employees are personally responsible for their commentary on social media sites and can be held personally liable for commentary considered defamatory, obscene, proprietary, or libelous by any offended party.

COPYRIGHTED MATERIAL

We license the use of computer software from a variety of outside companies. We do not own this software or its related documentation and unless authorized by the software developer do not have the right to reproduce it.

Unauthorized copying, distribution and certain other use of copyrighted material is illegal and can expose you, and VMDAEC to severe civil and criminal liability under copyright laws.

Employees are subject to disciplinary action, up to and including termination, for violation of this policy.

BUSINESS CONTINUITY / DISASTER RECOVERY

In order to help ensure our state of readiness for an immediate response and recovery to a natural or man-made disaster, we maintain a series of planning documents that help us prepare for an unplanned business interruption.

All employees should be aware of the Plan that supports their department's recovery activities and participate in an annual plan review.

RETENTION AND DESTRUCTION OF ELECTRONICALLY STORED INFORMATION (ESI)

All Association records, whether electronically or physically stored, must be retained and destroyed in accordance with the Association's records retention schedule, and policies and procedures. If a legal or regulatory dispute exists, the documents and ESI relevant to the matter may not be destroyed until further notice.

PRINCIPLES OF CONDUCT

GUIDELINES FOR APPROPRIATE CONDUCT

No statement of business principles and policies can cover every moral, legal, or ethical situation you may face. However, the policies contained herein should help govern your behavior and decisions while employed by us.

Media Contact:

VMDAEC and our Members can and do attract the attention of the media. In order to give factual and proper information on behalf of the Association when questioned by the media, all VMDAEC employees are asked to direct all media inquiries to the VP of Member and Public Affairs or the President/CEO.

Conflict of Interest:

Employees are prohibited from participating in any activity or association that creates or appears to create a conflict of interest between their personal interests and our business interests unless approved in writing by the President/CEO after full disclosure.

As referenced in the Code of Ethics Policy, any conflict of interest (or potential conflict of interest) must be reported immediately to the President/CEO, Human Resources, or the Compliance Officer.

Compliance with Laws:

We expect all employees to comply with all applicable laws, rules and regulations of the United States and the states, counties, cities, and other jurisdictions in which we operate.

Confidentiality:

General internal business affairs, such as financial data and business and marketing plans, should not be discussed with anyone outside VMDAEC absent a third-party confidentiality agreement. Information considered to be confidential includes, but is not limited to, Member information, operational issues, and specific financial information, but does not include information regarding employee wages. Employees violating this policy will be subject to disciplinary action, up to and including termination of employment, in addition to, possible legal action.

STANDARDS OF CONDUCT AND DISCIPLINARY ACTION

Conduct that interferes with VMDAEC's efficient and successful operations, damages VMDAEC's reputation, or is offensive to employees, Members, other external stakeholders, or visitors will not be tolerated.

We may employ progressive discipline in some circumstances; however, **some offenses may warrant severe discipline, including termination of employment, for a first occurrence.**

The appropriate disciplinary action will be determined on a case-by-case basis.

Listed below are examples of unacceptable behavior. These examples are merely illustrative; they are not intended to be all-inclusive. VMDAEC reserves the right to determine the appropriate discipline for any conduct which the Association determines to be averse to its best interests.

- Unsatisfactory attendance (i.e., incidents of tardiness, unexcused incidents of leaving early, absences for an entire day, or any combination).
- Unpaid debts or collections efforts that interfere with job performance or business operations.
- Any disruptive, boisterous, non-work-related activity.
- Refusal to work without an approved reason when needed due to emergency call-ins, disasters, emergencies, etc.
- Negligence of duties and responsibilities.
- One unexcused absence from work without notification (no call/no show).
- Violations of safety standards.
- Using vile, foul, obscene or abusive language toward a Member, visitor, or another employee.
- Threatening, intimidating, bullying, or coercing others.
- Physical assault of another person anywhere on VMDAEC premises.
- Possession of firearms, explosives, or other lethal weapons on the Association premises or attempting to bring firearms, explosives, or other lethal weapons onto VMDAEC property. VMDAEC property includes the parking areas and all owned acreage surrounding the structures including the Training Facility in Palmyra, and, at the Richmond office, the premises of our landlord, RHI. VMDAEC property also includes any leased or rented space that may be used by the Association.
- Willful destruction or defacing of VMDAEC property or equipment or the personal property of other employees.
- Omission or falsification of information on the employment application or any other VMDAEC record.
- Violations of the Drug and Alcohol-Free Workplace Policy.
- Unethical or illegal conduct.
- Refusal to abide by the policies and procedures of this Handbook or the reasonable directions of a supervisor in a job-related matter
- Sexual harassment or any act of unlawful harassment having the purpose or effect of interfering with an individual's work performance, which may tend to create an intimidating, hostile, or offensive work environment.
- Sharing of confidential VMDAEC information without authorization including unauthorized copying and distribution of any VMDAEC records.
- Failure to execute the Annual Ethics Policy Acknowledgement.
- Violations of the Unauthorized Copying, Electronic E-mail, Voicemail, and Copyrighted Material Policies.
- Gross misconduct or any other act which, in the judgment of management, is harmful or detrimental in any way to the morale, safety, health or work environment of any other employee, Member, or visitor.

Human Resources should review if possible and the President/CEO must approve all terminations prior to action being taken.

CRIMINAL BACKGROUND CHECKS

Professionally conducted criminal background investigations are conducted on all applicants in accordance with applicable state and local laws. Current employees will be reevaluated if they are convicted of a crime of moral turpitude or a felony.

The failure of any employee who has been arrested for any criminal offense (including any marijuana possession offense) to make a written report of their arrest to their immediate supervisor within three workdays of the arrest will result in disciplinary action.

DRUG-FREE WORKPLACE

We have a strong commitment to our employees to provide a safe workplace and to establish programs that promote high standards of employee health. Our goal is establishing and maintaining a work environment that is free of alcohol and illegal drugs.

Employees who are found to abuse drugs or alcohol may be afforded the opportunity to solve the problem through the Employee Assistance Program which includes rehabilitation and a return-to-work agreement. Employees who refuse to participate in rehabilitation or who withdraw from the rehabilitation, or the return-to-work agreement may be terminated.

The possession, sale, or use of illegal controlled drugs or the use of alcohol while at work is prohibited. Any employee who possesses, consumes or is found to be under the influence of an alcoholic beverage on VMDAEC premises or while engaged in VMDAEC business during work hours, may be subject to immediate termination of employment, with the exception that employees are permitted to consume alcohol on a limited basis during certain VMDAEC events where appropriate or dictated by business etiquette, and where VMDAEC has expressly sanctioned the use of alcohol.

Violations of this policy may result in disciplinary action, up to and including termination of employment. Depending on the circumstances, it may also result in referral to law enforcement agencies.

Screening will be required for the following situations:

- **Post Offer:** Prospective employees will only be asked to submit to a test once a conditional offer of employment has been extended and accepted. An offer of employment is conditioned on the prospective employee testing negative for illegal substances.
- **Reasonable Suspicion:** We may require employees to be screened for the presence of unauthorized or illegal drugs or alcohol in the employee's system whenever VMDAEC has reason to believe that the employee may be under the influence of such substances while working.

Employees who violate the Drug-Free Workplace policy, or who refuse a "Reasonable Suspicion" screening or who attempt to invalidate the test may be discharged.

All information regarding substance screening and the results thereof will be considered confidential. Only those individuals with a need to know will have access to such records.

All applicants and employees will be required to sign a drug/alcohol screening acknowledgment form as a condition of employment. Refusal to promptly submit to a request for screening at the time and place designated by VMDAEC, or to fully cooperate during evidence collection or screening, may result in immediate termination of employment.

VMDAEC may contact any law enforcement agency and allow the same agency to search VMDAEC's premises including its property being exclusively used by any employee (e.g., desks, lockers, and computers). Searches of VMDAEC facilities and property can be conducted at any time and need not be based on reasonable suspicion or the employee's consent.

Virginia's laws regarding marijuana use and possession have changed in 2020 and 2021 and will almost certainly continue to evolve. VMDAEC will abide by these laws. Should you test positive for marijuana following a drug test, you will need to provide medical evidence satisfactory to VMDAEC for CBD-containing or other legal products (as you would for any positive test involving other prescription drugs). The failure of, or refusal to take, a Reasonable Suspicion drug test remains a valid basis for discipline, up to and including termination of employment. Those with medical needs for marijuana or its derivatives may be required to provide documentation to Human Resources, upon request. While some recreational marijuana use has been legalized in Virginia, employees are cautioned that marijuana remains illegal under federal law. Should the Association ever be a recipient of federal funds or grants, Association policies may need to change and prohibit marijuana use, and we reserve the right to do so. VMDAEC remains a drug-free workplace. Driving while impaired by marijuana remains a criminal offense, just as driving while impaired by alcohol. VMDAEC will not tolerate any employee being intoxicated on Association premises or any use of marijuana that interferes negatively with an employee's ability to perform his or her work duties.

WORKPLACE VIOLENCE

This policy is intended to govern behavior that may cause injury, or fear of injury, to any employee, Member, or visitor. Examples of violent behavior include verbal abuse, physical assault, stalking, verbal threats, engaging in behavior that creates a reasonable fear in another person, engaging in behavior that subjects another individual to extreme emotional distress, threatening to injure an individual, committing injurious acts motivated by or related to domestic violence, sexual harassment, destruction of property, and the carrying and/or use of weapons. The possession of weapons, specifically guns, whether licensed or otherwise, is strictly prohibited on VMDAEC property or while conducting business on behalf of VMDAEC. VMDAEC property includes parking lots, surrounding "green" areas, etc., leased premises, the Palmyra Training Facility, and includes all areas owned by our Richmond Office landlord, RHI.

Employees will report concerns about actual or potential workplace violence to a VMDAEC senior manager, Human Resources, Compliance Officer, or President/CEO. All information will remain as confidential as possible.

SOLICITATION ON ASSOCIATION PREMISES

VMDAEC has established guidelines to govern employee and non-employee solicitation and distribution of written materials.

This policy is not intended to preclude or dissuade employees from engaging in activities protected by state or federal law, including the National Labor Relations Act.

Under this policy, employees may not:

- Solicit during working time; or
- Distribute literature during working time and in any working areas.

Additionally, unless approved by VMDAEC, non-employees may not distribute materials or solicit employees on VMDAEC premises at any time.

BULLETIN BOARDS

You should make it a habit to look at bulletin boards regularly. Materials permitted on bulletin boards include official notices, general communications, expressions of kindness and sympathy, legally required posters, and safety notices.

SMOKING, INCLUDING THE USE OF VAPOR PRODUCTS

For the health and safety of all our employees, smoking (including e-cigarettes and related vapor products) is not allowed except in designated outside areas. You must dispose of cigarette butts or e-cigarette trash in the receptacles provided.

CARE OF EQUIPMENT

The equipment used in the performance of your job is valuable and should be treated with respect. You are responsible for the safe and efficient use of all equipment furnished to you. If you find that your equipment is not operating properly, report it to your supervisor immediately so that repair or replacement can be made.

Tools and equipment may be removed from VMDAEC premises to use for VMDAEC business-related purposes only. Employees are responsible for the equipment or tools furnished to them and kept in their possession.

PERSONAL APPEARANCE

We have a policy of year-round “business casual.” Employees should always remember to consider the day’s scheduled activities to dress appropriately.

No clothing should display pictures, logos, emblems, or writing that depicts illegal activities, violence, profanity, drug or alcohol use, or sexually provocative material. The following attire is also unacceptable: jeans (except as needed for field work, Fridays, designated “Jeans Days,” and only if there are no scheduled meetings or other occasions (including on Fridays) which may warrant business casual attire), t-shirts (except as needed for field work), jogging suits, work-out clothes (“athleisure,” including tights or “jeggings”), beach attire, shorts, very short skirts or dresses, backless tops or dresses, halter or tank tops, sheer, or any revealing garments.

Any body art deemed offensive by management should always be covered. Excessive visible piercings are not allowed.

In applying the dress code guidelines, supervisors shall make reasonable accommodations for dress or grooming, including hairstyles, directly related to an employee’s religion, ethnicity, or disability. Employees should discuss any accommodation needs with their supervisor and Human Resources.

SAFETY, SECURITY, AND HEALTH

WORKPLACE SAFETY

We are committed to providing a safe, secure, and healthy work environment for you. We believe in full compliance with the safety and health standards contained in the Occupational Safety and Health Act (OSHA) and state health and safety regulations.

All employees have a responsibility to themselves and their co-workers to maintain a safe work environment. We are committed to identifying and correcting all unsafe acts and working conditions. We ask all employees to identify and report unsafe acts and conditions and near misses immediately to a supervisor. Orderliness is essential to a safe workplace. Keep your workstation clean. Use waste cans. Never block fire extinguishers. Keep aisles, hallways, stairways and exits clean and free of debris.

To ensure your own safety and that of our Members, external stakeholders, and visitors, your supervisor will provide information and instructions on safe work procedures and health issues through meetings, memos, or mandatory in-service training.

Both the VMDAEC Richmond Office and the Palmyra Training Facility will observe, as applicable and appropriate, the recommendations of the Virginia Department of Labor and Industry, the Virginia Department of Health, and local health departments when evaluating when to close or modify procedures due to threats of communicable illnesses. Similarly, VMDAEC facilities in other locations will follow the rules and recommendations of other health departments, as applicable and appropriate.

REPORTING INJURY OR ILLNESS

If you are injured on the job, no matter how slightly, or if you feel ill while working, report it to your supervisor. First aid materials and automatic external defibrillators are in the Richmond Office and at the Palmyra Training Facility.

WORKERS' COMPENSATION

Workers' Compensation provides financial protection in case an employee is injured, becomes ill, or dies as a result of a covered work-related condition.

Employees are to report any employment-related injury or illness to their supervisor immediately.

Failure to report the accident could jeopardize your Workers' Compensation coverage. An "Employer's First Report of Accident" form should be completed by the immediate supervisor as soon as the medical emergency has passed and forwarded to the President/CEO.

In the case of a lost time accident, medical insurance will be maintained for 90 days. If the leave lasts longer than 90 days, the employee can continue coverage by paying VMDAEC's portion of the premium. Depending on the length of the absence, an employee's employment may be terminated during their absence.

PERSONAL SECURITY

Security is everyone's responsibility. Safeguard keys, personal articles, and confidential material and documents. All visitors are required to sign in and out. Unauthorized visitors should be immediately reported to the security guard in the Richmond Office (or other authorities at remote locations). You should always be aware of the best emergency evacuation route from your work area. Floor plans showing these evacuation routes are posted throughout the building and on the intranet.

BUILDING SECURITY

You will be provided with a security entrance card/key fob to the Electric Cooperatives Building, and/or keys to the Training Facility, upon hire.

DRIVER REQUIREMENTS AND SAFETY

You may operate an Association vehicle for business only if you are:

- Acting at the direction and with the explicit permission of VMDAEC;
- Otherwise qualified under federal and/or state regulations to drive a given vehicle; and
- Currently insured with a liability insurance policy at or above the State minimum liability insurance coverage.

Employees responsible for operating vehicles for VMDAEC business may be required to demonstrate an acceptable driving record and shall not engage in distracted driving. Additionally, while driving on VMDAEC business, if you are using a personal communication device, it must be hands-free. Virginia law prohibits holding a personal communications device while operating a motor vehicle.

FIRE REPORTING

If you detect a fire on the premises during working hours, calmly and immediately remove any person from immediate danger, activate the nearest fire alarm, and call 911. Fire evacuation practice drills will be held periodically to familiarize employees with the procedures in case of a fire.

TORNADO/EARTHQUAKE DRILLS

Tornado and earthquake drills will be conducted periodically. A procedure has been established and can be found on the Employee Page of the VMDAEC website.

EMPLOYEE BENEFITS

What follows are summaries of VMDAEC benefit plans. More complete benefit descriptions can be found in the Summary Plan Descriptions (“SPDs”) and/or the insurance booklets for the Plans which are available on the Employee Page of the VMDAEC website. If there is any conflict between these summaries and the plan documents, the plan documents will govern.

VMDAEC reserves the right to modify, amend, or terminate any or all its benefits programs as they apply to all current and former employees, with or without notice.

INSURANCE BENEFITS

Qualifying Family Status Changes

Employees are not allowed to switch insurance (such as health, dental and vision) plans during the plan year. Employees are prohibited from making coverage changes AFTER the open enrollment period, EXCEPT if you have a qualifying family status change. A change in family status is described as the following events:

- Marriage, Divorce, or Legal Separation;
- Death of Spouse or Child;
- Birth, Adoption of Child, or new Legal Custody or Guardianship;
- Loss or Gain of Spouse’s Employment;
- Change in Employment Status for you or your spouse from full-time to part-time, and vice versa.

It is the responsibility of the employee to notify Human Resources within 30 days of a qualifying family status change event. If you wish to make a change in coverage, you will need to fill out any applicable carrier form and provide documentation that supports your family status change. Forms are available from the Director of Human Resources.

MEDICAL PLAN

All eligible employees will have the opportunity to sign up for medical benefits upon employment that will take effect the first of the following month. The Association pays for the employee medical premium and a portion of the family medical premium.

DENTAL PLAN

All eligible employees will have the opportunity to sign up for dental benefits upon employment that will take effect the first of the following month. Employees pay the cost of dental benefits.

VISION PLAN

All eligible employees will have the opportunity to sign up for the vision plan upon employment that will take effect the first of the following month. Employees pay the cost of vision benefits.

RETIREMENT SECURITY (RS) PLAN

New hires are eligible after one year of employment at the VMDAEC, unless you are already in the Cooperative RS Plan. In that situation, you will be immediately eligible. Your income from the Plan comes from VMDAEC contributions and the interest the money earns. While you work for us, money is

contributed into the fund. The money is invested, and the earnings are re-invested so the amount in the fund is constantly growing.

401(k) PLAN

Upon hire, the 401(k) Plan allows you to save a portion of your salary for your retirement on a pre-tax or after-tax basis. The Plan offers several different types of investment options from which to choose. You may make contribution and investment option changes on a monthly basis. Additionally, after you have been eligible for the Plan for one year, the Association matches up to 2% of your contribution.

LONG-TERM CARE INSURANCE PLAN

You can purchase long-term care which is the assistance received when someone needs help with two or more activities of daily living—such as dressing, bathing, going to the bathroom, eating, or moving about—or when someone suffers a severe cognitive impairment. This care could be provided in the home, in a residential care or assisted living facility, or in a skilled nursing facility. The Plan pays a monthly benefit which varies depending on the benefit duration chosen by the employee.

LIFE INSURANCE PLAN

The VMDAEC provides a Group Life Insurance Plan that is an important source of protection for your family. The plan provides a benefit to be paid at the time of your death.

ACCIDENTAL DEATH AND DISMEMBERMENT (AD&D) PLAN

The Association provides employee AD&D benefits that are payable in the event of accidental death or loss of one or more body parts. These benefits are in addition to your life insurance benefits if death results from an accident. You are covered 24 hours a day.

SUPPLEMENTAL LIFE INSURANCE AND AD&D PLANS

You can purchase additional coverage for yourself, your spouse, or child(ren).

LONG-TERM DISABILITY (LTD) PLAN

The Association provides an LTD Plan in the event you become totally and permanently disabled.

HEALTH SAVINGS ACCOUNT (HSA)

The HSA can only be used with a high-deductible health plan. The HSA is designed to give you tax-free, long-term savings in an account you own. The Association deposits its contributions to your HSA at the beginning of each calendar year. If an employee leaves the Association before the end of the calendar year, a pro-rated share of the Association's remaining contributions will be deducted from the employee's final paycheck.

MEDICAL FLEXIBLE SPENDING ACCOUNT (FSA)

The Medical FSA and related Limited Use Medical FSA are designed to help you pay, with pretax dollars, for eligible health care expenses that are not 100% covered or are ineligible for payment under your health care plans.

DEPENDENT CARE FLEXIBLE SPENDING ACCOUNT

The Dependent Care FSA is designed to help you pay for dependent care services that make it possible for you and your spouse (if applicable) to work. It may be used to help pay for the care of a disabled spouse or dependent.

ACCIDENT AND CRITICAL ILLNESS INSURANCE

Accident Insurance can pay a benefit directly to you if you suffer a covered injury and need treatment. It can offset the high cost of copays, deductibles and other expenses our medical insurance might not cover. Employees can purchase Critical Illness Insurance that can pay a lump sum benefit directly to you if you are diagnosed with a serious condition.

PAYMENT PROCEDURES

Your premium deductions will be made pre-tax on a semi-monthly basis from your paycheck. Your first deduction will be from the first paycheck of the month in which your premiums begin.

EDUCATION/TUITION REIMBURSEMENT PROGRAM

To encourage maximum educational development of employees, to further professional advancement, and to increase contributions to the growth of the Association, certain educational costs will be reimbursed or pre-paid for eligible employees.

To be eligible under this program, you must be a full-time employee having completed twelve months or more of service with the Association. You must also remain an employee of the Association for at least twelve months after receiving any reimbursement. (This does not guarantee employment.) Employees who leave the Association prior to this period will have a pro-rated share of any reimbursement withheld from their final paycheck. Employees may want to seek tax advice.

The course of study must:

- Increase your professional effectiveness in your present job including courses designed to enable you to obtain job-related professional certification; or,
- Relate to a job within VMDAEC which you occupy or can reasonably aspire; or,
- Be part of a high school completion program or a college degree program applicable to VMDAEC.

Any future degree program must be approved in advance by the President/CEO and be provided by an accredited institution.

The Educational Assistance Approval Form must be completed and approved by your supervisor, a VMDAEC senior manager, and the President/CEO.

You will be reimbursed the cost of tuition, textbooks, required supplies, fees, and student loan debts not to exceed \$2,500 per calendar year. Reimbursement will not be made if you fail to obtain approval for reimbursement; for a future course, you fail to complete or pass the course with a minimum grade of C; or, for a future course, if your employment is terminated either voluntarily or involuntarily prior to your completion of the course. You must complete the Educational Assistance Approval Form and attach, as applicable, copies of course enrollment, tuition costs, textbook, supply expenses, documentation showing satisfactory completion of the course, a receipted bill, or student loan statement to obtain reimbursement.

2023 will be a test/pilot year for student loan reimbursement; that element of the program may or may not continue into future years.

TRADE AND PROFESSIONAL ASSOCIATIONS

You are encouraged to participate in business-related trade and professional associations. To be reimbursed for dues and events, you must obtain the prior or contemporaneous written approval of your supervisor and department head. Expenses should be documented on your Employee Expense Report, an Invoice, or a Check Request and approved by your supervisor.

WELLNESS FACILITY REIMBURSEMENT PROGRAM

We encourage this important tool towards achieving a healthy, balanced lifestyle by reimbursing you the monthly membership fee to the health club of your choice.

Reimbursements:

- Will not exceed the monthly amount charged by the Richmond YMCA for employee only.
- Should be submitted on the wellness reimbursement form.

VACATION

Vacation time is provided to full-time and regular part-time employees.

While every effort will be made to grant vacation for the date(s) you have requested, approval by your supervisor will be given as staffing demands and VMDAEC needs allow. You begin to accrue vacation on the first day of the pay period in which you begin work. Our vacation year is the calendar year, January 1 through December 31 and is based on VMDAEC experience, unless authorized by the Association President/CEO upon employment.

VMDAEC YEARS OF EXPERIENCE	ACCRUED HOURS PER PAY PERIOD
Less than 3 years	3.34 hours per pay period up to a maximum of 10 days (80 hours)
3, but less than 16 years	5.00 hours per pay period up to a maximum of 15 days (120 hours)
16, but less than 25 years	6.67 hours per pay period up to a maximum of 20 days (160 hours)
25 or more years	8.34 hours per pay period up to a maximum of 25 days (200 hours)

Employees who are entitled to a vacation of two weeks or less may take their full vacation at one time. Employees entitled to more than two weeks of vacation normally may only take a maximum of two weeks consecutively with the balance to be taken separately as full weeks or as individual days

Vacation time is paid at the employee's base pay rate at the time of the vacation. It does not include overtime or any special forms of compensation such as incentives, commissions, or bonuses. Vacation may be carried over from year to year to a maximum of 240 hours.

You are required to submit requests for time off in advance, customarily 30 days prior to the requested departure. Generally, no authorized absence will be granted without pay to an employee who has available vacation. Payment for vacation will not be granted unless vacation is taken. Upon separation of employment, unused accrued vacation up to a maximum of 240 hours will be paid on your last paycheck.

SICK LEAVE

You can use accrued paid sick leave for caring for your own personal illness or for caring for a

dependent child, spouse, parent or spouse's parent.

Full-time employees accrue sick leave at the rate of four hours per pay period up to a maximum of 12 days per year. Regular part-time employees accrue sick leave on a prorated basis. Sick leave is charged according to the number of hours you are normally scheduled. Sick leave may be accrued up to a maximum of 960 hours.

Physician notes may be required for any absence of three days or greater. If you require additional sick leave which is in excess of the sick leave policy, then an unpaid leave of absence may be requested.

Sick leave balances are not paid upon termination of employment.

LEAVE SHARING PROGRAM

The Leave Sharing Program allows employees to donate accrued, unused sick leave and/or vacation time to employees who would otherwise need to take leave without pay because of a catastrophic illness or injury. Employees may request donated leave when the employee has been out of work for five (5) consecutive business days with a doctor's note. A request that qualifies for the Leave Sharing Program includes personal illness or injury, or involves care for a family member (spouse, dependent child, parent or parent-in-law.) Employees requesting donated leave time must exhaust all available sick leave and vacation hours before requesting donated time. The maximum number of donated hours an employee may use is 160 hours per year. To request leave under the Leave Sharing Program, please contact Human Resources.

A co-worker may request to initiate this process and to donate leave to an employee. Employees may donate a minimum of four hours with no annual maximum donation. Employees donating leave must reserve enough vacation hours to enable them to take a minimum of five days off each calendar year.

Donations will be transferred hour-for-hour regardless of individual wages. Donation forms are available on the employee page of the VMDAEC website.

COMMUNITY SERVICE VOLUNTEER HOURS

VMDAEC recognizes "Concern for Community" as a guiding principle of our cooperative business model.

All full-time employees will have the opportunity to devote up to eight hours (pro-rated for regular, part-time employees) of community service hours each year to serve as volunteers in community programs that are of personal interest. Corporate-sponsored community activities are not included in these eight hours. Hours are not transferable to other employees, accumulated year to year or paid upon separation of employment.

EMPLOYEE ASSISTANCE PROGRAM (EAP)

The EAP is offered to you at no cost. We offer the EAP as a source of help for you and members of your immediate family who are experiencing personal problems. We encourage you and your family members to contact the EAP directly. Your supervisor may also request that you contact the EAP if your job performance is unsatisfactory. Information available through the Director of Human Resources.

BEREAVEMENT LEAVE

Bereavement leave is offered to full-time and regular part-time employees.

Death of:	Number of Paid Bereavement Days:
<ul style="list-style-type: none"> • spouse, child, stepchild, parent, stepparent, parent-in-law 	5
<ul style="list-style-type: none"> • sibling, stepsibling 	3
<ul style="list-style-type: none"> • grandparent, grandparent-in-law, grandchild, sibling-in-law, son/daughter-in-law 	1

The bereaved employee must notify his or her immediate supervisor when requesting bereavement leave. If additional time is needed, vacation or unpaid leave may be taken with proper approvals. Bereavement leave is charged according to the number of hours you are normally scheduled to work.

HOLIDAY PAY

There are ten paid holidays for full-time and regular part-time employees each year: In the calendar year of hire the floating holidays will be accrued half day per three-month period. Employees should check with the Director of Human Resources for an official list of VMDAEC holidays in any given calendar year. Upon approval of a senior manager, an employee may work on a paid holiday and take the holiday hours at another time.

- Two Floating Holidays
- New Year’s Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day and the day after
- Christmas Day and an extra day as follows:

When December 25 falls on a:	The extra day will be observed on:
Sunday	Friday, December 23 Monday, December 26
Monday	Tuesday, December 26
Tuesday	Monday, December 24
Wednesday	Tuesday, December 24
Thursday	Friday, December 26
Friday	Thursday, December 24
Saturday	Friday, December 24 Monday, December 27

We recognize that some employees may wish to observe certain days that are not included in the list above. Employees who wish to take a day off (*i.e.*, vacation, floating holiday, or time-off without pay) will be allowed to do so, upon giving prior notice to their supervisor and provided the employee’s absence does not result in an undue hardship to the Association.

If a recognized holiday falls during an eligible employee’s paid vacation, holiday pay will be paid instead of paid vacation. Holidays will **not** be counted as hours worked for the purpose of calculating overtime. To be eligible for holiday pay, an otherwise eligible employee must be at work or on authorized absence on

the workdays immediately preceding and following the day on which the holiday is observed.

If an exempt employee works on a recognized holiday, the holiday may be taken on another day that is approved by the supervisor. If a non-exempt employee works on a recognized holiday, the employee will receive the holiday pay and pay for the holiday worked. Overtime will be calculated per the Overtime policy.

TIME OFF WITHOUT PAY

There may be occasions when you may have the need to take extended time off from work without pay. To be eligible for time off without pay, employees must be a full-time or regular part-time employee and have exhausted all accrued paid leave.

When the need for time off without pay arises, you should notify your supervisor. All requests for time off without pay will be at the discretion of management.

MILITARY LEAVE

Military leave will be granted for training or active duty as required by applicable federal law to all regular full-time and regular part-time employees. Employees requiring military leave must provide Human Resources with a copy of their orders.

Employees on approved short-term military leave will continue to receive their regular paycheck from VMDAEC. Once military leave pay is received by the employee, the military pay stub must be turned over to Human Resources which will determine the actual amount of military leave pay due. Once the amount is determined, it will be deducted from the next paycheck using the military deduction code which will be seen on the next paycheck.

We comply with the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA).

JURY DUTY LEAVE

To assist our employees in fulfilling their civic responsibility, you will be paid your full salary when serving as a juror. You will be responsible for any taxes, fees, or expenses incurred in connection with your jury duty performance or compensation from the court.

To be eligible for jury duty pay, you must notify your supervisor immediately when you are summoned for jury duty. VMDAEC may ask you to request a postponement of the jury duty until some future date should an urgent business need exist. You should also attempt to keep up with your job responsibilities during jury duty and are expected to work whenever the court's schedule permits.

If you are summoned for jury duty and appear for four or more hours, you will not be required to work the remainder of your regular workday.

WITNESS DUTY

Employees who are subpoenaed by the government or VMDAEC to testify in a criminal or civil matter will be granted paid leave for the time spent responding to such subpoena except in cases where the employee is the plaintiff, defendant, or a paid expert witness. In such cases the employee may use vacation or time off without pay. If an employee is involved in a lawsuit at the request of VMDAEC, for example, as an expert witness at VMDAEC's request, that employee's time will be counted as regular working hours.

UNEMPLOYMENT COMPENSATION, SOCIAL SECURITY

The Association participates in statutorily required Unemployment Insurance programs. The cost of Social Security is shared between employees and the Association.

CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT (COBRA)

Under the Consolidated Omnibus Budget Reconciliation Act of 1985 (“COBRA”), employees and their families are eligible for a temporary extension of their medical and/or dental coverage (health plans) where coverage under their health plans would otherwise end because of one of the following events:

- Termination of your employment or a reduction in hours (for reasons other than gross misconduct);
- Your death;
- Your divorce or legal separation from your spouse;
- Your dependent child’s attainment of the plans’ maximum eligibility age;
- Your entitlement to Medicare coverage; or
- Termination of benefits.

If you do not choose COBRA continuation coverage, your coverage under the VMDAEC health plans can only continue up to age 65 if you choose to pay 100% of insurance cost through ACH payments. You, your spouse, or your dependents are responsible for informing Human Resources of a divorce, legal separation, or a child losing dependent status within 60 days of the occurrence of such an event. If notice is not received within the 60-day period, your spouse and dependents will not be eligible for COBRA continuation coverage.

The length of time your benefits will continue will depend on the reason your insurance was terminated. If you qualify for COBRA insurance, you will be given additional information about benefit continuation, including your rights and responsibilities during a COBRA period.

NOTE

The language in this Handbook is not in any way intended to, nor shall it, create a contract of employment for a specific duration or any other contractual relationship. No supervisor, manager, or other representative of VMDAEC, other than the President/CEO of VMDAEC, has the authority to enter into any agreement guaranteeing employment for any specified period. Any such agreement, if made, will not be enforceable unless it is in writing and signed by both the employee and the President/CEO in the presence of a notary public.

We reserve the right to modify this Handbook or amend or terminate any policies, procedures, or employee benefit programs at any time, for any reason, with or without notice. Recognition of the right and prerogative to modify, amend or terminate any policy, procedure or employee benefit program is a term and condition of employment and continued employment.

RECEIPT AND ACKNOWLEDGMENT OF VMDAEC HANDBOOK AND ASSOCIATION POLICIES

This is to certify that I, the undersigned, acknowledge that I have received or have access to a copy of the Virginia, Maryland and Delaware Association of Electric Cooperatives Handbook (“Handbook”). I also acknowledge that I have read and understand the policies of this Handbook.

This is to certify that I, the undersigned, have received, read, and understand VMDAEC’s Unlawful Harassment, Discrimination, and Retaliation policy contained in the Handbook.

I understand that as a condition of my employment it is always my obligation during my employment to fully comply with all the responsibilities set forth in the Handbook. I also understand and consent to the Ethics Policy and monitoring my use of e-mail, the Internet, and all other electronic communications resources as a condition of my employment.

I also understand:

1. That the Handbook is a guide and not a contract for employment.
2. That as a guide, this Handbook does not represent all terms and conditions of employment applicable to me, and that I may be required to acknowledge in writing and follow other policies or procedures of VMDAEC.
3. That this Handbook is not an employment agreement, and I am employed at-will and either VMDAEC or I may terminate my employment at any time with or without cause and with or without notice.
4. That the policies set forth in the Handbook may be updated or otherwise modified, amended, or canceled from time to time and that VMDAEC will make a good faith effort to promptly communicate any changes to the Handbook, but that I may not always get such notice.

I understand that if I have any questions regarding this Handbook or the information contained in it, I may discuss them with my supervisor, Human Resources, or the President/CEO.

Employee’s Name (Please Print)

Employee’s Signature

Date

(If you wish to sign this document electronically, type / s / and your full name as your signature. This will act as an electronic signature pursuant to the Virginia Uniform Electronic Transactions Act (Va. Code § 59.1-479 et seq.))