



## Chipton-Ross Employee Policy Overview

### Equal Employment Opportunity Policy

Initials \_\_\_\_\_

Chipton-Ross is committed to providing a work environment free from discrimination and strictly prohibits unlawful discrimination. Chipton-Ross provides equal opportunity to all qualified employees and applicants for employment, and prohibits discrimination based on race, color, creed, sex, religion, marital status, age, national origin or ancestry, physical or mental disability, medical condition, sexual orientation, status as a veteran or disabled veteran, an employee's exercise of the right to any legally mandated leave of absence, or any other consideration made unlawful by federal, state, or local laws.

All decisions made with respect to recruiting, hiring, evaluations, and promotions for all job classifications will be based solely on individual qualifications as related to the requirements of the position. Likewise, all other personnel matters such as compensation, benefits, transfers, lay-off, training, educational opportunities, and programs will be administered free from any illegal discriminatory practices.

Chipton-Ross is committed to complying with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in the operations of Chipton-Ross and prohibits unlawful discrimination by any employee of Chipton-Ross, including supervisors and co-workers. This policy also applies to non-employees of Chipton-Ross, including applicants, clients, customers, vendors, and any other person doing business with Chipton-Ross. Chipton-Ross will not retaliate against you for complaining about unlawful discrimination and will not knowingly permit retaliation by management, employees, or co-workers.

### Policy Against Harassment and Complaint Procedure

Initials \_\_\_\_\_

Chipton-Ross is committed to providing a work environment free of unlawful harassment and strictly prohibits sexual harassment, as well as harassment based on pregnancy, childbirth or other medical conditions, race, color, creed, religion, marital status, age, national origin or ancestry, physical or mental disability, sexual orientation, status as a veteran or disabled veteran, an employee's exercise of the right to any legally mandated leave of absence, or any other basis protected by federal, state or local law, ordinance or regulation. All such harassment is unlawful. This anti-harassment policy applies to all persons involved in the operation of Chipton-Ross and prohibits unlawful harassment by any employee of Chipton-Ross, including supervisors and co-workers, or by non-employees of Chipton-Ross, including applicants, clients, customers, vendors, and any other person doing business with Chipton-Ross.

Prohibited unlawful harassment includes, but is not limited to, the following behavior:

- a. Verbal conduct such as epithets, derogatory jokes or comments, slurs, unwanted sexual advances, invitations or comments;
- b. Visual conduct such as derogatory and/or sexually oriented posters, photography, cartoons, drawings or gestures.
- c. Physical conduct such as assault, unwanted touching, blocking normal movement or interfering with work because of sex, race or any other protected basis;
- d. Threats and demands to submit to sexual requests as a condition of continued employment, or to avoid some other loss, and offers of employment benefits in return for sexual favors;
- e. Retaliation for having reported or threatened to report harassment.

If you believe that you have been unlawfully harassed or discriminated against, provide a written complaint to your own supervisor, or any other company supervisor, and Chipton-Ross' Operations Manager as soon as possible after the incident. Your complaint should include details of the incident or incidents, names of the individuals involved and names of any witnesses. Supervisors will refer all harassment or discrimination complaints to the personnel administrator, investigative officer or the president of the Company. The Company will immediately undertake an effective, thorough and objective investigation of the allegations. If the Company determines that unlawful harassment or discrimination has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any employee determined by the Company to be responsible for unlawful harassment or discrimination will be subject to appropriate disciplinary action, up to and including termination.

### Policy Against Violence

Initials \_\_\_\_\_

Chipton-Ross has a strict zero-tolerance policy with respect to violent or threatening behavior in the workplace. Threatening language or conduct will be treated as seriously as actual acts of violence. Any employee determined by the Company to have engaged in violent or threatening conduct will be subject to appropriate disciplinary action, up to and including termination.

## **Technology Policy**

Initials \_\_\_\_\_

Chipton-Ross and its clients provide the use of computers, telephones, e-mail systems, Internet access, fax machines, voice mail systems, and other products and services in the workplace solely for business-related purposes. All messages and other communications sent and received by employees using these systems are subject to the following policies: (a) Such communications are NOT private; (b) Any and all such communications may be monitored and reviewed by Chipton-Ross and/or its clients; (c) Such communications should be sent only for legitimate business purposes; and (d) Inappropriate messages, such as disparaging, off-color, abusive, potentially embarrassing or damaging remarks or images, are strictly prohibited. Further, any employee who uses these systems to unlawfully upload, download or otherwise copy or transfer any files or programs, including but not limited to music files, video files or unlicensed software, will be liable for all resulting costs and damages, and will be subject to appropriate disciplinary action, up to and including termination.

## **Substance Abuse Policy, Authorization, Consent and Medical Release**

Initials \_\_\_\_\_

Chipton-Ross (the Company) is committed to maintaining a drug and alcohol free workplace that is both safe and productive for all of its employees. To meet these objectives Chipton-Ross has established the following policy:

Chipton-Ross promotes a drug and alcohol free workplace. The use or possession of alcohol, illegal drugs, or controlled substances on the job constitutes a potential danger to the welfare and safety of other employees and exposes the Company to the risks of property loss, damage, or injury to other persons.

"Alcohol" means ethyl alcohol (ethanol). Reference to the use of alcohol includes use of a beverage, mixture or preparation containing ethyl alcohol.

"Drug" means alcohol, including distilled spirits, wine, malt beverages and intoxicating liquors as well as amphetamines, cannabinoids, cocaine, phencyclidine (PCP), a hallucinogen, methaqualone, an opiate, a barbiturate, a benzodiazepine, a synthetic narcotic, a designer drug, or a metabolite of any drug listed in this paragraph.

Please note that any substances that are considered illegal by the state or federal government, but that are not mentioned in the above paragraphs, are strictly prohibited.

### **Violation of these rules and standards are strictly prohibited, will not be tolerated and may result in termination.**

Please note that the following rules apply to all employees on the job, including meal and rest breaks.

1. It is a violation of Company Policy for any employee to operate a vehicle while under the influence of alcohol or controlled drugs.
2. The use, distribution, sale, or purchase of illegal or controlled substances wherever company work is being performed, or while present on company property or grounds owned, or leased by or under the control or jurisdiction of the Company, is strictly prohibited
3. Any employee, who is using prescription or over-the-counter drugs that impair the employee's ability to safely perform their job or affect the safety or well being of others, must notify a supervisor of such use before starting or resuming work. Examples of this are medications such as Vicodin, Percocet, Tylenol #3 (Codeine) and Darvocet that may contain warnings on the label such as "may cause drowsiness" or "should not drive, operate machinery while taking this drug".
4. Nothing in this policy precludes the appropriate use of legally prescribed medications.

**Compliance with this policy is a condition of employment.** In order to maintain compliance, substance abuse screenings will be conducted in the following situations:

**Post-Offer:** All applicants will be tested prior to entering the work force.

**For Cause:** Upon reasonable cause, including evidence that an employee has been observed using, buying, selling or trading drugs; has tampered with a drug test; has exhibited abnormal conduct or erratic behavior at work or a significant deterioration in work performance; or, in any way, is believed to be under the influence of alcohol, illegal drugs, or controlled substances.

**Post-Injury:** Any employee involved in an accident/injury while performing services for Chipton-Ross or a client that results in property damage or bodily injury requiring medical treatment will be required to submit to substance abuse screening.

Employees who test positive or who refuse to submit to substance abuse screening will be subject to termination. Notwithstanding any provision herein, this policy will be enforced at all times in accordance with applicable state law.

Signature: \_\_\_\_\_

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

Printed Name: \_\_\_\_\_