



# EMPLOYEE HANDBOOK



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## WELCOME TO SKILS'KIN!

YOU ARE NOW PART OF A TEAM THAT EMBRACES OUR MISSION, VISION, AND VALUES. THESE ARE MORE THAN WORDS AND STATEMENTS ON OUR WALLS, BUT PRINCIPLES THAT GUIDE OUR DECISION MAKING.

### *Mission:*

**EMPOWER PEOPLE.**

**ENHANCE OPPORTUNITIES.**

**ENRICH COMMUNITIES.**

### *Vision:*

**BE THE COMPANY MOST KNOWN FOR CREATING AND IMPLEMENTING THE MODEL FOR INCLUSION FOR ADULTS WITH DISABILITIES.**

### *Values:*

#### **ACCOUNTABILITY:**

The acknowledgement and assumption of responsibility for actions, decisions, and policies. This includes the obligation to report, explain, and be answerable for resulting consequences.

#### **DIVERSITY:**

Genuine awareness, recognition, and inclusion of the dynamic qualities, beliefs, and contributions of every individual.

#### **INNOVATION:**

The creation of more effective products, processes, services, technologies, or ideas.

#### **INTEGRITY:**

The honesty and accuracy of one's actions.

#### **RELATIONSHIPS:**

Foster purposeful connections to better our communities.



# What does our name mean?

*Skils'kin is a Salish word meaning "a place where a person goes to seek personal identity and self-empowerment." What does this mean for you? It means that whether you are here for your first job, your fifth job, or your last job, we want you to succeed both in and out of work.*

**Skils'kin was founded in 1970 by a group of family members of individuals with disabilities. They were looking to ensure there were adequate opportunities for employment and community involvement for their loved ones. While our composition has changed, we are still committed to ensuring individuals with disabilities are included, valued, and heard.**

## REVISIONS TO HANDBOOK

This handbook will inform you of Skils'kin's policies and procedures. The handbook is not a contract. Skils'kin reserves the right to revise, add, or delete from this handbook as we determine to be in our best interest, except the policy concerning at-will employment. When we make changes to the policies and guidelines contained herein, we will endeavor to communicate them in a timely fashion, typically in a written supplement to the handbook or in a posting on company bulletin boards.

## AT-WILL EMPLOYMENT

Your employment with Skils'kin is on an "at-will" basis. Skils'kin can terminate your employment at any time, with or without notice and with or without cause. Likewise, we respect your right to leave Skils'kin at any time, with or without notice or cause. \*

Nothing in this handbook or any other Skils'kin document should be understood as creating a contract, a guarantee of continued employment, a right to termination only "for cause," or any other guarantee of continued benefits or employment. Only the Chief Executive Officer [CEO] has the authority to make promises or negotiate guaranteed or continued employment and only considered if the CEO offers it in writing and signs the same. If a written contract between you and Skils'kin is inconsistent with this handbook, the written contract is controlling.

Skils'kin and employees will not interpret, apply, or enforce this handbook to interfere with employees' rights under Section 7 of the National Labor Relations Act.

*\* Note for Montana Employees: This policy may not be appropriate in its entirety for Skils'kin employees working in Montana.*



# HIRING AND ORIENTATION POLICIES

## EQUAL OPPORTUNITY EMPLOYMENT POLICY

Skils'kin provides equal employment opportunities to all qualified individuals without regard to race, color, religion, sex, gender identity, sexual orientation, pregnancy, age, national origin, physical or mental disability, military or veteran status, genetic information, marital status, political association, or any other protected classification.

Skils'kin intends to maintain a work environment that is free of harassment, discrimination, or retaliation and we dedicate ourselves to equal opportunity concerning all aspects of employment, including but not limited to recruiting, hiring, placement, transfer, training, promotion, rates of pay and other compensation, termination, leaves of absence, and all privileges of employment.

Skils'kin prohibits retaliation against employees who provide information, complain, or assist in the investigation of a discrimination complaint or violation of the Equal Employment Opportunity Policy. Retaliation can include any unwarranted negative job action, such as demotion, discipline, firing, salary reduction, reduction of hours, or job or shift reassignment in order to deter you from making a complaint.

Skils'kin will conduct prompt and thorough investigations of all complaints that allege discrimination, harassment, retaliation, or any violation of the Equal Employment Opportunity Policy. Skils'kin will conduct investigations in a confidential manner to the extent possible and will take appropriate corrective action, if and where warranted.

We are all responsible for upholding this policy. You are encouraged to discuss your questions regarding equal employment opportunity with your Manager, any other designated member of Management, a Human Resource representative, the CEO, Corporate Compliance Officer, or the Chair of the Board of Directors.

*Employees are required to follow the Conflict Resolution Procedure for any and all complaints.*

## PROHIBITING WORKPLACE HARASSMENT POLICY

Harassment is a form of discrimination and a violation of the Equal Employment Opportunity Act (EEOA) and Skils'kin will take affirmative steps to prevent harassment in the workplace including investigating all complaints of harassment and prohibiting retaliation against anyone who files a complaint of harassment.

Skils'kin prohibits harassment or discrimination based upon:

- An individual's age
- Race (including traits historically associated or perceived to be associated with race, which includes, but are not limited to, hair texture and protective hairstyles such as afros, braids, locks, and twists)
- Color, national origin, ancestry
- Religion
- Sex, sexual orientation (including transgender status, gender identity or expression)
- Pregnancy (including childbirth, lactation, and related medical conditions)
- Physical or mental disability (including obesity)
- Genetic information (including testing and characteristics)
- Veteran status
- Uniformed service member status
- Any status protected by federal, state, or local laws

Skils'kin prohibits its employees, applicants, vendors, visitors, customers, and persons served from harassing others. It is impossible to list all the circumstances that may constitute workplace harassment, but the following are some examples of conduct that may constitute workplace harassment:

- The use of disparaging or abusive words or phrases, slurs, negative stereotyping in conversation, email or phone messages
- Threatening, intimidating, or hostile acts based on EEOA protected status
- Written or graphic material posted in the workplace that insults, stereotypes, or shows aversion or hostility toward an individual or group of people
- A display of symbols, slogans, or items that are associated with hate or intolerance toward any select group of people
- Teasing or bullying related to gender, sexual orientation, or physical appearance

## SEXUAL HARASSMENT

Skils'kin defines sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Illegal sexual harassment is when one or more of the following occur:

- An individual's term or condition of employment is openly or indirectly impacted based on submitting to or refusal to participate in sexual harassment
- An employment decision is based on submitting to or refusing to submit to sexual harassment
- The sexual harassment unreasonably interferes with an individual's work performance or creates an intimidating, hostile, or offensive work environment

### THIS LIST PROVIDES SOME EXAMPLES OF CONDUCT THAT IS ILLEGAL SEXUAL HARASSMENT:

- Unwelcome requests for sexual favors
- Lewd or derogatory comments or jokes
- Comments regarding sexual behavior or the body of another
- Sexual innuendo and other vocal activity such as catcalls or whistles
- Obscene letters, notes, emails, invitations, photographs, cartoons, articles, or other written or pictorial materials of a sexual nature
- Repeated requests for dates after being informed that interest is unwelcome
- Retaliating against another for refusing a sexual advance or reporting an incident of possible sexual harassment to Skils'kin or any government agency
- Offering or providing favors or employment benefits such as promotions, favorable evaluations, favorable assigned duties or shifts, etc., in exchange for sexual favors; and
- Any unwanted physical touching, assaults, blocking, or impeding movements

## NO RETALIATION POLICY

Skils'kin does not allow retaliation against applicants or employees who provide information, complain, or assist in investigating complaints of harassment or discrimination. Forbidden acts of retaliation include discipline, demoting, cutting hours, or firing anyone for participating in an investigation or reporting discrimination or harassment.

Skils'kin will promptly and thoroughly investigate any claim of discrimination or retaliation and take appropriate action where we find a claim has merit. To the extent possible, we will retain the confidentiality of those who report suspected or alleged violations of the discrimination or harassment policy.

## VIOLATION OF DISCRIMINATION POLICIES

Violators will be subject to discipline, which may include, but is not limited to, reprimand, suspension, demotion, transfer, and discharge. If Skils'kin determines that harassment or discrimination occurred, it will take corrective action to end the conduct. As necessary, Skils'kin may monitor any incident of harassment or discrimination to assure the inappropriate behavior has stopped. In all cases, Skils'kin will follow up as necessary to ensure that retaliation does not occur against an individual for making a complaint or cooperating with an investigation.

*Employees are required to follow the Conflict Resolution Procedure for any and all complaints.*

## REPORTING DISCRIMINATION AND HARASSMENT

Everyone that works at Skils'kin is responsible for upholding this policy. You are encouraged to discuss your questions regarding discrimination and harassment with your Manager or any other designated member of Management, a Human Resource representative, the CEO, Corporate Compliance Officer, or the Chair of the Board of Directors.

If you feel that you have witnessed or experienced any form of discrimination or harassment, promptly notify a member of Management or Human Resources. You may also contact the CEO or the Chair of the Board of Directors.

## AFFIRMATIVE ACTION

Skils'kin is a federal contractor and as such participates and agrees to a policy to take affirmative action as called for by applicable laws and executive orders in the following areas:

- Provide equal employment opportunities to all qualified persons and recruit, hire, train, terminate, promote, and compensate persons without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, genetic information, or characteristics, protected veteran status, or other protected classifications under federal and state law.
- Will not discriminate when administering employee compensation, benefits, promotions, transfers, layoffs, recalls, company-sponsored education training, tuition assistance, and social and recreational programs.

**PROMOTION** – Individuals will be upgraded and promoted on the basis of their abilities, skills, and experience. Skils'kin will undertake good faith efforts to ensure that minority and women employees, disabled individuals, and covered veterans, who are qualified, as well as those who become qualified through training, are considered for promotion.

**TRANSFERS** – When vacancies occur, Skils'kin will make every good faith effort to effect transfers of qualified minority and women employees, disabled individuals, and covered veterans, into areas covered employees have been or are currently underutilized.

**TERMINATIONS** – When reductions in Skils'kin work force occur, they will be based on nondiscriminatory factors and make every good faith effort to ensure that minorities and women, disabled individuals, and covered veterans are treated in a nondiscriminatory manner.

## PAY TRANSPARENCY NONDISCRIMINATION PROVISION

Skils'kin will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant.

This policy does not apply to employees who have access to the compensation information of other employees or applicants as a part of their essential job functions. Employees in this role cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information. 41 CFR 60-1.35(c).

## WAGE DISCLOSURE PROTECTION

Skils'kin will not require, as a condition of employment, that you cannot disclose the amount of your wages or require you to sign a waiver or other document that prevents you from disclosing the amount of your wages.

Additionally, Skils'kin will not discriminate or in any other manner retaliate against you for:

- Inquiring about, disclosing, comparing, or otherwise discussing your wages or the wages of other employees
- Asking Skils'kin to provide a reason for the amount of your wages or lack of opportunity for advancement
- Aiding or encouraging other employees to exercise their rights under this policy

This policy does not require you to disclose the amount of your wages. If you believe that you have been discriminated or retaliated against in violation of this policy, immediately report your concerns to Human Resources.

Skils'kin will not enforce this policy in a manner that interferes with, restrain, coerce, or retaliates against you for exercising your rights under the National Labor Relations act.

*Employees are required to follow the Conflict Resolution Procedure for any and all complaints.*

## DISABILITY AND PREGNANCY ACCOMMODATION

Skils'kin complies with the Americans with Disabilities Act (ADA), the Pregnancy Discrimination Act, and all applicable state and local employment laws. Skils'kin provides equal employment opportunities to qualified individuals with disabilities, including disabilities related to pregnancy, childbirth, and related medical conditions. When Skils'kin is aware of an employee's need for accommodation, Human Resources or the employee's Manager will engage the employee in the interactive process to identify an accommodation that will enable the employee to perform the job's essential functions.

As part of the interactive process, Skils'kin may require employees to provide documentation from a healthcare provider identifying the disability and its impact on the employee's job performance.

Skils'kin will consider an accommodation reasonable if it does not create an undue hardship due to cost, significantly impacts business operations, or pose a safety or health threat.

## PREGNANCY ACCOMMODATION

Where an individual is experiencing a pregnancy-related disability or medical condition, reasonable accommodation may include, but is not limited to:

- Providing more frequent, longer, or flexible restroom breaks
- Modifying a no-food or drink policy
- Job restructuring to part-time or modified work schedules, reassignment to a vacant position, or acquiring or modifying equipment, devices, or an employee's workstation
- Providing seating or allowing the employee to sit more frequently if her job requires her to stand
- Providing for a temporary transfer to a less strenuous or less hazardous position
- Assisting with manual labor or limits on lifting
- Scheduling flexibility for prenatal visits

If you require accommodation because of your disability and/or pregnancy, you must notify your Manager or Human Resources. After receiving your request, Skils'kin will engage in an interactive dialogue with you to determine the precise limitations of your disability and explore potential reasonable accommodations that could overcome those limitations. Where appropriate, we may need your permission to obtain additional information from your medical provider. Skils'kin will treat medical information received in connection with accommodation as confidential.

Skils'kin encourages you to suggest specific reasonable accommodations that you believe would allow you to perform your job. However, Skils'kin may provide alternative accommodation to those requested by the employee and will provide a reasonable accommodation that does not cause undue hardship to Skils'kin.

If Skils'kin grants a leave of absence as a reasonable accommodation, the leave may run concurrently with leave under the federal Family and Medical Leave.

Skils'kin prohibits retaliation against employees for requesting an accommodation related to a disability.

*Employees are required to follow the Conflict Resolution Procedure for any and all complaints.*

## ACCOMMODATIONS FOR NURSING MOTHERS

Skils'kin will provide nursing mothers unpaid break time to express milk for their infant child(ren) for up to two years following the birth of a child. Skils'kin will provide employees with a private space, other than a restroom, free from intrusion from co-workers and the public. If Skils'kin does not have a private space available, we will work with the employee to identify a convenient location to accommodate the nursing mother's needs.

Employees can store expressed milk in company refrigerators, and milk should be sufficiently marked or labeled to avoid confusion for other employees sharing the refrigerator.

You may combine breaks to express milk with other break times already provided by Skils'kin. If you are non-exempt, clock out for any time taken that does not run concurrently with regular rest periods.

*Employees are required to follow the Conflict Resolution Procedure for any and all complaints.*

## RELIGIOUS ACCOMMODATION

Skils'kin does not discriminate against employees based on their religious beliefs. Employees may request an accommodation when their religious beliefs cause a deviation from Skils'kin work policies or job requirements. Skils'kin will consider the request but reserves the right to offer its accommodation to the extent permitted by law. At no time will Skils'kin question the validity of a person's belief. If you require religious accommodation, speak with your Manager or the Human Resources Department. Skils'kin prohibits retaliation against employees for requesting a religious accommodation in good faith.

*Employees are required to follow the Conflict Resolution Procedure for any and all complaints.*

## ACCOMMODATIONS FOR VICTIMS OF DOMESTIC VIOLENCE, SEXUAL ASSAULT, OR STALKING

Skils'kin will provide reasonable accommodation to employees who are victims of domestic violence, sexual assault, or stalking, provided the accommodation will not pose an undue hardship on Skils'kin's business. Reasonable safety accommodations may include, but are not limited to:

- Transfer or reassignment
- Modified job schedule
- Change in work telephone number, email address, or workstation
- Installed locks
- Implementing safety procedures
- Any other adjustment to a job structure, workplace facility, or work requirement in response to an actual or threatened act of domestic violence, sexual assault, or stalking

If you require a safety accommodation, notify your Manager or Human Resources. You may be required to provide documentation verifying that you are a victim of domestic violence, sexual assault, or stalking. You can satisfy this by providing Skils'kin with documents such as a police report, court order, or written statement.

After receiving your request for safety accommodation, Skils'kin will work with you to explore potential accommodations. Skils'kin encourages you to suggest specific accommodations that you believe would be effective, and Skils'kin may provide an alternative to the requested accommodation.

Skils'kin will not discriminate or retaliate against employees who are victims of domestic violence, sexual assault, or stalking or who request accommodation in accordance with this policy.

*Employees are required to follow the Conflict Resolution Procedure for any and all complaints.*

## STANDARDS OF CONDUCT

Skils'kin wishes to create a work environment that promotes job satisfaction, respect, responsibility, integrity, and value for all our employees, clients, customers, and other stakeholders. We all share in the responsibility of improving the quality of our work environment. By deciding to work here, you agree to follow Skils'kin's standards of conduct.

While it is impossible to list everything that could be considered misconduct in the workplace, what is outlined here is a list of behaviors that could result in discipline, up to and including termination of employment. This policy is not intended to limit our right to discipline or discharge employees for reasons permitted by law. Examples of inappropriate conduct include:

- Violation of the policies and procedures set forth in this handbook and elsewhere
- Possessing, using, distributing, selling, or negotiating the sale of illegal drugs or other controlled substances
- Being under the influence of alcohol during working hours on Skils'kin property (including in Skils'kin vehicles), or on Skils'kin business
- Inaccurate reporting of the hours worked by you or any other employees
- Providing knowingly inaccurate, incomplete, or misleading information when speaking on behalf of Skils'kin or in employment related documents
- Falsifying job applications, personnel files, employment review documents, intra-company communications, or expense records
- Taking or destroying Skils'kin property
- Possession of potentially hazardous or dangerous property (where not permitted) such as firearms, weapons, chemicals, etc., without prior authorization
- Fighting with, or harassment of (as defined in our EEO policy), any fellow employee, vendor, or customer
- Disclosure of Skils'kin trade secrets and proprietary and confidential commercially-sensitive information (i.e., financial or sales records/reports, marketing or business strategies/plans, product development information, customer lists, patents, trademarks, controlled unclassified information, etc.) of Skils'kin or its customers, contractors, suppliers, or vendors
- Refusal or failure to follow directions or to perform a requested or required job task that is legal
- Refusal or failure to follow safety rules and procedures
- Excessive tardiness or absences
- Smoking in undesignated areas
- Working unauthorized overtime
- Solicitation of fellow employees on Skils'kin premises during working hours
- Failure to dress according to Skils'kin policy
- Use of obscene or harassing (as defined by our EEO policy) language in the workplace
- Gambling on Skils'kin premises
- Lending keys, keycards, FOBs allowing unauthorized persons onto Skils'kin property

*Nothing in this policy is intended to limit your rights under the National Labor Relations Act, or to modify the at-will employment status where at-will is not prohibited by state law.*

## ETHICAL CODE OF CONDUCT

Skils'kin will conduct its business affairs ethically, legally, honestly, and properly. Skils'kin's Ethics policy provides guidance that you can use to ensure you perform your job or conduct business on behalf of Skils'kin in an ethical manner consistent with company values. Ethics and integrity are critical in all of our processes, and you must observe these standards when:

- Reporting information
- Using resources owned by Skils'kin
- Interacting with employees, Persons served, consumers, suppliers, competitors, and stakeholders
- Confronting a difficult deadline, goal, expectation, or decision
- Marketing Skils'kin's services and products, employees will ensure that services and products are promoted in a manner that is respectful of cultural beliefs and values

Skils'kin will comply with laws, regulations, and rules where we do business and specifically forbids unethical or illegal acts by employees. Whether or not the action is a criminal act subject to prosecution, Skils'kin will not tolerate:

- Any act of fraud or deception involving Skils'kin, its customers, Persons served, employees, or any other party such as but not limited to billing for job coaching services not delivered
- Any act of bribery, including a promise, offer, gift of money or anything of value made or offered by an employee to:
  - A government official or someone acting for the governmentA person employed, or acting on behalf of, a customer, supplier, or other organization with which Skils'kin does business or has prospective business
- Destruction, manipulation, or alteration of records to:
  - Falsify, conceal, or misrepresent information
  - Show a performance record to be better than or different from performance achieved

## CONFLICTS OF INTEREST

A conflict of interest or the appearance of one occurs when you, a friend, social factors, or immediate family, use your position at Skils'kin for personal benefit through an investment, association or business relationship that interferes with your ability to exercise independent judgment on behalf of Skils'kin.

Skils'kin is concerned with conflicts of interest that create actual or potential job-related concerns, especially in the areas of confidentiality, customer relations, safety, security, and morale. If there is any actual or potential conflict of interest between you and a competitor, supplier, distributor, a contractor, or another employee to Skils'kin, you must disclose it to your Manager. If an actual or potential conflict of interest is determined to exist, Skils'kin will take necessary steps to reduce or eliminate this conflict.

Determining when a conflict of interest exists is not always easy to do. Employees with a suspected conflict of interest should seek advice from the Vice President of Human Resources or the CEO prior to engaging the suspected activity.

## MANDATORY REPORTING

Skils'kin provides employment and services to individuals with disabilities, many of which are identified as vulnerable people. All employees are considered mandatory reporters for vulnerable people that may be subject to exploitation, abuse, and/or neglect. As a mandated reporter, you must report any suspected incident of abuse and neglect. If you see, witness, or suspect abuse or neglect of a vulnerable person, you must report it promptly to the appropriate Protective Services Agency. Your Manager will provide you with training on what to look for and reporting procedures and/or assist you with filing a report.

## JOB DESCRIPTIONS

Skils'kin attempts to maintain a job description for each position. If you do not have a current copy of your job description, you may request one from your Manager.

Job descriptions prepared by Skils'kin serve as an outline only, and Skils'kin may require you to perform job duties not specified in your written job description. Furthermore, Skils'kin may have to revise, add to, or delete from your job duties when business needs make it necessary. On occasion, Skils'kin may need to change job descriptions with or without advance notice to employees.

*If you have any questions regarding your job description or the scope of your duties, please speak with your Manager.*

## **POSTING OF JOB OPENINGS**

Skils'kin wants to promote qualified employees from within, where possible, when they are qualified to perform the work of the position. Job openings are regularly posted on the bulletin boards, broadcast by email, and listed on Skils'kin's web career site.

Past performance, qualifications, and job experience are important factors when selecting employees for promotion. A current employee who meets the minimum qualifications for an announced position and is satisfactorily performing in their present job may apply for the job opening by submitting an online application for transfer/promotion through the web-based employee self-service portal. Employees may request accommodation or assistance applying for open job positions.

Skils'kin reserves the right to determine relative qualifications for a posted position or to hire from outside Skils'kin rather than promote from within.

## **JOB TRAINING**

In most cases, and for most departments, the department Manager provides training to employees individually, in group, or digitally. Even if you have had previous experience in the specified functions of your job duties, it is necessary for you to learn our specific procedures, as well as the responsibilities of the specific position. If you ever feel you require additional training, consult your Manager.

Skils'kin will provide mandatory training on safety, workplace policies, etc. through the Employee Self Service Training portal. Skils'kin expects you to make every effort to complete the training consistently and on time. If you are unable to complete the training consistently and on time, you should notify your Manager or Human Resources for assistance.

## **EMPLOYMENT AUTHORIZATION VERIFICATION**

The federal government requires that all newly hired employees complete Section 1 of federal Form I-9 on the first day of paid employment and must present acceptable documents authorized by the Department of Homeland Security and U.S. Citizenship and Immigration Services that prove their identity and employment authorization.

Employees must provide the documents no later than the third business day following the start of employment with Skils'kin. If you have not complied with this requirement or your status has changed, inform your Manager.

Employees authorized to work in this country for a limited period will be required to submit proof of renewed employment eligibility before the expiration of that period to remain employed by Skils'kin.



## WAGE AND HOUR POLICIES

### EMPLOYMENT CLASSIFICATIONS

Skils'kin has established the following employee classifications that determine how Skils'kin administers compensation and benefits programs. Skils'kin will inform you of your classifications upon hire, promotion, or any time a change in employment status occurs. These classifications do not guarantee employment for any specific length of time. Skils'kin and the employee may terminate employment at any time, without reason or notice, unless otherwise prohibited by law.

**REGULAR FULL-TIME:** An employee regularly scheduled to work no fewer than 30 hours per workweek and is hired for an indefinite period.

**REGULAR PART-TIME:** An employee regularly scheduled to work fewer than 30 hours per workweek and is hired for an indefinite period.

**TEMPORARY:** An employee hired to work for a limited time (typically less than six months) or to meet a short-term staffing need. Paid interns and work-study employees are considered temporary employees.

**EXEMPT:** An employee position that is exempt from minimum wage and overtime under the standards set by the Fair Labor Standards Act and state law.

**NONEXEMPT:** An employee position paid at minimum wage or higher on an hourly basis and is eligible for overtime pay under the Fair Labor Standards Act and state law.

**SCA:** An employee assigned to work on a Federal Contract covered by the Service Contract Act (SCA).

**NON-SCA:** An employee not covered by SCA rules.

**COMMISSION:** An employee who is compensated in part or as a whole by a commission plan based on performance or sales. Commission employees may be classified as exempt or nonexempt.

### PAY PERIOD

Skils'kin has established a biweekly pay period paid on alternate Fridays. Skils'kin will publish an annual payroll calendar, and employees can receive an updated copy through the Employee Self-Service Portal. Skils'kin will pay employees on the preceding workday if a payday date falls on a holiday. Skils'kin will pay a commission to employees according to the position's commission agreement. Skils'kin may establish alternative payroll periods when required by a service contract.

Employees are responsible for carefully reviewing and verifying all aspects of their hours worked, wages earned, and calculations of the same. Acceptance of your paycheck shall be verification that hours worked, wages earned, and calculations are correct. All complaints in any way relating to hours of work, meal and rest periods, payment of wages, overtime, and/or any other wage-related issue must be made to the employee's direct manager.

Employees are required to follow the Conflict Resolution Procedure for any and all complaints.

## OVERTIME AND WORKWEEK

**WORKWEEK:** Skils'kin has established a workweek that begins at midnight on Sunday and ends at midnight the following Saturday. Payroll uses this workweek to calculate overtime pay and establish pay periods.

**WORK SCHEDULE:** Our regular business hours differ between departments, and your Manager will set your actual work schedule based on the needs of the business.

**OVERTIME PAY:** Employees are paid overtime pay for hours worked over 40 within a workweek. The overtime rate is equivalent to one and one-half times your regular pay rate. Time paid but not worked, such as holidays, vacation, and sick pay, do not count as time worked for computing overtime.

Only non-exempt employees are eligible for overtime pay. Your Manager must approve working overtime in advance. Skils'kin may require you to work overtime, and your Manager will attempt to give you as much advanced notice as possible. Failure to work overtime when requested or unauthorized overtime may result in disciplinary actions.

## RECORDING TIME WORKED

Skils'kin keeps accurate records of hours worked by nonexempt employees and complies with all applicable federal, state, and local laws for tracking work time. Employees will record work time using a web-based or physical time clock in their work location, a computer, or a phone application.

Timekeeping methods may vary between departments and locations, and Managers will provide specific instructions for recording time. Exempt employees may also be required to track days or time worked but not for the purpose of calculating pay.

Employees are not permitted to clock in and out for other employees. Falsifying time records is subject to discipline up to and including termination of employment. If you make an error or forget to clock in or out, notify your Manager immediately or request a change through the Employee Self-Service Portal. If any employee, supervisor, or Manager falsifies your time entries, requires you to falsify your time entries, or requires you to work off the clock, notify Human Resources immediately. Unless otherwise instructed by your Manager, you must clock in or out as follows:

- Before starting your shift
- After finishing work
- Before your meal period
- When you resume work after your meal period
- Before and after any other time you are away from work

You should not clock in more than five minutes before your scheduled start time; clock out no later than five minutes after you stop working. Notify your Manager of pay discrepancies, unrecorded or incorrectly recorded work hours, or any involuntarily missed meal or break periods.

## REST AND MEAL PERIODS

Skils'kin complies with state and federal regulations to provide employees with appropriate rest and meal periods.

### REST PERIODS

Non-exempt employees must take rest periods as required by law and Skils'kin policy. Non-exempt employees must be allowed a paid rest period, free from duties, of at least 10 minutes for every 4 hours worked. You cannot combine breaks to extend lunch or meal periods. Skils'kin cannot require employees to waive their right to receive paid rest breaks. The following requirements also apply to rest periods:

- Employees cannot be required to work more than 3 hours without a rest break
- Breaks must be scheduled as close to the midpoint of a work period as possible
- Employers can require workers to stay on the job site during a rest break
- Rest breaks taken are considered "hours worked" when calculating paid sick leave and overtime

In some jobs, "mini" rest breaks can be taken instead of a scheduled rest break. These "mini" rest breaks must total at least 10 minutes over a 4-hour period. Skils'kin may allow

additional or extended breaks as a reasonable accommodation for a documented disability or nursing mothers.

## MEAL PERIODS

Non-exempt employees will be allowed an unpaid meal period when they work more than 5 hours in a shift. A meal period must be at least 30-minutes long and start between the second and fifth hour of their work shift. During the 30-minute meal period, employees will be relieved of all work duties. Meal periods are unpaid and do not count as hours worked. If you are required to be "on call," remain on company property, or if your Manager calls you back to work before completing your meal break, Skils'kin will pay you for the entire meal period. If you cannot take your scheduled meal period, notify your Manager immediately to ensure you are correctly paid.

Break and Meal period policies do not apply to exempt employees.

## DIRECT DEPOSIT

Skils'kin encourages all employees to enroll in direct deposit. If you would like to take advantage of direct deposit, ask your Manager or Human Resources for an enrollment form. Typically, the bank will begin the direct deposit of your payroll within 10 business days after you submit your completed application.

*If you have selected the direct deposit payroll service, a wage statement explaining your pay calculations and deductions is available through the Employee Self Service Portal.*

## PAYCHECK DEDUCTIONS

Skils'kin will deduct mandated taxes, including federal and state income tax, Social Security, and Medicare. State-mandated tax deductions will vary by location and may include the following:

- Unemployment Insurance
- Disability Insurance
- Paid Family Leave
- Workers' Compensation

Tax deductions will depend on your earnings and the information you list on your federal Form W-4 and applicable state withholding form. Skils'kin will also deduct for court or government wage garnishments.

Permissible deductions for exempt employees may include but are not limited to, deductions for full-day absences for reasons other than sickness or disability and particular disciplinary suspensions.

You may authorize voluntary deductions from your paycheck where permissible under state law. Your wage statement will reflect all deductions made from your pay. If you have any questions about deductions from your pay, contact your Manager or Human Resources.

Except for those required by law, Skils'kin will only deduct from your paycheck when you authorize the deduction in writing. Review your paycheck for errors each pay period and immediately report any discrepancies to your Manager. Skils'kin will reimburse any inadvertent or improper deductions on the next regular payday.

Skils'kin will not retaliate against employees who report erroneous deductions in accordance with this policy.

## BUSINESS EXPENSES-NON-TRAVEL RELATED

Skils'kin has an established procurement process to purchase goods and services necessary for business operations. Your Manager or Skils'kin must approve all purchases before you make a purchase. The following describes an inexhaustive list of reimbursable expenses not related to travel.

When it is necessary to buy outside the procurement process and incur an expense utilizing personal funds, Skils'kin will reimburse you for the cost, if authorized by your Manager.

## BUSINESS MEETINGS (EMPLOYER-SPONSORED EVENTS AND MEETINGS)

Skils'kin pays for expenses necessary to achieve a valid business purpose for meetings held with customers, vendors, or other Skils'kin employees. The person with the most senior management level pays for and reports all expenses.

## TECHNICAL AND TRAINING SEMINARS

Skils'kin pays for expenses associated with attendance at classes and seminars that enhance job-related skills. Your Manager must approve the fee in advance.

## GIFTS

You may present gifts only under exceptional circumstances and with prior approval of the appropriate Skils'kin officer.

## OTHER EXPENSES

Skils'kin will pay for postage and telephone expenses for business purposes.

## EXPENSE REPORTING

Review the purchasing, expense reimbursement, and/or credit card policies to submit for expense reimbursement or reporting expenses.

## BUSINESS TRAVEL EXPENSES

Skils'kin pays for pre-approved business travel expenses.

## ADVANCES

Skils'kin does not provide cash travel advances but may issue a credit card to you if you do not already have one. Before using a company credit card, review the purchasing, expense reimbursement, and/or credit card policies for guidance.

## TRAVEL EXPENSES

If you are traveling on behalf of Skils'kin, review the travel policy before travel. Examples of typical expenses include the following:

- Airline tickets
- Meals and lodging
- Car rental, bus, taxi, parking
- Telephone and fax
- Business supplies and services
- Associated gratuities
- Other expenses necessary to achieve the business purposes

## EXCLUDED EXPENSES INCLUDE:

- First Class airfare or noncommercial/chartered air travel
- In-room movies or refreshment bars
- Personal travel insurance

## USING PERSONAL VEHICLES FOR TRAVEL

You must maintain insurance coverage and an acceptable driving record according to Skils'kin standards when using your vehicle for business purposes. Travel between your home and primary work location, travel during unpaid breaks, or travel for personal business is not business travel.

You may use your vehicle for business travel with your Manager's approval. When you use your vehicle for company business travel, Skils'kin will reimburse you for mileage at the

standard IRS mileage rate. You must submit an approved travel/mileage reimbursement form to the Accounting department. Skils'kin will reimburse you for mileage on the weekly accounts payable schedule.

Your Manager may approve you for a mileage allowance in place of mileage reimbursement if you regularly drive your vehicle on company business. A mileage allowance is a set monthly amount determined by your Manager based on the amount of business travel anticipated. Skils'kin will include your mileage reimbursement in your bi-weekly paycheck.

### **BUSINESS TRAVEL TIME PAY**

When non-exempt employees must travel for company business, Skils'kin pays for travel time under federal and state law. If state law is more favorable than these policies, Skils'kin will comply with such state laws where and when applicable. Contact Human Resources for additional information.

### **HOME TO WORK TRAVEL**

If you travel from home or lodging before the regular workday and return to your home or lodging at the end of the workday, you are engaged in ordinary home-to-work travel, which is not time worked.

### **HOME TO WORK ON A SPECIAL ONE-DAY ASSIGNMENT OUT OF TOWN**

If you work a one-day assignment in another city but return home the same day, the time spent traveling to and returning from is considered work time. Skils'kin may deduct/not count that time you would normally spend commuting to the regular work site.

### **TRAVEL THAT IS ALL IN A DAY'S WORK**

Travel is counted as work time when it is a major activity of your job such as driving from job site to job site.

### **OVERNIGHT TRAVEL AWAY FROM HOME**

When you travel for work and it requires an overnight stay, Skils'kin will pay you for your regular work hours or time spent performing work. You will not be paid for time not performing work, for example, traveling on an airplane, train, boat, bus, vehicle, etc., unless you perform work during these times.

Exempt employees will not receive additional compensation for time traveling or out-of-town travel that requires an over-night stay.

### **USE OF SKILS'KIN ISSUED CREDIT CARDS**

If Skils'kin issues you a credit card for business-related expenses, you must adhere to the guidelines for protection and proper use of the card. Skils'kin will assign your spending limit according to the spending authority policy. You will be responsible for all unauthorized purchases made with a company-issued credit card.

Review and follow the purchasing, expense reimbursement, and/or credit card policies when submitting a credit card expense report. You must produce detailed original receipts for all purchases made with a company credit card.

Immediately report lost or stolen company issued credit cards to your Manager and the Accounting department. Failure to follow this policy may result in disciplinary action up to and including termination of employment.

## PERFORMANCE, DISCIPLINE, LAYOFF, AND TERMINATION

For more informal conflict resolution, the Company provides you with guidance to resolve conflict as quickly as possible. Still, you should feel empowered to go to any step directly to request help if you think you need to do so.

You may be able to resolve a conflict with the other people simply by telling them how their behavior affects you and asking them to stop. Resolving conflict at this level is ideal, but your Manager is there to assist you if you cannot discuss the issue directly with the person.

Bring your concerns forward right away. You should expect your Manager to respond to you within a few days after notifying them of your situation. If your issue remains unresolved by your Manager, please go to one of the following steps, or if your conflict is with your Manager, you may want to request assistance from Human Resources or the next level of Manager.

You may direct your concerns through the mail, email, phone, or private discussion. The Company will keep specific situations and resolutions confidential to the extent possible, but severe misconduct complaints, including discrimination, harassment, or unethical conduct, will result in a formal investigation to determine the best outcome. Each conflict situation differs, and corrective action will be appropriate to the specific circumstances.

### CONFLICT RESOLUTION PROCEDURE

If you have a complaint or need a problem solved, we encourage you to bring it up with those that can solve it as soon as possible. We desire to recognize a problem early and resolve it quickly. Skils'kin prohibits retaliation against any employee for good-faith actions in filing a complaint under this policy.

To be responsive to our employees and their concerns, Skils'kin utilizes a conflict resolution procedure designed for the benefit and use of employees and Managers to assist in resolving all workplace conflicts. The procedure does not affect the at-will nature of the employment relationship.

### PROCEDURE

- If an employee feels comfortable doing so, Skils'kin recommends that the employee first discuss their workplace concern with the person who is the source of the concern to resolve the concern informally in a mutually satisfying.
- If an employee is not comfortable with the previous step or needs to resolve their concern successfully, an employee should bring their concern to their Manager for discussion and resolution. Upon receipt of the complaint, the Manager should notify and partner with Human Resources to schedule a meeting with the employee within five (5) working days to discuss the complaint.
- Human Resources (HR) may call a meeting with the parties directly involved to facilitate a resolution. HR may gather further information from involved parties. Other than HR, all involved individuals will be responsible for not discussing the situation with any other employee or the complainant employee.
- Within five (5) working days after the discussion, the Manager and Human Resources should issue a written and verbal decision to the employee filing the complaint.
- After a review of the facts, which may include a review of the written summary of the problem, interviews with the people involved, and further investigation if necessary, HR will inform the employee of their decision, usually within 30 working days. Skils'kin's decision shall be final.

Skils'kin encourages employees follow the Conflict Resolution Procedure for addressing all workplace concerns, complaints, and/or claims. If an employee fails to report concerns and follow this Conflict Resolution Procedure, the employee's problem, complaint, and/or claim, will be considered resolved and Skils'kin will take no further action. Skils'kin reserves the right to bypass one or more procedural steps outlined in the Conflict Resolution Procedure.

## ATTENDANCE

Skils'kin requires employees to work all scheduled shifts, including overtime. Skils'kin provides paid vacation and sick time for employees to enjoy leisure time and conduct personal business. Besides paid time off, Skils'kin requires employees to report to work for all scheduled work shifts to ensure no service disruption to customers. When scheduled to work, we expect you to be on time and ready to work. Employees with a pattern of failing to report to work may be subject to disciplinary action, including termination of employment.

The Company reserves the right to apply unused vacation, sick time, or other paid time off to unauthorized absences permitted by applicable law. Approval of unpaid absences is an exception to the policy. Refer to the benefits section to learn how you may use vacation and sick leave that you have earned or request an unpaid absence.

## PROCEDURE FOR UNPLANNED ABSENCES

- Employees must notify their Managers a minimum of one (1) hour prior to their scheduled start time when possible. Employees must notify the Manager in person, by telephone call or text message. Any other form of contact such as email or through a co-worker will not be accepted as valid contact whenever they are unable to report for work, will be late, or must leave early. The notice should include a reason for the absence and an indication of when the employee can be expected to report for work.
- Employees are required to speak with and get prior approval from the Manager in person or by phone call if they must leave during any shift. Fax, text messages, and notes are unacceptable.
- Nonexempt employees who are delayed in reporting for work more than 30 minutes, and who have not notified their Manager of their expected tardiness, may lose their right to work the balance of the work day. In addition, employees who report for work in improper attire may not be permitted to work. Employees, who report for work in a condition considered not fit for work, whether for illness or any other reason, will not be allowed to work.
- Nonexempt employees will not be required or permitted to work any period of time before or after scheduled starting or quitting times for the purpose of making up time lost because of tardiness, unauthorized absence, authorized absence, or any other reason if the result will be that the employee works more than 40 hours during the workweek.
- Any unauthorized absence (no call/no show) may be considered job abandonment and a voluntary separation from Skils'kin. An absence is considered to be unauthorized if the employee has not followed proper notification procedures, or the absence has not been properly approved.

## DRESS CODE AND PERSONAL APPEARANCE

### DRESSING FOR WORK

Your appearance reflects the reputation, integrity, and public image of Skils'kin. You will maintain generally accepted personal hygiene habits, including clean clothing, good grooming, and attire suited for the workplace and the work performed. Some work locations require uniforms or protective safety clothing and equipment.

### USING FRAGRANCE

Out of concern for others with sensitivities or allergies in the workplace, limit using scented products, including but not limited to perfumes, colognes, and body lotions or hair products.

## ACCOMMODATION

Skils'kin, per applicable law, will reasonably accommodate employees with disabilities or religious beliefs that make it difficult for them to comply fully with the personal appearance policy. If the requested accommodation creates a safety concern or an undue hardship on Skils'kin, accommodation may not be possible. Contact your Manager to request reasonable accommodation.



## **OUTSIDE EMPLOYMENT**

Skils'kin does not prohibit employment outside of Skils'kin unless your other job creates a conflict of interest with your role at Skils'kin. If you believe your other work may create a conflict of interest, please see the Conflict of Interest policy listed in this Handbook and speak to your Manager. Skils'kin expects you to perform your job duties regardless of your other employment.

## **DISCIPLINARY PROCESS**

If you fail to follow Skils'kin policies and/or procedures, or your job performance does not meet standards, you may be subject to disciplinary action, including demotion, transfer, leave without pay, or termination of employment.

## **CAREER DEVELOPMENT AND PERFORMANCE REVIEWS**

Skils'kin's mission is to empower employees to have a successful experience while working at Skils'kin and that employees commit to their own career development. Your manager will provide feedback on your work performance as needed to assist you in being successful in your job. Some feedback will be informal, and some will be formal.

Periodically you will receive a formal performance review that will summarize your job success and identify areas of development. Typically, your manager will conduct a formal performance review once a year. You may ask your Manager for frequent feedback to ensure that you continue to improve your job performance and plan for your future career growth. Your manager may also decide to conduct more frequent performance reviews. To achieve your career goals, you should take a proactive role in the performance review process by working with your manager to achieve those goals.

You may also request a formal Performance Improvement Plan (PIP), or your Manager may initiate a PIP to assist you in being successful in your job. A PIP is a plan for you to follow to improve performance areas in the essential job factors of your job. Unlike a performance review, the PIP is a particular plan with a limited completion time. A positive Performance Review or a PIP does not guarantee pay increases or continued employment.

## **COMPENSATION AND PAY INCREASES**

Skils'kin complies with all wage and hour laws and pays employees according to State and/or Federal minimum wage. Skils'kin also pays according to the current federal wage determination for your job classification if you work on a government-awarded project. Job market rates will likewise play a role in how compensation is determined.

Depending on financial health and other factors, Skils'kin will make efforts to give pay raises consistent with Skils'kin's financial health, your job performance, and the consumer price index. Skils'kin may also make individual pay raises based on merit or a job position change.

## **CRIMINAL ACTIVITY, ARRESTS, CONVICTION**

Skils'kin will report all criminal activity under applicable law. Involvement in illegal activity while employed by Skils'kin, whether on or off Company property, may result in disciplinary action, including suspension or termination of employment.

Skils'kin will consider an employee's absence due to incarceration an unexcused absence, which may lead to disciplinary action, including termination of employment.

Employees must report criminal arrests or convictions while employed by Skils'kin to their Manager. Skils'kin may investigate and determine if the findings will impact your continued employment with Skils'kin. Failing to report the arrest or conviction could lead to immediate termination of employment.

## **RESIGNATION POLICY**

You may choose to resign from your position, and Skils'kin intends to handle any resignation professionally with minimal disruption to you or the workplace. Skils'kin requests that you provide two weeks' notice of your resignation in writing and present it to your Manager. If you provide less notice than requested, Skils'kin may not consider you for rehire in the future. Skils'kin reserves the right to provide you with pay instead of notice.

## **WORKFORCE REDUCTIONS (LAYOFFS)**

If it becomes necessary for the business, Skils'kin may decide to implement a reduction in force (RIF). We acknowledge that RIFs can be a trying experience for all involved, and Skils'kin will make its best effort to make sound business decisions while recognizing the needs of its workforce. We will try to provide you with a two-week notice, although that may not always be possible.

Seasonal layoffs occur routinely for some government contracts. Skils'kin will determine which employees will be laid off based on relevant business factors. Employees informed that they will be laid off may seek transfers or promotions by applying for open positions. All layoffs are considered permanent. Skils'kin will consider previous employment performance in hiring decisions, and all former employees must apply for open positions by following the instructions in job postings.

All open positions are posted on Skils'kin's website, and current and former employees must apply through the web portal.

## **FINAL PAY**

Once your employment ends with Skils'kin, you will be issued your final paycheck on the next scheduled payday (see Payroll Calendar). When possible, your last paycheck will include all wages earned for hours worked, pay out of accrued vacation (review vacation payout policy in the Benefits section of this Handbook), and any other wages due. All applicable deductions will apply to your final paycheck. Unless you make other arrangements, we will issue your last check as you usually receive your payment. If you have direct deposit, we will mail your final pay advice slip to your address on file.

Remember to update your address anytime you change addresses to ensure you receive your annual notices and tax forms. Update your personal information through the Employee Self-Service portal anytime. Additional information about termination is available in the Benefits section of this Handbook.

## **RETURN OF COMPANY PROPERTY**

Return all Company property at the time of separation, such as uniforms, cellphones, keys, tools, laptops, credit cards, and identification cards. Failure to return some items may result in deductions from your final paycheck where state law allows. In some circumstances, Skils'kin may pursue criminal charges for failure to return Company property.

## **EXIT INTERVIEW**

When you leave your employment at Skils'kin, we may ask you to participate in an exit interview. The exit interview helps us gain insight into your decision to leave your job and identify any trends. We appreciate your cooperation in the exit interview process. The exit interview is available to you through the Employee Self-Service Portal. If you are not offered an opportunity for an exit interview, you may request one by contacting Human Resources.

## **POST-EMPLOYMENT REFERENCES**

Skils'kin's practice is only to confirm dates of employment and job titles when employment verification or references are requested. With written authorization, Skils'kin will provide compensation information. Forward any requests for employment verification to Human Resources for completion.

## GENERAL POLICIES

### PROFESSIONAL BOUNDARIES

Persons served, and employees trust Skils'kin staff to be professional and respectful when providing services and instruction. All staff will maintain relationships exclusively focused on meeting business and service delivery goals.

#### IMPORTANT AREAS TO CONSIDER FOR EFFECTIVE PROFESSIONAL RELATIONSHIPS ARE:

**INAPPROPRIATE SELF-DISCLOSURE:** Inappropriate self-disclosure is sharing personal information that burdens another or creates an environment that burdens others to take care of the staff. Skils'kin staff must ensure that self-disclosure does not influence or take away from services provided to Persons served or negatively affect employee relationships. Before self-disclosing, consider how the information benefits the person.

**PHYSICAL CONTACT:** There are ways of using touch to communicate professional support, such as a pat on the back or shoulder, a hug, or a handshake. The receiver may also interpret touch as sexual or an inappropriate act/behavior. Skils'kin staff should use sound judgment when using touch for supportive reasons and recognize the diversity of individuals and cultural norms. Unwelcome touching can be considered harassment by the receiving party. Likewise, physical touching by the person served towards the provider should be discouraged and not typical in the relationship. Employees must be respectful of their coworkers and avoid touching others they work with.

**MODELING PROFESSIONAL CONDUCT:** Company policies in this handbook address conflict of interest and ethical conduct, which influence how we maintain appropriate professional boundaries at work. Any time a working relationship crosses from a strictly working relationship into a more personal connection, it potentially creates an unprofessional environment for employees. Working relationships are those between Managers, Supervisors, Co-workers, Persons served, vendors, military, and contractor customers. In many of Skils'kin operations, we share the workspace with other professional organizations and must maintain professionalism in these relationships.

When a personal relationship influences your ability to provide services, make sound work decisions, or maintain productive work relationships, it is a conflict of interest. Managers will not have romantic or personal friendships with employees who report to them or with other Managers when it has an adverse impact on employees. It is impossible to list all the possible ways some types of relationships may not be appropriate. Still, Skils'kin will investigate any reports of employees feeling uncomfortable or unsafe due to a relationship with their Manager, team leader, co-worker, or customer.

### FRAUD WASTE AND ABUSE

Skils'kin provides business services to the Federal Government and Washington State. Skils'kin is required to comply with strict rules related to Fraud, Waste, and Abuse. As an employee, you are required to comply with these standards and report any Fraud, Waste or Abuse promptly.

- Fraud is the wrongful or criminal deception intended to result in financial or personal gain. Fraud includes false representation of fact, making false statements, or by concealment of information.
- Waste is the thoughtless or careless expenditure, mismanagement, or abuse of resources to the detriment (or potential detriment) of the U.S. government. Waste also includes incurring unnecessary costs resulting from inefficient or ineffective practices, systems, or controls.
- Abuse is excessive or improper use of a resource in a manner that results in waste or illegal use. Abuse can occur in financial or non-financial settings.

## OUR BUSINESS STANDARDS

- You will follow the following standards to ensure you do business for Skils'kin in an ethical manner.
- Utilize public funds and resources for the contractual purpose intended
- Only report submit for reimbursement for services and procedures for which there is supporting documentation
- Only bill for services and procedures that are provided
- Scrutinize and manage resources and inventories appropriately
- Thorough fiscal monitoring to prevent fraud, waste, and abuse
- Investigate and correct all reports of fraud, waste, and abuse

## REPORTING FRAUD WASTE AND ABUSE

- Employees can report Fraud, Waste, and Abuse directly to the Federal Government's Inspector General's Office at <https://www.opm.gov>. The Federal Government protects Employees who report Fraud Waste and Abuse from retaliation
- Employees may contact their Manager directly
- Corporate Compliance Officer at 509-326-6760 (ext. 2308), or by email at [corporatecompliance@skils-kin.org](mailto:corporatecompliance@skils-kin.org)
- President/CEO, at 509-326-6760 (ext. 2999), or by email at [bbehler@skils-kin.org](mailto:bbehler@skils-kin.org)
- Board President by email at [SkilskinBoardofDirectors@gmail.com](mailto:SkilskinBoardofDirectors@gmail.com)
- Any of the above can be contacted by US Mail at: 4004 East Boone Ave, Spokane, WA 99202-4509

The complaint should include information regarding the suspected employee and the nature of the suspected fraud, waste, or abuse. Regardless of how a report is made, to be useful in the detection and prevention of misconduct, the report should contain specific information regarding the suspected misconduct, including:

- Reason you believe a violation has occurred
- When and how the conduct occurred or is occurring;
- Information regarding the specific nature of the incident and/or conduct
- Name of individual and/or group you suspect of committing the violation
- Date the situation occurred
- Other information you may have to help with the investigation or understanding of the situation

## PERSONAL INFORMATION CHANGES

You must provide your contact information with Skils'kin, including your current mailing address and telephone number. Inform Skils'kin of any changes to your marital or tax withholding status. Failure to do so may result in loss of benefits or delayed receipt of W-2 and other mailings. To make changes to this information, update your file through the Employee Self-service Portal. For assistance accessing the Employee Self-service portal, contact Human Resources.

## COMPANY RESOURCES AND FACILITIES

### IMPORTANT NOTICES

Skils'kin will keep you informed about important workplace rules and information that impacts you, including policies, safety, your rights as an employee, etc. All company facilities will display posters informing you of your rights as an employee under State and Federal Law. Your Manager may also display newsletters, safety information, announcements, etc.

### EMPLOYEE SELF-SERVICE PORTAL

Changes to policies and information about benefits, training, and pay are available to you electronically through the Employee Self-Service Portal. The Employee Self-Service Portal provides every employee access to their data whenever needed. For assistance accessing the Employee Self-Service Portal, contact Human Resources.

## SECURITY

All employees are responsible for helping to make Skils'kin a safe and secure work environment. Upon leaving work, lock all desks, lockers, and doors protecting valuable or sensitive material in your work area and immediately report any lost or stolen keys/FOBS, passes, or similar devices to your Manager. Refrain from discussing specifics regarding Company security systems, alarms, passwords, etc., with anyone that should not have or need this information.

Immediately notify your Manager of any known or potential security risks and/or suspicious conduct of employees, customers, or guests. Safety and security are the responsibility of all employees, and we rely on you to help us keep our work areas secure.

## EMPLOYEE PARKING

Most facilities have parking spaces designated for employees. Do not park in spaces reserved for visitors or other purposes. Please lock your car while parked in the lot. Skils'kin does not assume responsibility for vehicles or their contents in any parking area, regardless of location.

## SMOKING / VAPING

All Skils'kin facilities and vehicles are no smoking or vaping zones. You may smoke or vape in areas designated for smoking during breaks or meal periods. You must follow all state or federal rules regarding smoking or vaping while working for Skils'kin, including in any facility where Skils'kin does business.

If you use your vehicle to transport Persons served, you must not vape or smoke in your vehicle to ensure the safety of the Persons served.

## USE OF MAIL AND COPY MACHINE

You may not use Skils'kin's name, address, or stationery for personal mail. The postage meter and copy machines are available to you on a limited basis and you must reimburse Skils'kin for the cost of personal mail or photocopies.

## OFF-DUTY USE OF EMPLOYER PROPERTY OR PREMISES

You must have written permission to use company property or facilities for personal use. If you use Company facilities during your off-duty hours or Company off-hours, you must follow all requirements and instructions established by the building Manager.

## PETS AT WORK

You must have permission from your Manager to bring your pet to work. "Pet" does not refer to service animals. Your Manager will evaluate requests to bring pets to work on a case-by-case basis. If approved, you assume responsibility to:

- Ensure safety of everyone in the workplace as well as the pet
- Keep your pet under control and constantly on a leash or restrained at all times
- Prevent the pet from disrupting the workplace such as barking or making any other disturbance
- Provide food and water for the pet and clean up all resulting messes
- Ensure the pet has the opportunity to relieve itself outside and promptly dispose of waste
- Maintain cleanliness of areas where the pet may shed or leave food waste
- Keep pets away from food prep areas
- Take personal and financial responsibility for injuries caused to humans or property by the pet
- If you bring your pet to work, you are attesting that your pet is up to date on all vaccines

Not all work locations or environments are suitable for pets, and some work locations do not allow pets in the workplace except for certified service animals. Skils'kin disclaims all liability for the behavior or health of your pet. Bringing a pet into the workplace is a privilege, and Skils'kin may revoke permission at any time and for any reason.

## **UNEXPECTED WORK LOCATION CLOSURE/ WEATHER**

Skils'kin expects employees to report to work unless the significant highways have not been plowed, are closed due to extreme weather, or Management closes a work location due to unexpected occurrences.

Bad weather conditions may be localized, and adjusting travel times may allow employees to travel safely. When bad weather impacts employees' travel, they must contact and advise their Manager on when they expect to report to work. In some cases, the Manager may require the employee to remain home.

Skils'kin may also close work locations, including work locations on government property, due to unforeseen circumstances preventing a safe or effective work environment, such as a power outage, broken pipes, no heat, no water, bad weather, etc.

Skils'kin employees may use vacation or sick leave when approved by the Manager when bad weather prevents the employee from reporting to work, or Skils'kin closes the work location. Based on personal safety, an employee may request vacation or sick leave versus driving during adverse weather conditions.

## **COMPANY PROPERTY ISSUANCE**

Skils'kin may issue items you need for your job. Items issued may include but are not limited to clothing, keys/FOBS, cell phones, laptops, software, etc. If you lose, neglect, or fail to return these items, you may be responsible for reimbursing Skils'kin the replacement amount or an amount permitted by state or federal law.

## **SEARCHES AND INSPECTIONS**

In the interest of safety and security, Skils'kin may conduct searches of Company and personal property in the workplace. You should not expect confidentiality or privacy when at work.

Skils'kin can search its property, including workstations, desks, file cabinets, lockers and similar areas, phones, voicemail, computers, tablets, vehicles, machinery, etc.

Skils'kin can search personal possessions, including lunchboxes, briefcases, backpacks, packages, or other items carried onto company property. Skils'kin may also conduct visual or safety inspections of vehicles if you use your personal vehicle to transport Persons served.

Skils'kin may conduct searches allowed under State, Federal, and local law. If you feel you have been subject to an improper search, you may report your concerns to your Manager, Human Resources, Corporate Compliance, or CEO.

## **NO SOLICITATION/NO DISTRIBUTION**

To avoid disruption of business operations or disturbance of employees, visitors, and others, Skils'kin prohibits solicitation. Solicitation includes, but is not limited to, selling items or services, requesting contributions, and soliciting or seeking to obtain membership in or support for any organization. Skils'kin prohibits solicitation performed through verbal, written or electronic means.

You may not solicit other employees during your working time. For this purpose, working time means the time during which either you or when other employees are actively working.

Distribution or posting of literature that violates Skils'kin's Equal Employment Opportunity (EEO) and No Harassment policies (including threats of violence), or is knowingly and recklessly false, is never permitted. Skils'kin does not permit non-employees to distribute materials on company premises at any time.

This policy does not restrict employees' statutory rights to discuss terms and conditions of employment, and it does not prevent employees from engaging in protected concerted activity under the National Labor Relations Board (NLRB).

## WEAPONS FREE WORKPLACE

Skils'kin does not permit weapons on our campuses and work locations, including parking lots or anywhere Skils'kin conducts business. Customer locations, client locations, trade shows, restaurants, company event venues, etc., are also subject to this policy. This policy applies regardless of whether the individual possesses a concealed weapon permit or is allowed by law to possess a weapon.

Skils'kin reserves the right to search all company-owned or leased vehicles and all vehicles, plus packages, containers, briefcases, purses, lockers, desks, enclosures, and persons entering its property, to determine whether any weapon is being, or has been, brought onto its property or premises in violation of this policy. While employees have a "reasonable expectation of privacy," Skils'kin will conduct searches when there is reasonable suspicion of misconduct related to this policy.

Employees who fail or refuse to permit a search under this policy will be subject to discipline up to and including termination. Employees who observe a breach of policy should notify management immediately.

## PERSONAL CELL PHONE/MOBILE DEVICE USE

Using your cell phones and mobile devices at work can be distracting and affect coworkers' productivity and your own. Using your phone during nonworking time, such as breaks and meal periods, is best. Use your phone and other devices in a manner that is courteous to those around you. You should only use your device when not working or on a minimal basis if you have been allowed to have the device with you at work.

Skils'kin prohibits taking pictures or videos with your phone on Company property unless authorized in advance by management. Taking photos or videos at job sites located at military or government facilities and properties may be prohibited. Skils'kin expects you to comply with Company policies protecting confidential and proprietary information when using personal devices.

You may be required to use your phone or device for work purposes and only use your devices for work with written authorization from the IT department. The complete policy on using personal devices for work is available in the Information Technology Handbook (ITH). You may receive a reimbursement allowance if Skils'kin permits you to use your device for business. The cost of your mobile plan may exceed the reimbursement allowance provided by Skils'kin. Skils'kin is not responsible for the cost of your mobile plan or paying your plan premiums.

Skils'kin does not permit using mobile devices while operating vehicles for work. If you need to make or receive a phone call while driving, pull off the road to a safe location or use hands-free equipment for the device that complies with applicable state laws.

This policy does not prevent employees from engaging in protected concerted activity under the National Labor Relations Act.

## USE OF COMPANY TECHNOLOGY

All content maintained in Company IT resources and communications systems is the property of Skils'kin. Employees should have no expectation of privacy in any message, file, data, document, facsimile, telephone conversation, social media post, conversation, or any other kind or form of information or communication transmitted to, received, printed from, or stored or recorded on Company electronic information and communications systems.

Skils'kin reserves the right to monitor, intercept, and/or review all data transmitted, received, or downloaded over Company IT resources and communications systems under applicable law. If you access the IT systems, Skils'kin may periodically monitor your activity with or without notice.

Skils'kin employees with access to use company technology will read and follow the guidance outlined in Skils'kin's Information Technology Handbook (ITH). The ITH provides the rules associated with using Skils'kin's information technology (IT) resources and communications systems.

Company IT resources and communications systems include but are not limited to:

- Email systems and accounts
- Internet and intranet access
- Telephones and voicemail systems, including wired and mobile phones, smartphones
- Printers, photocopiers, and scanners
- Fax machines, e-fax systems, and modems
- All other associated computers, network, and communications systems, hardware, peripherals, and software, including network key fobs and other devices
- Closed-circuit television (CCTV) and all other physical security systems and devices, including access key cards and fobs



If you violate Company IT policies, you will be subject to corrective action, up to and including termination of employment. If necessary, Skils'kin will also advise law enforcement officials of any illegal conduct.

## SOCIAL MEDIA

Skils'kin recognizes that the internet provides unique opportunities to participate in interactive discussions and share information using a wide variety of social media. Social media includes all means of communicating, posting information or content of any sort on the internet, including your own or someone else's blog, personal website, social networking, web board, or chat room, whether or not associated or affiliated with Skils'kin. Ultimately, you are solely responsible for your posts on social media platforms.

If you post social media content that adversely affects your co-workers' job performance; Persons served, customers, suppliers, or people who work on behalf of Skils'kin; or Skils'kin's legitimate business interests, you may have consequences to your employment with Skils'kin, including disciplinary action up to and including termination. Skils'kin expects you to abide by the following guidance related to social media and your employment at Skils'kin.

**BE RESPECTFUL:** Ensure your social media postings do not include unlawful discriminatory remarks, harassment, threats of violence, or other unlawful conduct. Be courteous to co-workers, customers, Persons served, suppliers, or people who work on behalf of Skils'kin.

**BE HONEST AND ACCURATE:** Only post truthful and accurate information or news on social media; if you make a mistake, correct it quickly and admit it.

**MAINTAIN CONFIDENTIALITY:** Maintain the confidentiality of Skils'kin's trade secrets and private or confidential information. Trade secrets may include information regarding the development of systems, processes, products, expertise, and technology. Do not post confidential information about employees, persons serviced, vendors, or contractors on social media. Do not create a link from your blog, website, or other social networking sites to a Skils'kin's website without identifying yourself as a Skils'kin employee. Express only your personal opinions. Never represent yourself as a spokesperson for Skils'kin.

**USING SOCIAL MEDIA AT WORK:** Refrain from using social media while on work time or with company equipment unless it is work-related and your Manager authorizes it.

**OTHER CONSIDERATIONS:** Employees are encouraged to check with their Manager or Director of Communications for guidance on using Social Media. Skils'kin will not post social media content that includes photos or information about employees, Persons served, customers, etc., without written permission. Employees may not use the logo, trademarks, etc., on social media.

All government installations on which Skils'kin does business prohibits Skils'kin and its employees from posting photos and information on all military bases, federal courthouses, and General Services Administration offices.

**MEDIA CONTACTS:** You may not speak to the media on Skils'kin's behalf unless approved by your Vice President. Before speaking to media, read and follow the Third-Party Disclosures Policy.

**RETALIATION AND YOUR RIGHTS:** Skils'kin prohibits taking adverse action against you or any employee for reporting a possible deviation from this policy or cooperating in an investigation. Any employee who retaliates against another associate for reporting a violation of this policy or cooperating in an investigation will be subject to disciplinary action, including termination.

**RIGHT TO ENGAGE IN PROTECTED ACTIVITIES:** It is not Skils'kin's intention to limit, in any way, employees' rights under federal, state, or local laws, including under the National Labor Relations Act, to engage in protected concerted activities with other employees to improve or discuss terms and conditions of employment. Conditions

of employment include wages, working conditions, and benefits.

### **THIRD PARTY DISCLOSURE POLICY**

At times, Skils'kin may become involved in news stories or potential or actual legal proceedings. If that happens, lawyers, former employees, newspapers, law enforcement agencies, and other outside persons may contact our employees to obtain information about the incident or the actual or potential lawsuit.

You should not speak on behalf of Skils'kin. You should refer any requests for information about Skils'kin to your Manager, who will notify the proper Vice President. Contact your Manager or Vice President if you have questions about this policy or are unsure what to do when contacted by media.

### **CONFIDENTIALITY AND NONDISCLOSURE OF TRADE SECRETS**

Skils'kin employees are required to protect the confidentiality of Skils'kin, its customers, vendors, contractors, trade secrets, proprietary information, and confidential commercially-sensitive information (i.e., financial or sales records/reports, marketing or business strategies/plans, product development, customer lists, patents, trademarks, etc.) related to Skils'kin. If you have access to this information, you may not release it without prior authorization from Management.

*If you have information that leads you to suspect that employees are sharing such information in violation of this policy and/or competitors are obtaining such information, you are required to inform your Manager or the Corporate Compliance Officer.*

## BENEFITS, PAID TIME OFF, LEAVE OF ABSENCE

Skils'kin provides its employees with a variety of fringe benefits and provides information and summaries to employees to explain these benefit plans at the time of hire and continuously. Skils'kin reserves the right to modify, amend, or terminate its benefits as they apply to all current, former, and retired employees.

### EMPLOYEE ELIGIBILITY DEFINITIONS

Skils'kin uses the following employee classifications and work group definitions when assigning benefits to employees. More than one classification or work group may apply to an employee's benefit status. Regular Full-time Employees

Employees who regularly work 30 or more scheduled hours per work week on an ongoing basis. This classification does not guarantee a certain number of weekly hours or continued employment.

**REGULAR PART-TIME EMPLOYEES:** Employees who regularly work less than 30 scheduled hours per work week on an ongoing basis. This classification does not guarantee a certain number of weekly hours or continued employment.

**TEMPORARY EMPLOYEES:** Employees hired for a specific period or specific work project not to exceed six months in duration. Skils'kin reserves the right to extend the duration of temporary employment where necessary. Temporary employees are not eligible for benefits unless the handbook specifies otherwise or as specified in benefit plan summaries or specifically required by law.

**SERVICE CONTRACT ACT EMPLOYEES (SCA):** Employees who work on Federal Contracts and The Code of Federal Regulations, Title 29, Subtitle A, Part 4, specify required benefits, including paid holidays, vacation, paid sick leave, and other health and welfare benefits.

**NON –SCA EMPLOYEES :** Employees who work at Skils'kin but not on Federal Contracts or other subsidiary enterprises. Employees in this classification are not entitled to the employee benefit provisions required by Federal Regulations.

**A&W ENTERPRISE EMPLOYEES:** Employees who perform work for a subsidiary enterprise, e.g., A&W Windows.

**VOLUNTEER AND UNPAID INTERNSHIPS:** An individual who donates time to work for Skils'kin but does not get paid wages. Volunteers and Unpaid Interns are not eligible for benefits.

## TIME OFF BENEFITS-PAID AND UNPAID

### HOLIDAYS

Skils'kin observes several paid holiday days throughout the year. The actual paid holiday you will observe depends on your classification and assigned work group. **HOLIDAYS OBSERVED BY EMPLOYEE WORK GROUP:**

Non SCA Group	SCA Group	A&W Enterprise Employees
New Year's Day	New Year's Day	New Year's Day
Martin Luther King Day	Martin Luther King Day	Presidents Day
Presidents' Day	Presidents' Day	Memorial Day
Memorial Day	Memorial Day	4th of July
Juneteenth	Juneteenth	Labor Day
Independence Day	Independence Day	Thanksgiving Day
Labor Day	Labor Day	Christmas Day
Veterans' Day	Veterans' Day	
Thanksgiving Day	Indigenous Peoples' Day	
Day After Thanksgiving	Thanksgiving Day	
Christmas Day	Christmas Day	

Each year Skils'kin will publish a payroll calendar listing the observed paid holidays for each employee group. The calendar will include the day of the holiday and observed holiday if different.

If any holiday falls on a Saturday or Sunday, Skils'kin will determine whether the observed holiday will be on Friday or Monday. If you work on the day of the holiday, you will receive holiday pay and pay for hours worked (does not apply to exempt employees).

### HOLIDAY ELIGIBILITY REQUIREMENTS

#### SCA Group

You are eligible for holiday pay immediately after you have started working. You must work the week of the holiday to qualify for the holiday pay unless you start working after the holiday. Skils'kin will calculate the number of holiday pay hours to pay based on hours worked the week before the holiday occurred. If you did not work in the prior week but worked the week of the holiday, your holiday pay will be determined by the hours worked in the week the holiday occurred. To request a copy of the Federal Regulation, contact HR or visit [www.govinfo.gov](http://www.govinfo.gov).

#### NON-SCA GROUP

You are eligible for holiday pay immediately after you start working. If you are a full-time employee, Skils'kin will pay a maximum of 8-hours holiday pay, and if part-time will pay 4-hours of holiday pay.

If you are on unpaid leave the week of the holiday, you will not receive the paid holiday. If you are on an approved leave of absence (paid or unpaid), you will not be eligible for paid holidays during your leave. You will resume eligibility for paid holidays within the week you return to work.

## A&W ENTERPRISE GROUP

You are eligible for holiday pay immediately after you start working. Full-time employees receive 8-hours of holiday pay.

If you are on unpaid leave the week before or after the holiday, you will not receive the paid holiday. If you are on an approved leave of absence (paid or unpaid), you will not be eligible for paid holidays during your leave. You will resume eligibility for paid holidays within the week you return to work.

## VACATION

Vacation provides you with paid time off for leisure or personal business. Your specific vacation program depends on which workgroups you are assigned. The vacation program descriptions provide information on vacation program rules and eligibility. If you are unsure which program applies to you, contact your Manager or Human Resources.

If you transfer into a different job covered by a different vacation program, Skils'kin will convert your vacation balance to the program that covers your new job assignment.

You must request approval from your Manager to take vacation days using the Employee Self-Service portal, and your Manager must approve your request before you take time off.

## SCA GROUP VACATION PROGRAM

Employees that work on Federal Government contracted projects will receive vacation benefits as directed by the Service Contract Act (SCA) principles, Department of Labor wage determination, and the specific contract language. You accrue vacation based on your work hours in your anniversary year, which begins with your hire date.

Annual vacation balances do not carry over from year to year. You will be awarded accrued vacation on your anniversary date, and you can request to use vacation following your anniversary date. Skils'kin will pay the unused vacation balance from the previous year.

Skils'kin will pay out unused available vacation hours if you separate from employment. Current year accrual is not eligible for payout upon separation of employment.

## SCA VACATION ACCRUAL RATES BASED ON FULL-TIME:

Service Years	Full Time Year-Around	
	Hours	Days*
1-4 years	80	10
5-14 years	120	15
15+	160	20

\*Days are based on an 8-hour work day.

## NON-SCA GROUP VACATION PROGRAM

All regular full-time and part-time non-SCA employees are eligible to accrue vacation. Vacation begins accruing on your first day of work, but you are not eligible to use vacation during your first 90-days of employment. Skils'kin awards your vacation each pay period according to the accrual schedule. You can review your vacation balance on your pay advice slip and in the Employee Self-Service portal.

Vacation accrual is limited to 240 hours for full-time employees and 120 hours for part-time employees. Skils'kin will stop accruing vacation until your balance is less than the accrual maximum. It is your responsibility to monitor your vacation balance.

You earn vacation while you are working. If you are not working or on a leave of absence lasting more than an entire 2-week pay period, Skils'kin will stop accruing vacation balance. Skils'kin will pay you vacation pay when you are off work or on an approved leave of absence. If you do not have vacation or sick pay available, your leave of absence will be unpaid.

If you separate employment with Skils'kin and have worked an entire year, Skils'kin will pay out your vacation balance up to a maximum of 80-hours for full-time and 40-hours for part-time employment. If you have worked less than a year when you terminate, you will forfeit your vacation balance. Vacation stops accruing at the beginning of the pay period in which you stop working. Non-exempt employees may use a maximum of 8-hours of vacation per day for full-time employees and 4-hours for part-time employees. Exempt employees must use a minimum of 8-hours of vacation per day.

## NON-SCA VACATION ACCRUAL SCHEDULE - RATES PER PAY PERIOD

Continuous Accrual Years of Service	Full Time Exempt and Non-Exempt	Part Time Non-Exempt
	Hours Per Pay Period	
0-2 years	4.00	2.00
2+ - 5 years	5.38	2.69
5+	6.77	3.38

## A&W ENTERPRISE VACATION PROGRAM GROUP

Skils'kin will award you 40-hours of vacation at the time of initial hire, which you may request to use after 90-days of employment. On February 28, each year, you will forfeit any unused vacation, and Skils'kin will award a new 40-hour vacation balance on March 1.

When you separate employment with Skils'kin, you will permanently forfeit any unused vacation. If you are rehired within 12-months from your termination date, you will be awarded a new 40-hour vacation balance on March 1 of the following year.

## SICK PAY

Skils'kin offers paid sick leave to all employees that complies with the Washington Paid Sick Leave Law and Federal Safe and Sick Leave rules. SCA-covered employees will be eligible for sick leave when required by the contract.

Skils'kin accrues sick leave on a calendar year, and all eligible employees will accrue 1-hour sick leave for every 30-hours worked. Sick leave does not accrue on hours paid but not worked, which include paid leave of absence, vacation, sick leave, holiday, jury duty, bonus, commission, bereavement, etc.

You begin accruing and can use any available sick leave immediately upon hire. Unused sick leave will carry over up to 56 hours yearly.

You will forfeit any unused sick leave when you separate employment from Skils'kin. If you return to work within 12 months of your separation, Skils'kin will reinstate previously unused sick leave.

Under this policy, Skils'kin will not retaliate against employees who request or take sick leave for approved purposes. You will be required to use available sick leave during family and medical leave, disability leave, or other statutorily authorized leave that would otherwise be unpaid.

## USING SICK LEAVE

You may use sick leave for the following reasons:

- To care for your own physical or mental illness, injury, or medical condition, including obtaining a diagnosis, care, or preventive care from a health care provider
- To care for a family member who has any of the conditions mentioned above or needs diagnosis, care, or preventive care, or is otherwise in need of care
- To obtain care from a health care provider where the condition or care is the result of domestic violence, sexual assault, or stalking; to obtain additional counseling, seek relocation, seek assistance from a victim services organization, or take related legal action (including preparation for or participation in any related civil or criminal legal proceeding) as a consequence of domestic violence, sexual assault, or stalking; or to provide assistance to a person in a covered relationship who undertakes any of these actions as a result of domestic violence, sexual assault, or stalking

- When by order of a public official, your workplace or your child's school or place of care is closed for a health-related reason
- Bereavement leave (see Bereavement Leave policy)

### **FAMILY MEMBER INCLUDES THE FOLLOWING:**

- A child, including a biological, adopted, or foster child, stepchild, or a child to whom you stand in loco parentis, is a legal guardian or is a de facto parent, regardless of age or dependency status
- A biological, adoptive, de facto, or foster parent, stepparent, or legal guardian of you or your spouse or registered domestic partner, or a person who stood in loco parentis when you were a minor child
- A spouse
- A domestic partner
- A grandparent
- A grandchild
- A sibling
- Any individual related by blood or affinity whose close association is the equivalent of a family relationship

### **PROVIDING NOTICE OF LEAVE**

If you know you need to use sick leave, provide notice as early as practical and before the first day. If your need to use sick leave is unforeseeable, provide information as soon as practical before the required start of your shift. If known, notice should include the expected length of the absence.

### **DOCUMENTATION**

For absences exceeding three days, Skils'kin may require that you verify that your use of sick leave is for an authorized purpose. Verification may not be required if it results in an unreasonable burden or expense to you and may not exceed privacy or verification requirements otherwise established by law.

### **LEAVE FOR SPECIAL CIRCUMSTANCES**

Skils'kin provides some leave of absence options depending on your specific needs. Sometimes, you may be eligible for more than one leave option for a particular situation. When more than one leave option applies, Skils'kin may determine that your leave will run concurrently.

They will run concurrently, for example, if you are eligible for paid family and medical leave and Family and Medical Leave. When you request leave, Skils'kin will inform you of the job-protected leave programs that apply to your circumstances.

### **BEREAVEMENT LEAVE**

Bereavement leave is available to eligible (\*) employees and provides up to 3-days of paid time off per calendar year for the death of the employee's family member (see definition in Sick Pay policy). Your Manager may approve vacation, sick time, or additional time off if you need it for bereavement-related leave. This time off is used to attend services and take care of family matters related to the death of your family member.

\* The following groups are not eligible for paid Bereavement Leave,

- A&W (excludes Administrative) employees
- Temporary employees
- Volunteers and Unpaid Interns

State law may require Skils'kin to provide more bereavement time depending on where you live. Skils'kin complies with state law whenever applicable. Contact Human Resources for details.



## **JURY DUTY LEAVE**

Skils'kin supports employees who exercise their civic duty to participate in jury duty regardless of the employee group; however, A&W and temporary employees, and volunteers are not eligible for paid jury duty. Skils'kin provides jury duty pay to hourly and exempt employees for their participation in jury duty, except as stated previously in this paragraph. If you receive a summons for jury duty, notify your Manager as soon as possible to make scheduling arrangements.

Exempt employees will not incur a deduction in pay for a partial week's absence due to jury duty. Skils'kin will pay employees a maximum of 10-days to serve on jury duty.

You will be compensated your regular paid time off rate of pay. If jury duty extends beyond ten days, you may opt to use accrued vacation in place of unpaid leave. Skils'kin will expect you to work your regular shift when the court is not in session and work the remaining scheduled shift if excused from jury service when there are 4 hours or more remaining of your scheduled shift.

You may be required to provide proof of jury duty service. Skils'kin will not retaliate against employees who request or take leave per this policy.

## **MILITARY LEAVE (USERRA)**

Skils'kin complies with federal and state law regarding military leave and re-employment rights. Unpaid military leave of absence will be granted to members of the uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA; with amendments) and all applicable state law. You must submit documentation of the need for leave to Human Resources department. When returning from military leave of absence, you will be reinstated to your previous position or a similar position, in accordance with state and federal law. You must notify your Manager of your intent to return to employment based on requirements of the law. For more information regarding status, compensation, benefits, and reinstatement upon return from military leave, contact Human Resources department.

## **PERSONAL LEAVE OF ABSENCE**

If you need time off from work for circumstances not covered by other leave of absence policies, you may request a personal leave of absence. Skils'kin will, on a case-by-case basis, consider approving a personal leave of absence.

## **ELIGIBILITY**

After 90-days of employment, regular full-time or part-time employees are eligible to apply for an unpaid personal leave of absence.

## **REQUESTING LEAVE**

You must submit your written request for personal leave at least 10-days in advance to your Manager whenever it is practical. In emergencies, you must submit written notice as soon as possible, and the request should include the reason for the leave and the dates you expect to begin and return from leave.

Skils'kin may deny requests for unpaid personal leave for any reason. You must use all available paid leave balances before taking an unpaid personal leave of absence. If Skils'kin approves your request for a personal leave of absence, it does not guarantee reinstatement to your position or any position.

Sick leave, vacation, seniority, or other benefits will not accrue during an unpaid personal leave of absence. Skils'kin will not pay you holiday pay when the holiday occurs during an unpaid personal leave of absence.

## **HEALTH BENEFITS**

Skils'kin will maintain your health benefits until the end of the month your leave starts, and you will be responsible for your portion of the premium. If your leave extends beyond the first month, you will be notified of your option to continue health benefits under COBRA, for which you pay the entire premium.

## **EXTENSION OF LEAVE**

You are required to return from personal leave on the originally scheduled return date. If you wish to request an extension of the leave, you must do so in writing at least 10-days in advance of the return date. Skils'kin will consider requests to extend leave on a case-by-case basis. If Skils'kin denies the extension request, you must return to work on the originally scheduled return date, or Skils'kin will consider your end of employment as a resignation.

## RETURN TO WORK

Your Manager will arrange for you to resume your previous or another available position based on your qualifications. If you refuse the offer of reinstatement to a different position, Skils'kin will consider your refusal a resignation.

## FEDERAL, STATE, AND LOCAL LEAVE BENEFITS

Skils'kin operates in more than one state, and each state and local region may have additional or more favorable benefit requirements. Skils'kin will comply with all federal, state, and local leave requirements. For questions about these benefits, contact Human Resources.

### WASHINGTON STATE LEAVE OPTIONS

- Leave for Victims of Domestic Violence, Sexual Assault, or Stalking
- Military Family Leave
- Paid Family and Medical Leave Insurance
- Pregnancy Disability Leave

### WYOMING LEAVE OPTIONS

- Time off to vote- special requirements apply

### MONTANA LEAVE OPTIONS

- Time off to Vote
- Crime Victim Leave

## FAMILY AND MEDICAL LEAVE (FMLA)

Under the Family and Medical Leave Act of 1993 (FMLA), employees may be eligible for up to 12 or 26 weeks of unpaid, job-protected leave in a 12-month period in certain circumstances. This leave may be taken for the birth of a child, to care for a family member with a serious health condition, or to care for an employee's own serious health condition, among other reasons.

If you wish to exercise your rights under the FMLA, or believe you may need to take unpaid leave that may be qualifying under the FMLA, you should contact Human Resources immediately.

## NOTICE AND LEAVE REQUEST PROCESS

If the need for leave is foreseeable because of an expected birth/adoption or planned medical treatment, you must give at least 30 days' notice. If 30-days' notice is not possible, give notice as soon as practicable (at least within one or two business days of learning of your need for leave).

If the need for leave is unforeseeable, provide notice as soon as possible. Standard call-in procedures apply to all absences from work, including if you are requesting leave pursuant to the FMLA.

## CERTIFICATION OF NEED FOR LEAVE

If you request leave for your or a covered relative's serious health condition, Human Resources may request that you and the relevant health care provider supply appropriate medical certification. You may obtain Medical Certification forms from Human Resources. When you request leave, Skils'kin will notify you of the requirement for medical certification and when it is due (at least 15 days after your request for leave).

If you provide at least 30 days' notice of medical leave, you should also provide the medical certification before leave begins. If you fail to provide the requested medical certificate on time, Skils'kin may deny FMLA-covered leave until you provide certification.

At the expense of Skils'kin, we may require an examination by a second health care provider designated by us. If the second healthcare provider's opinion conflicts with the original medical certification, we, at our expense, may require a third, mutually agreeable healthcare provider to conduct an examination and provide a final and binding opinion. Subsequent medical recertification may also be required. Failure to provide requested certification within 15 days, when practicable, Skils'kin may delay further leave until you provide recertification.

Skils'kin also reserves the right to require certification from a covered military member's health care provider if you request military caregiver leave and a certificate in connection with military exigency leave under the FMLA.

## **INTERMITTENT LEAVE**

If medically necessary, FMLA leave for a serious health condition may be taken intermittently (in separate blocks of time due to a serious health condition) or on a reduced leave schedule (reducing the usual number of hours you work per workweek or workday). You may also take FMLA leave intermittently or on a reduced leave schedule for a qualifying exigency relating to covered military service.

As FMLA leave is unpaid, Skils'kin will reduce your salary based on the time worked. In addition, while you are on an intermittent or reduced schedule leave that is foreseeable due to planned medical treatments, Skils'kin may temporarily transfer you to an available alternative position that better accommodates your leave schedule and has equivalent pay and benefits.

## **PARENTAL LEAVE**

Leave for the birth or placement of a child must be taken in a single block, and Skils'kin does not agree for any employee to take it on an intermittent or reduced schedule basis. You must complete parental leave within 12 months of the birth or placement of the child; however, you may use parental leave before the placement of an adopted or foster child to consult with attorneys, appear in court, attend counseling sessions, etc.

## **FAMILY CARE, PERSONAL MEDICAL, MILITARY EXIGENCY, AND MILITARY CARE LEAVE**

You may take this type of leave all at once or intermittently if a health care provider deems it necessary or if the nature of a qualifying exigency requires it.

## **PAID LEAVE UTILIZATION DURING FMLA LEAVE**

FMLA leave is unpaid, but you must use existing sick and/or vacation pay when you take personal, parental, family, military exigency, and/or military care leave. You may also be eligible for short- or long-term disability or workers' compensation benefits during a personal medical leave. That will be coordinated with HR. However, you may elect to use accrued paid time off to supplement these benefits.

## **FITNESS FOR DUTY REQUIREMENTS**

If you take leave because of your serious health condition (except if you are taking intermittent leave), you are required to provide medical certification that you are fit to resume work. Skils'kin will not permit you to resume work until you provide a medical certificate.

## **HEALTH INSURANCE**

Skils'kin will maintain your health insurance coverage during leave on the same basis as if you were still working. You must continue to make timely payments of your share of the premiums for such coverage. Failure to pay premiums within 30-days of when they are due may result in a lapse of coverage. If this occurs, Skils'kin will notify you 15-days before the date coverage will lapse, and that coverage will terminate unless you make payments promptly.

Alternatively, Skils'kin may pay your share of the premiums during the leave and recover the insurance costs upon your return to work. If coverage lapses due to nonpayment of premiums, Skils'kin will reinstate benefits immediately upon return to work without a waiting period. Skils'kin may require reimbursement for the health insurance premiums if you do not return to work at the end of your leave.

## **REINSTATEMENT**

Upon returning to work at the end of the leave, Skils'kin will generally place you in your original job or an equivalent job with equivalent pay and benefits. You will not lose any

benefits that accrued before you took leave.

### **SPOUSE AGGREGATION**

If Skils'kin employs you and your spouse, your 12-weeks leave is combined for the birth or placement of a child or to care for a parent with a serious health condition. Similarly, a combined total of 26-weeks to care for a military service member. This 26-week leave period will be reduced, however, by the amount of leave taken for other qualifying FMLA events. This type of leave aggregation does not apply to leave needed for your serious health condition, to care for a spouse or child with a serious health condition, or because of a qualifying exigency.

### **FAILURE TO RETURN**

If you fail to return to work or fail to request an extension of leave before the expiration of the leave, Skils'kin will deem your employment a voluntarily quit. Skils'kin is not required to grant requests for open-ended leaves with no reasonable return date under these policies or as disability accommodations.

### **ALTERNATIVE EMPLOYMENT**

While on leave of absence, you may not be employed for yourself or others unless Skils'kin has granted you written permission to perform outside work. If you are on a leave of absence and Skils'kin finds you are working elsewhere without permission, you will be subject to disciplinary action up to and including termination.

### **ABUSE OF LEAVE**

If you provided a false reason for a leave, you will be subject to disciplinary action up to and including termination.

### **DESIGNATION OF LEAVE**

If Skils'kin becomes aware of any qualifying reason for FMLA leave, it will designate it. An employee may not refuse FMLA designation under this policy.

### **RETALIATION**

Skils'kin will not retaliate against employees who request or take any kind of leave described in, or in accordance with, this policy.

## **COMPANY SPONSORED HEALTH & WELFARE BENEFITS**

Skils'kin offers employee various health and welfare benefit programs. Eligibility for these programs varies between employee groups and status. Skils'kin will notify you about your eligibility for these benefits when you are hired. Skils'kin reviews and updates benefit options each year and may cancel or change benefit offerings. Skils'kin pays a significant portion of the premiums for some benefit programs and employees share in the premiums. Some benefits are available at the employees' expense.

The following is a list of discretionary benefits that Skils'kin may offer to eligible employees. Employees must meet the eligibility requirements to receive benefits as outlined in the benefit plan documents.

## **EMPLOYEE ASSISTANCE PROGRAM**

A program that assists employees with personal problems and/or work-related problems that may impact their job performance, health, and mental and emotional well-being.

## **401(K)**

- A retirement investment and savings plan with tax advantages to the saver. Employees may elect to have a percentage of each paycheck paid directly into an investment account.
- Life Insurance — Provides a monetary benefit to a chosen beneficiary selected by the employee in the event of the employee's death.

## **SHORT AND LONG-TERM DISABILITY INSURANCE**

- A plan to provide partial income replacement when the employee cannot work due to an injury or illness.
- Group Health Insurance
- A plan that provides various major medical coverage, vision, dental, etc.

## **LIMITED HEALTH MEDICAL PLANS (SCA ONLY)**

A plan that provides limited medical, dental, and life insurance coverage.

## **VOLUNTARY BENEFITS**

Skils'kin may offer additional health coverage paid by the employee through payroll deduction, including vision, accident insurance, hospital insurance, critical illness coverage, etc.

## **COBRA**

A plan that provides employees to continue the coverage of their major medical coverage on a self-pay basis for a limited period for specific reasons (job loss or reduced hours).

# SAFETY AND LOSS PREVENTION

## GENERAL SAFETY

Skils'kin will comply with all federal, state, and local safety and health regulations. Skils'kin fully commits to providing a safe and healthful work environment for employees and others who work, visit, or enter our facilities or receive services.

Skils'kin maintains and implements an Accident Prevention Plan (APP) with policies and procedures that guide how we conduct business in a manner that protects everyone affected by our business operations. Skils'kin will provide access to the APP to all employees.

Successful safety and health programs depend upon the support and involvement of management and employees. Skils'kin is committed to allocating and providing the resources needed to implement an APP at each work location.

Skils'kin will solicit and receive comments, information, and assistance from employees about safety and health in various ways. Company management and supervisors will set an example of commitment to the safety and health of everyone.

Employees are accountable for abiding by the safety policies and procedures in the APP. Employees are also expected to be involved in the effort to provide a safe and healthful workplace for all involved. Employees are encouraged to communicate their safety and health concerns to management to implement changes in the Accident Prevention Plan to reduce injury and illness exposures in the workplace.

## AS PART OF THEIR ASSIGNED JOB RESPONSIBILITIES, EMPLOYEES MUST:

- Take no chances with one's safety or a co-worker's safety
- Follow facility safe work procedures and regulations
- Immediately report all work-related accidents, injuries, illnesses and/or near misses
- Assist in facility accident investigation reviews when requested
- Use required personal protective equipment (PPE) and maintain it in good working condition
- Report any known work hazards or hazardous procedures to the supervisor
- Only perform jobs that Skils'kin has trained you to perform
- Only use chemicals that Skils'kin has trained you to use
- Never remove or defect any safety device or safeguard provided for employee protection
- Never participate in horseplay

## **EMPLOYEES ARE EXPECTED TO:**

1. Make suggestions to your supervisor regarding improved safety procedures and practices
2. Be thoroughly knowledgeable of evacuation and emergency procedures for the facility
3. Be knowledgeable of the general safety rules covered in the Skils'kin Employee Handbook
1. Complete New Hire Orientation, monthly safety training, drills, and in any other job-specific materials

## **DRUG FREE WORKPLACE**

Skils'kin is committed to providing a safe and healthy work environment for employees that includes a ban on using alcohol and illegal drugs at work. Skils'kin bans alcohol and illegal drugs from being present in any of Skils'kin's work locations. Federal law (FAR 52.223-6 -- Drug-Free Workplace) requires that Skils'kin has a Drug Free Workplace policy.

Skils'kin prohibits employees from consuming alcohol, possessing and/or being under the influence of illegal drugs, possessing or manufacturing, or distributing illegal drugs while at work or on Skils'kin worksites.

## **CONSEQUENCES FOR NON-COMPLIANCE**

Employees who violate Skils'kin's Drug Free Workplace policy will be subject to disciplinary actions, including employment separation.

## **PREVENTION**

Skils'kin will assist employees in seeking treatment related to substance abuse and will provide access to a confidential Employee Assistance Program or other community resources to help with seeking treatment. Skils'kin will provide employees with periodic educational resources to assist them with understanding the effects of alcohol and drug abuse and how to seek treatment.

Employees should contact Human Resources or their Manager for substance abuse treatment and prevention. We encourage employees to seek voluntary treatment and request a leave of absence if needed. Skils'kin will determine the length of the leave based on the specific needs and circumstances of the employee's job status.

Skils'kin will make all reasonable efforts to maintain confidentiality in dealing with matters involving an individual employee's drug test, results, and use of unpaid leave in conjunction with substance abuse treatment. Skils'kin will only release information with written authorization by the individual, entered knowingly and voluntarily, or when required by law.

## **DRUG TESTING**

Drug testing is one component of Skils'kin's Drug Free Workplace policy. Skils'kin may drug test onsite or send the employee to a certified lab for testing. While waiting for drug testing results, Skils'kin will suspend the employee until it receives the test results. Testing positive will result in separation of employment. Skils'kin will require employees to submit to a drug test for the following reasons:

## **PRE-EMPLOYMENT**

When a contract requires it, and upon an offer of employment, employees must submit to pre-employment drug testing.

## **POST-ACCIDENT/INCIDENT TESTING**

When an employee causes an accident or a near-miss safety incident, including vehicle accidents.

Reasonable Suspicion Testing: When Skils'kin suspects an employee is under the influence of prohibited drugs or alcohol based on behaviors observed by a trained person. Reasonable suspicion behaviors include an employee's appearance, behavior, body odors, or speech.

## **CDL LICENSED DRIVERS**

The Federal Department of Transportation requires company drivers that drive vehicles that require a CDL class driver's license to submit and participate in a Federal Motor Carrier Safety Administration (FMCSA) drug testing program.

Skils'kin will modify its drug testing requirements to ensure a drug and alcohol-free workplace.

## **REPORTING PRESCRIPTION DRUG USE**

Employees must report the use of prescription medications to their supervisor if the drug impairs their ability to perform their job safely. Employees found violating this policy are subject to disciplinary action up to and including immediate termination of employment. Such a violation may have other civil and criminal consequences for the employee.

## **REPORTING CONVICTIONS**

Employees must notify their Manager or Human Resources within five (5) calendar days when convicted of a drug-related crime in the workplace.

Skils'kin is a federal contractor and complies with contracting requirements to maintain a drug-free workplace program and report drug-related convictions in the workplace to the federal contracting agency.

## **WORKPLACE VIOLENCE**

Skils'kin is committed to working with employees to provide a work environment free from violence, intimidation, and other disruptive behavior. The Skils'kin Accident Prevention Plan offers additional guidance and training on responding to an active threat of violence in its emergency response plans. Managers will train employees on all emergency response plans, including active workplace violence threats.

## **ZERO TOLERANCE POLICY**

Skils'kin will take immediate steps to stop all acts or threats of violence, harassment, intimidation, and other disruptive behavior, either physical or verbal, that occurs in the workplace or other areas. This policy applies to management, co-workers, employees, and non-employees such as contractors, customers, and visitors.

Workplace violence includes, but is not limited to, oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm, property damage, or any intentional behavior that may cause a person to feel threatened.

Prohibited conduct includes, but is not limited to:

- Physically injuring another personThreatening to injure a person or damage property by any means, including verbal, written, direct, indirect, or electronic meansTaking any action to place a person in reasonable fear of imminent harm or offensive contactPossessing, brandishing, or using a firearm on Company property or while performing Company business except as permitted by state law.
- Violating a restraining order, order of protection, injunction against harassment, or other court order

## **REPORTING INCIDENTS OF VIOLENCE**

Employees must immediately report incidents of violence or any behavior that compromises a safe work environment to a Manager or Human Resources. Skils'kin investigates reports of violence while maintaining confidentiality when possible. Skils'kin expects you to cooperate in any investigation of workplace violence.

## **VIOLATIONS**

Employees who commit acts of violence may be subject to criminal charges and/or discipline up to and including immediate termination of employment.

## **RETALIATION**

Skils'kin will not tolerate retaliation toward victims and witnesses of workplace violence. Employees will not be disciplined for reporting a threat in good faith or cooperating in an



investigation. If you initiate, participate, are involved in retaliation, or obstruct an investigation into conduct prohibited by this policy, you will be subject to discipline up to and including termination.

*If you believe anyone in Skils'kin has retaliated against you, immediately report the matter to Human Resources or the CEO.*

## DRIVING SAFETY

Employees required to operate a motor vehicle as part of their job duties must maintain a valid driver's license, acceptable driving record, and appropriate insurance coverage when driving their personal vehicle. Your insurance will be the primary insurance in the event of an accident.

Skils'kin will run a driving report to determine your driving record. You are responsible for providing a copy of your current driver's license and insurance coverage Skils'kin requests for your file. You must report any changes in your driving record, including, but not limited to, driving infractions, to Skils'kin.

If you use your vehicle in the course and scope of employment, or you drive a company vehicle, you must follow all company safety practices while operating a vehicle:

- All occupants of company vehicles and personally owned vehicles driven on company business must wear seatbelts/restraints at all times.
- Employees must be physically and mentally able to operate a vehicle safely.
- Drivers must not be under the influence of drugs or alcohol while driving on company business. Drivers taking prescribed medication that inhibits the ability to drive safely must report this to their Manager.
- Employees must operate vehicles safely and obey traffic laws to prevent accidents, which may result in injuries and property loss. Drivers must also use good judgment to ensure safety, including adapting to weather conditions.
- Drivers must carry a cell phone while operating a vehicle to contact 911 if needed.
- Drivers may not use a cell phone (talking/texting) while driving and must minimize driving distractions.

## COMMERCIAL LICENSED DRIVERS (CDL)

Authorized employees must meet and adhere to the above requirements and the following to operate a vehicle requiring a CDL:

- Comply with all state and federal requirements to obtain and maintain current CDL endorsement(s)
- Participation in a FMCSA drug and alcohol testing consortium for DOT requirements
- Maintain a current CDL by completing a certified training course
- Maintain valid medical certification card
- Complete driver time log to document duration of time driver has operated a vehicle

## PANDEMIC AND COMMUNICABLE DISEASE RESPONSE

Skils'kin will implement policies and procedures to protect employees during pandemics, epidemics, or endemics that threaten their health and safety. Skils'kin may also implement emergency safety requirements in the workplace anytime there is a need to slow the spread of communicable or infectious disease that poses a significant threat affecting the employees.

Skils'kin will seek guidance from appropriate government authorities to implement emergency safety protocols. The Centers for Disease Control, World Health Organization, or local public health authorities will provide Skils'kin with guidance on how best to protect employees from severe contagious diseases.

Examples of safety measures may include but are not limited to the following:

- Frequent hand washing when entering a workspace or after touching high-touch surfaces such as door handles, buttons, keypads, or communal workstations
- Wearing a face covering that covers your nose and mouth when required
- Maintaining social distance requirements
- Covering your mouth when you cough or sneeze

- Staying home when you are sick
- Health screening when entering the workplace as a condition of entering the workplace
- Limiting out-of-state travel
- Closing offices

## APPENDIX I - EMPLOYEE RECEIPT AND ACKNOWLEDGEMENT OF EMPLOYEE POLICY HANDBOOK

(Employee Must Sign and Return)

This Employee Policy Handbook is a guide and general description of Skils'kin policies, practices and benefits of employment. It is intended that this be an informational booklet only, not promises of specific treatment in specific situations. Skils'kin reserves the right to change any of its policies, practices, or benefits at any time, with or without notice.

Please read the following statement and sign below to indicate your receipt and acknowledgement of this Employee Manual.

I have received and read a copy of Skils'kin Employee Policy Handbook. I understand that the policies, practices and benefits described in it may be changed at the sole discretion of Skils'kin, at any time.

I understand that unless I am an employee working in Montana, I am an at-will employee, and that either Skils'kin or I can terminate employment at any time, for any reason or without reason, with or without notice.

I understand that no contract of employment has been expressed or implied and that no circumstances arising prior to, during, or out of my employment will change my "at-will" employment relationship.

I understand that this Employee Policy Manual replaces all prior personnel manuals, employee handbooks, policies and procedures of Skils'kin, which are no longer in effect.

I understand and agree that I am responsible for carefully reviewing and verifying all aspects of my hours worked, wages earned, and calculations of the same. I understand that acceptance of my paycheck shall be verification that my hours worked, wages earned, and calculations are correct and that I have received my meal periods and rest breaks.

I understand and agree that all complaints in any way relating to hours of work, meal, and rest periods, payment of wages, overtime and/or any other wage-related issue must be made in writing to your direct Manager. Employees are required to follow the Conflict Resolution Procedure for any and all complaints, problems, concerns, and/or workplace conflicts.

I understand Skils'kin communications systems, including voicemail, telephone, facsimile, computer, network, Internet, and electronic mail systems may be accessed, monitored, reviewed, and disclosed to others by the employer. I recognize that I have no expectation of privacy in these systems and consent to the employer's monitoring and disclosure practices.

I understand that my signature below indicates that I have read and understand the above statements and have received a copy of the Employee Policy Manual and that I have discussed any questions I have regarding this statement and the Employee Policy Manual to my satisfaction with my supervisor.

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Employee Signature

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Employee Name - Print Name

Date: \_\_\_\_\_

## HANDBOOK GLOSSARY

TERM	DEFINITION
Accident Prevention Plan	An employers plan to create a safe place to work for employees, identify risks, and mitigate risk.
Accrual	The accumulation over time of something such as vacation and sick time.
Affirmative action	Affirmative action is a set of procedures designed to; eliminate unlawful discrimination among applicants, remedy the results of such prior discrimination, and prevent such discrimination in the future.
Americans with Disabilities Act (ADA)	The Americans with Disabilities Act (ADA) was signed into law on July 26, 1990. Its overall purpose is to make American Society more accessible to people with disabilities.
Applicant	Applicant is an individual who applies for a post of employment at a certain employers' facilities by going through the hiring process, usually defined by the employer.
Assistant Project Manager/Assistant Manager	An Assistant Manager is usually responsible for supporting a Manager of a company, business or organization or project. They may also be in charge of hiring and training new employees, creating rosters for employees, etc.
Commission	A sum of money paid to an employee upon completion of a task, usually selling a certain amount of goods or services.
Conflict	A disagreement between two people about a situation impacting them. Conflict can be between co-workers, Managers and employees, employees and customers.
Direct Deposit	Employee paycheck is deposited directly to the employee's bank account.
Director	A Director manages the daily activities of the company by overseeing several departments. They are responsible for directing actions across an organization and direct managers to improve efficiency and reduce costs as needed.
Disability	The ADA defines a person with a disability as a person who has a physical or mental impairment that substantially limits one or more major life activity. This includes people who have a record of such an impairment, even if they do not currently have a disability. It also includes individuals who do not have a disability but are regarded as having a disability. The ADA also makes it unlawful to discriminate against a person based on that person's association with a person with a disability.
Discipline	Steps taken to correct and employee's failure to follow the Company's policies and procedures.
Discrimination	To "discriminate" against someone means to treat that person differently, or less favorably, for some reason.
Drug Free Workplace	A policy that prohibits the use, sale and distribution of illegal drugs in the workplace.
Drug Testing	Process to determine if someone is under the influence of drugs or alcohol.
EEO (equal employment opportunity)	EEO is a term used by the EEOC that indicates that the Company everyone is treated fairly when they're considered for various employment decisions (including hiring, promotion, termination, compensation, etc.).
Employee	An employee is a worker who performs services for the employer, and the employer controls how and what the employee will do. Employees must be paid at least minimum wage and receive overtime for any hours over 40 in the workweek unless otherwise exempt under federal law.
Employee Self-Service Portal	Employee Self-Service portal is a web-based application that allows employees to access information related to their employment such as pay information, important policies, and training. It will also allow employees to make changes to personal information such as address, name changes, tax withholding, and benefits.
Ethics	The moral principles or values that govern how the company conducts business.
Exempt	An employee who is exempt from wage and hour overtime pay.
Exit Interview	An interview at the end of employment with the employee about their work experience with the company.
Family and Medical Leave Act	Federal and State program that provides job protection to employees when they take a leave of absence for approved reasons.
Federal Contractor	The term federal contractor alludes to an individual or organization that has a prime agreement with a contracting office that is a "division, office, foundation, or instrumentality in the official part of the Government, including any entirely possessed Government company." Skills'kin provides services on several military basis and for the U.S General Services Administration.
Grievance	A complaint related to a serious policy violation, discrimination, harassment or unfair treatment of employees.

TERM	DEFINITION
Harassment	Harassment is any unwanted behavior, physical or verbal (or even suggested), that makes a reasonable person feel uncomfortable, humiliated, or mentally distressed.
Health and Welfare Benefit/Fringe	Any employer sponsored benefit that provides a medical or financial benefit to employees, such as medical insurance or retirement plan.
HIPPA/ PHI/PII	Federal rules requiring protection of individuals personal health and identity information by covered employers, medical providers and insurance companies.
Illegal Drugs	Drug not regulated by FDA or using drugs that have not been prescribed for the individual using them.
Intern	A student or trainee who works, sometimes without pay, at a trade or occupation in order to gain work experience.
Investigation	An investigation is a thorough search for facts, especially those that are hidden or need to be sorted out in a complex situation. The goal of an investigation is usually to determine how or why something happened.
Job Abandonment	When an employee fails to report to work for 3 consecutive days without notifying the Company.
Job Description	A job description summarizes the essential responsibilities, activities, qualifications and skills of a job. The job description in this document describes the type of work performed and what competencies are needed to perform the job.
Job Posting	A job posting is an official advertisement of job openings published for job seekers.
Lay Off	When a position in the company is eliminated resulting in an employee losing their job.
Leave of Absence	The company has approved an employee to take time off work for a defined period of time.
Meal Period	A 30-minute unpaid work break. Employees are relieved of duty in the middle of their work day.
NLRB-National Labor Relations Board	An independent federal agency that also acts to prevent and remedy unfair labor practices committed by private sector employers and unions, as well as conducts secret-ballot elections regarding union representation.
Nonexempt	An employee who is paid overtime pay for time over 40 hours per work week.
Non-SCA	An employee that is not directly employed on a federal government contract subject to the Service Contract Act.
OSHA, WISA	Federal and state agency responsible for setting and compliance of workplace safety regulations.
Overtime	Wages paid at 1.5 the regular hourly rate of pay for hours worked over 40 in a workweek.
Paid Time Off	Payment to employees not related to work performed. Examples include vacation, sick, holiday, etc.
Pay Period	An established period used to calculate and pay employees. Usually a two week period.
Performance Improvement Plan (PIP)	A specific plan intended to create a path for employees to perform successfully in their job. PIPs are limited time sensitive action steps
Performance Review	An interactive process between an employee and Manager reviewing an employee's work performance. Performance reviews are documented in writing and placed in employees' personnel file.
Project Manager/Manager	A person responsible for supervising and motivating employees and for directing the progress of an organization or program. The term Project Manager is used at Skilled for the individual responsible for managing the day to day work of a government project.
Promotion	A promotion is when an employee advances to a position that is classified at a higher salary grade, or in certain circumstances, an acknowledgment of significant greater responsibilities within the same grade.
Reasonable Accommodation	A reasonable accommodation is an adjustment made in a system to accommodate or make fair the same system for an individual based on a proven need. Accommodations can be religious, physical, mental or emotional, academic and cannot cause undue hardship or a safety issue for the Company.
Recruitment & selection	Recruitment and selection is part of a multi-layered process. Recruitment involves actively seeking out and advertising to potential candidates and obtaining their interest in the position. Selection refers to the process of determining the best candidate from the pool of applicants.
Regular Full-Time	An employee regularly scheduled to work 30 or more hours per week for an indefinite period of time.
Regular Part-Time	An employee regularly scheduled to work less than 30 hours per week for an indefinite period of time.
Resignation	When an employee notifies the company that they intend to quit working for the company.

TERM	DEFINITION
Rest Period	A paid 10-minute work break.
Retaliation	Retaliation occurs when an employer fires an employee or takes any other type of adverse action against an employee for engaging in protected activity such as reporting harassment and discrimination.
SCA	An employee employed on a federal government contract subject to the Service Contract Act.
Service Member	An active military service member.
Sexual harassment	Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical harassment of a sexual nature in the workplace.
Skils'kin	Skils'kin is a community-based, nonprofit organization that provides employment services to adults with disabilities, helping them grow and thrive within the community.
Social Media	Websites and applications that enable users to create and share content or to participate in social networking.
Supervisor	A supervisor is a person who leads and directs activities or workers. The supervisor provides on the job guidance and direction to work teams. Supervisors may have some administrative duties.
Tax Deduction	Deductions from an employee's paycheck to pay federal and state required taxes.
Temporary	An employee hired to perform a specific project for a defined period of time typically less than six months.
Termination/Separation	The term termination of employment refers to the end of an employee's work with a company. An employee may be terminated from a job of their own free will or following a decision made by the employer.
Time Worked	Time worked means employees are engaged in performing their job duties. Paid time off is not time worked.
Transfer	A transfer refers to lateral movement of employees within the same grade, from one job to another
U.S. Department of Labor (DOL)	A federal agency that regulates labor laws such as wages, safety and health, collective bargaining, health and welfare benefits.
Undue Hardship	Undue hardship is an accommodation action that causes substantial difficulty, expense, or safety concern. Under the ADA, covered employers have no responsibility to make accommodations for persons with disabilities who are employees or applicants for employment if said action would impose an undue hardship on the employer's business operations.
Unemployment Insurance	State insurance that provides income when employees become unemployed.
Vice President	A vice president of a company is the second or third in command and supports the President by overseeing internal operations and stepping in when the president is unavailable. The vice president has a top-level leadership role in a company and oversees department managers.
Volunteer	A volunteer donates their time and energy without receiving financial or material gain. The individual would need to a) work toward public service, religious or humanitarian objectives; b) not expect or receive compensation for services; and c) not displace any genuine employees.
Vulnerable Persons	A person who by reason of age, infirmity, illness, disability or any other circumstance needs care or attention, and includes any person under the age of eighteen.
Washington Paid Leave	Washington state paid leave insurance for employees who cannot work due to medical or other approved reasons.
Work Week	An established 7-day period used to calculate overtime pay.
Worker's Compensation	State or private insurance that covers medical and wage loss for employees injured on the job.