

Welcome to COCHHBHA Enterprises, Inc.

Dear New Employee:

We are very happy to welcome you to COCHHBHA Enterprises, Inc. d/b/a CEI Staffing. Thank-you for joining us! We want you to feel that your association with COCHHBHA Enterprises, Inc. will be a mutually beneficial and pleasant one.

You have joined an organization that has established an outstanding reputation for quality services. Credit for this goes to every one of our employees. We hope you, too, will find satisfaction and take pride in your work here.

This Manual provides answers to most of the questions you may have about COCHHBHA Enterprises programs, as well as the company policies and procedures we abide by-our responsibilities to you and your responsibilities to COCHHBHA Enterprises, Inc. If anything is unclear, please discuss the matter with your corporate project manager. You are responsible for reading and understanding this Employee Manual, and your performance evaluations will reflect your adherence to COCHHBHA Enterprises, Inc. policies. In addition to clarifying responsibilities, we hope this Employee Manual also gives you an indication of COCHHBHA Enterprises, Inc. interest in the welfare of all who work here.

From time to time, the information included in our Employee Manual may change. Every effort will be made to keep you informed through suitable lines of communication, including postings on the company bulletin boards (respectively) and/or notices sent directly to you in-house. Your employment with COCHHBHA Enterprises, Inc., is at will and signing the employee manual acknowledgement form doesn't constitute a contract.

Compensation and personal satisfaction gained from doing a job well are only some of the reasons most people work. Most likely, many other factors count among your reasons for working-pleasant relationships and working conditions, career development and promotion opportunities, and health benefits are just a few. COCHHBHA Enterprises, Inc. is committed to doing its part to assure you of a satisfying work experience. I extend to you my personal best wishes for your success and happiness at COCHHBHA Enterprises, Inc.

Sincerely,

**Eddie Edwards Jr.**

Eddie Edwards, Jr.

President

COCHHBHA Enterprises, Inc.

d/b/a CEI Staffing

## **You Are Part of Our Team...**

As a member of COCHHBHA Enterprises team, you will be expected to contribute your talents and energies to improve the environment and quality of the company, as well as the company's services. In return, you will be given opportunities to grow and advance in your career.

### **COCHHBHA Enterprises, Inc. is dedicated to two standards:**

- 1. To provide our customers with the best quality services at the best prices with the best service.**
- 2. To provide you with wages and benefits comparable to others doing similar work within the industry and within the region.**

The only things we require for employment, compensation, advancement, and benefits are performance and a good team attitude; however, all employment at COCHHBHA Enterprises, Inc. is "at will." No one will be denied opportunities or benefits on the basis of age, sex, color, race, creed, national origin, religious persuasion, marital status, political belief, or disability that does not prohibit performance of essential job functions; nor will anyone receive special treatment for those reasons.

We believe that COCHHBHA Enterprises is a special company with many unique qualities and you will be one of those unique qualities that make us one of the best, most-forward thinking teams in the industry of federal government support services.

Your experience and professional expertise would be a wonderful addition to our corporate family. We are pleased and delighted that you have decided to welcome the opportunity to join our team.

At COCHHBHA Enterprises, the guiding principles of excellence, service, commitment, and our tradition of caring for our corporate family unit remains true, as it has always been, since the founding of COCHHBHA Enterprises in 2004. You will become a part of a team, which continues to reflect the constant commitment to what is fair, and which focuses on the desire to lead, rather than follow.

### **Various Benefits with COCHHBHA Enterprises, Inc.**

You may not have thought about it, but the value of your benefits amounts to a considerable sum each year in addition to the wages or salary you earn. These are just some of the benefits COCHHBHA Enterprises, Inc. provides for eligible employees each year:

- **Competitive Beginning Hourly Labor Rate**
- **Paid Time Off -**
- **Paid Holidays**
- **Health & Welfare**
- **Direct Deposit**
- **Overtime Pay:** An employee's overtime is administered in accordance with 22.301 statutory requirements, Contract Work Hours and Safety Standards Act. The Act requires that certain contracts contain a clause specifying that no contract employee doing any part of the work contemplated by the contract will be required or permitted to work more than eight (8) hours in any calendar day or 40 hours in any workweek unless paid for all such overtime hours at no less than 1.5 times the basic rate of pay. When the hours worked during a single workweek by an employee exceed 8 hours per calendar day and 40 per workweek, the hours in excess of 8 hours per day and 40 hours per workweek will be computed separately.
- **Severance Pay:** COCHHBHA Enterprises, Inc. has no program for severance pay in its corporate plan.
- **Bonuses:** Some employments contracts allocate funds for sign-on, relocation and/or retention bonuses  
Sign-on or Relocation bonuses - In the event, you resign from employment with COCHHBHA Enterprises or COCHHBHA Enterprises terminates your employment for any reason within 365 days from your start date of employment, you will be held responsible and/or liable for the repayment of this sign-on/ relocation

bonus in full to COCHHBHA Enterprises, Inc. Retention for any reason within 180 days from your start date of employment, you will be held responsible and/or liable for the repayment.

### **Purpose of This Manual**

This Manual has been prepared to inform you about COCHHBHA's history, philosophy, employment practices, and policies, as well as the benefits provided to you as a valued employee and the conduct expected from you.

No employee manual can answer every question, nor would we want to restrict the normal question and answer interchange among us. It is in our person-to-person conversations that we can better know each other, express our views, and work together in a harmonious relationship.

We ask that you read this Manual carefully, and refer to it whenever questions arise. We also suggest that you take it home so your family can become familiar with COCHHBHA Enterprises, Inc. and our policies.

COCHHBHA's policies, benefits and rules, as explained in this Manual, may be changed from time to time as business, employment legislation, and economic conditions dictate. If and when provisions are changed, you will be given replacement pages for those that have become outdated. A copy will also be placed on our bulletin boards (respectively).

### **Notice**

The policies in this Manual are to be considered as guidelines. COCHHBHA Enterprises, Inc., at its option, may change, delete, suspend or discontinue any part or parts of the policies in this Manual at any time without prior notice. Any such action shall apply to existing as well as future employees with continued employment being the consideration between the employer and employee. Employees may not accrue eligibility for monetary benefits that they have not earned through actual time spent at work. Employees shall not accrue eligibility for monetary benefits, rights, or privileges beyond the last day worked. No one other than the President of COCHHBHA Enterprises, Inc. may alter or modify any of the policies in this Manual. No statement or promise by a supervisor, manager, or department head may be interpreted as a change in policy nor will it constitute an agreement with an employee.

Should any provision in this Employee Manual be found to be unenforceable and invalid, such finding does not invalidate the entire Employee Manual, but only the subject provision.

## **What You Can Expect from COCHHBHA Enterprises, Inc.**

### **COCHHBHA Enterprise's established employee relations policy is to:**

1. Operate an economically successful business so that a consistent level of steady work is available.
2. Select people on the basis of skill, training, ability, attitude, and character without discrimination with regard to age, sex, color, race, creed, national origin, religious persuasion, marital status, political belief, or disability that does not prohibit performance of essential job functions.
3. Pay all employees according to their effort and contribution to the success of our business.
4. Review wages, employee benefits and working conditions constantly with the objective of providing maximum benefits in these areas, consistent with sound business practices.
5. Dedicate ourselves to "Total Quality", "Constant and Never-ending Improvement".
6. Develop competent people who understand and meet our objectives, and who accept with open minds the ideas, suggestions and constructive criticisms of fellow employees.
7. Assure employees, after talking with their manager, an opportunity to discuss any problem with officers of COCHHBHA Enterprises.
8. Make prompt and fair adjustment of any complaints that may arise in the everyday conduct of our business, to the extent that is practicable.
9. Respect individual rights, and treat all employees with courtesy and consideration.
10. Maintain mutual respect in our working relationship.
11. Provide a working environment that is attractive, comfortable, orderly and safe.
12. Promote employees on the basis of their ability and merit.
13. Make promotions or fill vacancies from within COCHHBHA Enterprises whenever possible.
14. Keep all employees informed of the progress of COCHHBHA Enterprises, as well as the company's overall aims and objectives.
15. We will do all these things in a spirit of friendliness and cooperation so that COCHHBHA Enterprises will continue to be known as "a great place to work!"

## **What COCHHBHA Enterprises Expects from You**

Your first responsibility is to know your own duties and how to do them promptly, correctly and pleasantly. Secondly, you are expected to cooperate with management and your fellow employees and maintain a good team attitude. How you interact with fellow employees and those whom COCHHBHA Enterprises serves, and how you accept direction can affect the success of your department. In turn, the performance of one department can impact the entire service offered by COCHHBHA Enterprises. Consequently, whatever your position, you have an important assignment: perform every task to the very best of your ability. The result will be better performance for the company overall, and personal satisfaction for you.

You are encouraged to grasp opportunities for personal development that are offered to you. This Manual offers insight on how you can positively perform to the best of your ability to meet and exceed COCHHBHA Enterprises expectations. We strongly believe you should have the right to make your own choices in matters that concern and control your life. We believe in direct access to management. We are dedicated to making COCHHBHA Enterprises a company where you can approach your manager, or any member of management, to discuss any problem or question. We expect you to voice your opinions and contribute your suggestions to improve the quality of COCHHBHA Enterprises. (Please take a look at the section describing the submission of Suggestions.) We're all human, so please communicate with each other and with management.

Remember, you help create the healthful, pleasant and safe working conditions that COCHHBHA Enterprises intends for you. Your dignity and that of fellow employees, as well as that of our customers, is important.

COCHHBHA Enterprises needs your help in making each working day enjoyable and rewarding.

## **Personnel Administration**

The task of handling personnel records and related personnel administration functions at COCHHBHA Enterprises, Inc. has been assigned to the appointed CPM. Questions regarding insurance, wages and interpretation of policies may be directed to your respective project manager. In addition, our payroll department can assist you with any delay in pay or direct deposit issues.

Keeping your personnel file up-to-date can be important to you with regard to pay, deductions, benefits and other matters. If you have a change in any of the following items, please be sure to notify your manager as soon as possible.

1. Legal Name
2. Home Address
3. Home telephone number
4. Person to call in case of emergency
5. Number of dependents
6. Marital status
7. Exemptions on your W-4 federal tax form
8. Exemptions on your A-4 state tax form

Coverage or benefits that you and your family may receive under COCHHBHA Enterprise's benefits package could be negatively affected if the information in your personnel file is incorrect.

Since COCHHBHA Enterprises refers to your personnel file when we need to make decisions in connection with promotions, transfers, layoffs and recalls, it's to your benefit to be sure your personnel file includes information about completion of educational or training courses, outside civic activities, and areas of interest and skills that may not be part of your current position here.

You may see information that is kept in your own personnel file if you wish, and you may request and receive copies of all documents you have signed. Please contact COCHHBHA Enterprises to make arrangements for you with your project manager.

## **Employment Classifications**

### **Full-Time Employees**

At the time you are hired, you are classified as full-time, part-time or temporary and are also told whether you qualify for overtime pay, see offer letter for overtime pay. Unless otherwise specified, the benefits described in this Manual apply only to full-time employees. All other policies described in this Manual and communicated by COCHHBHA Enterprises apply to all employees, with the exception of certain wage, salary and time off limitations applying only to "non-exempt" (see the definition that follows) employees. If you are unsure of which job classification your position fits into, please ask your manager.

An employee who has successfully completed the Introductory Period of employment and who works at least forty (40) hours per week is considered a full-time employee.

If you were a full-time employee and were laid off, you will be considered a full-time employee upon return to work, provided that you were not on layoff for longer than one (1) year.

If you were a full-time employee and have been on an approved leave of absence, upon return you will be considered a full-time employee, provided you return to work as agreed in the provisions of your leave.

### **Part-Time Employees**

An employee who works less than a regular forty- (40) hour workweek is considered a part-time employee. If you are a part-time employee, please understand that you are not eligible for benefits described in this Manual, except as granted on occasion, or to the extent required by provision of state and federal laws.

### **Temporary Employees**

From time to time, COCHHBHA Enterprises may hire employees for specific periods of time or for the completion of a specific project. An employee hired under these conditions will be considered a temporary employee. The job assignment, work schedule and duration of the position will be determined on an individual basis.

Normally, a temporary position will not exceed six (6) months in duration, unless specifically extended by a written agreement. Summer employees are considered temporary employees.

If you are a temporary employee, please understand that you are not eligible for benefits described in this Manual, except as granted on occasion, or to the extent required by provision of state and federal laws. Those temporary employees classified as "non-exempt" (see the definition that follows) who work more than eight (8) hours in one day or more than forty - (40) hours during any workweek will receive overtime pay.

### **"Non-Exempt" and "Exempt" Employees**

At the time you are hired, all employees are classified as either "exempt" or "non-exempt." This is necessary because, by law, employees in certain types of jobs are entitled to overtime pay for hours worked in excess of eight (8) hours per day or forty hours (40) per work week. These employees are referred to as "non-exempt" in this Manual. This means that they are not exempt from (and therefore should receive) overtime pay. Overtime will be offered in your employment offer letter, please refer to that letter; it will explain if overtime pay is offered to you. In the event that it is not offered in your employment letter, then you are not eligible for overtime pay.

Exempt employees are managers, executives, managers, professional staff, technical staff, outside sales representatives, officers, directors, owners and others whose duties and responsibilities allow them to be "exempt" from overtime pay provisions as provided by the Federal Fair Labor Standards Act (FLSA) and any applicable state laws. If you are an exempt employee, you will be advised that you are in this classification at the time you are hired, transferred or promoted.

### **Employment Policies**

Whether you are a new hire or a former employee returning to COCHHBHA Enterprises, you may feel a little strange in your new surroundings. This is a normal feeling and is expected. Your fellow employees, especially your project manager, want to help you get off to a good start. Feel free to ask them for help concerning anything you do not understand. One of the first things you should do is carefully read this Manual. It is designed to answer many of your questions about the practices and policies of COCHHBHA Enterprises, what you can expect from COCHHBHA Enterprises, and what COCHHBHA Enterprises expects from you.

### **Anniversary Date**

The first day you report to work is your "official" anniversary date. Your anniversary date is used to compute various benefits described in this Manual.

### **Aptitude & Ability Tests**

If you have a disability, which will affect your ability to take such a test, it is important that you advise a company representative of this so that a reasonable accommodation can be arranged. Requested accommodations may include accessible testing sites, modified testing conditions, and accessible testing formats. COCHHBHA Enterprises reserves the right to require medical documentation concerning the need for the accommodation.

### **Attendance**

Punctuality and good attendance are critical to efficient operation within the department facility. COCHHBHA Enterprises depends on each employee to work as scheduled. An employee will be considered absent or tardy when he or she is not present at their work-station at the scheduled starting time.

#### **Protocol for "Calling Off"**

You are required to immediately notify the on-site supervisor, Employment Specialist, and Department Facility each day you will not be attending work, unless prior arrangements have been made. COCHHBHA Enterprises has an available On-Call Representative on staff 24 hours a day seven (7) days a week, who can be reached at 1-866-676-3502, if you need to contact us after hours. For clinical staff where a replacement must be found, you must contact the aforementioned personnel a minimum of two hours before starting time. You must speak directly with both the on-site supervisor and your Employment Specialist.

#### **Time Off**

Dependent upon eligibility, COCHHBHA Enterprises grants employees a designated amount of paid time off to be utilized within the fiscal year. Paid time off must be utilized when taking time off. You will need to complete and send a Leave Request form a minimum of two (2) weeks in advance to the COCHHBHA Enterprises Employment Specialist when requesting time off. Once your paid time off is exhausted, no additional time off will be granted within the fiscal year. In emergency situations, COCHHBHA Enterprises reserves the right to grant additional time off based on the severity of the employee's situation, staffing of the facility, and contract requirements. If granted, additional time off would be without pay.

Employees with unacceptable attendance will be counseled, and if the problem persists will be terminated from employment.

#### **At Will Employment**

All employment and compensation with COCHHBHA Enterprises is "at will" which means that your employment can be terminated with or without cause, and with or without notice, at any time, at the sole option of COCHHBHA Enterprises, except as otherwise provided by law. We expect all employees to give COCHHBHA Enterprises at least 2 weeks written notice of resignation.

#### **Credit Investigation**

Following the requirements imposed by the Federal-Truth-In-Lending and the Fair Credit Reporting Acts, COCHHBHA Enterprises does not conduct a pre-employment credit check on all applicants who are offered and who accept an offer of employment. Your employment with us is not conditional upon our review of the information in the credit check. COCHHBHA Enterprises does not reserve the right to conduct this credit check at any time after you have been employed.

#### **Driver's License & Driving Record**

Some Employees whose work requires operation of a motor vehicle must present and maintain a valid driver's license and a driving record acceptable to our insurer. You will be asked to submit a copy of your driving record to COCHHBHA Enterprises from time to time. Any changes in your driving record must be reported to the personnel department immediately. Failure to do so may result in disciplinary action, including possible dismissal.

#### **Health Examinations**

COCHHBHA Enterprises, Inc. reserves the right to require an employee to participate in a health examination to determine the employee's fitness to perform his/her essential job functions. All such health exams shall be paid for by the company or by the employee.

## **Business Hours**

Our Corporate Office regular operating hours are 8 A.M. to 5 P.M. Monday through Friday.

Your particular hours of work and the scheduling of your lunch period will be determined and assigned by your project manager. Most employees are assigned to work a forty (40) hour workweek. You are required to take a required unpaid lunch period daily; please understand that you may not "work through lunch" in order to arrive late or to leave early or to work extra time. There is no "Comp Time".

## **Confidential Information**

Our customers and suppliers entrust COCHHBHA Enterprises with important information relating to their businesses. The nature of this relationship requires maintenance of confidentiality. In safeguarding the information received, COCHHBHA Enterprises earns the respect and further trust of our customers and suppliers. Your employment with COCHHBHA Enterprises assumes an obligation to maintain confidentiality, even after you leave our employ.

Any violation of confidentiality seriously injures COCHHBHA Enterprise's reputation and effectiveness. Therefore, please do not discuss COCHHBHA Enterprises business with anyone who does not work for us, and never discuss business transactions with anyone who does not have a direct association with the transaction. Even casual remarks can be misinterpreted and repeated, so develop the personal discipline necessary to maintain confidentiality. If you hear, see or become aware of anyone else breaking this trust, consider what he or she might do with information they may get from you. If someone questions you outside the company or your department and you are concerned about the appropriateness of giving him or her certain information, remember that you are not required to answer, and that we do not wish you to do so. Instead, as politely as possible, refer the request to COCHHBHA Enterprises.

No one is permitted to remove or make copies of any COCHHBHA Enterprises records, reports or documents without prior management approval. Because of its seriousness, disclosure of confidential information could lead to dismissal. As an employee of COCHHBHA Enterprises, you have access to personal and confidential information. All COCHHBHA Enterprises business must remain strictly confidential. You may be required to sign a Confidential Information Agreement to this effect.

## **Customer Relations**

The success of COCHHBHA Enterprises depends upon the quality of the relationships between COCHHBHA Enterprises, our employees, our customers, our suppliers and the general public. Our customers' impression of COCHHBHA Enterprises and their interest and willingness to procure from us is greatly formed by the people who serve them. In a sense, regardless of your position, you are COCHHBHA Enterprise's ambassador. The more goodwill you promote, the more our customers will respect and appreciate you, COCHHBHA Enterprises and COCHHBHA Enterprise's products and services.

Here are several things you can do to help give our customers/clients a good impression of COCHHBHA Enterprises:

1. Act competently and deal with people in a courteous and respectful manner.
2. Communicate pleasantly and respectfully with other employees at all times.
3. Follow up on orders and questions promptly, provide businesslike replies to inquiries and requests, and perform all duties in an orderly manner.
4. Take great pride in your work and enjoy doing your very best.



## **Equal Employment Opportunity**

COCHHBHA Enterprises, Inc. has a long-standing record of nondiscrimination in employment and opportunity because of race, color, religion, creed, national origin, ancestry, disability, sex or age. The President has issued the following policy stating the Company's views in this matter:

It is the policy of COCHHBHA Enterprises, Inc. to:

- Strictly follow personnel procedures that will ensure equal opportunity for all people without regard to race, color, religion, creed, national origin, sex, age, ancestry, marital status, and disability, veteran or draft status;
- Comply with all the relevant and applicable provisions of the Americans with Disabilities Act ("ADA"). COCHHBHA Enterprises, Inc. will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of a person's physical or mental disability.
- Make reasonable accommodations wherever necessary for all employees or applicants with disabilities, provided that the individual is otherwise qualified to safely perform the duties and assignments connected with the job and provided that any accommodations made do not require significant difficulty or expense.
- Achieve understanding and acceptance of COCHHBHA Enterprises, Inc.'s policy on Equal Employment Opportunity by all employees and by the communities in which the company operates;
- Thoroughly investigate instances of alleged discrimination and take corrective action if warranted;
- Be continually alert to identify and correct any practices by individuals that are at variance with the intent of the Equal Employment Opportunity Policy.

At this time, COCHHBHA Enterprises, Inc. would like to reaffirm this policy and call upon all personnel to effectively pursue the policy as stated. COCHHBHA Enterprises, Inc. will provide equal employment opportunity without regard to race, color, sex, age, disability, religion, national origin, marital status, sexual orientation, ancestry, political belief or activity, or status as a veteran.

The policy applies to all areas of employment, including recruitment, hiring, training and development, promotion, transfer, termination, layoff, compensation benefits, social and recreational programs, and all other conditions and privileges of employment in accordance with applicable federal, state, and local laws.

It is the policy of COCHHBHA Enterprises, Inc. to comply with all the relevant and applicable provisions of the Americans with Disabilities Act (ADA). COCHHBHA Enterprises, Inc. will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of a person's physical or mental disability. COCHHBHA Enterprises, Inc. also will make reasonable accommodation wherever necessary for all employees or applicants with disabilities, provided that the individual is otherwise qualified to safely perform the duties and assignments connected with the job and provided that any accommodations made do not require significant difficulty or expense.

Equal employment opportunity notices are posted on appropriate employee bulletin boards as required by law. The notices summarize the rights of employees to equal opportunity in employment and list the names and addresses of the various government agencies that may be contacted in the event that any person believes he or she has been discriminated against.

Management is primarily responsible for seeing that COCHHBHA Enterprises, Inc.'s equal employment opportunity policies are implemented, but all members of the staff share in the responsibility for assuring that by their personal

actions the policies are effective and apply uniformly to everyone. Any employees, including managers, involved in discriminatory practices will be subject to discharge.

**Note:** Throughout this Employee Manual, masculine pronouns such as he, his, or him shall be construed so as to include both sexes.

### **Former Employees**

Depending on the circumstances, COCHHBHA Enterprises, Inc. may consider a former employee for re-employment. Such applicants are subject to COCHHBHA Enterprises, Inc.'s usual pre-employment procedures. To be considered, an applicant must have been in good standing at the time of their previous termination of employment with COCHHBHA Enterprises, Inc. and must have provided at least two weeks advance notice of their intention to terminate their employment with COCHHBHA Enterprises, Inc., Regardless of the length of your previous employment and length of time since you terminated your employment with COCHHBHA Enterprises, Inc., your benefits shall accrue as if you were a new/first-time COCHHBHA Enterprises, Inc. employee.

### **Harassment Policy**

COCHHBHA Enterprises, Inc. intends to provide a work environment that is pleasant, healthful, comfortable, and free from intimidation, hostility or other offenses, which might interfere with work performance. Harassment of any sort - verbal, physical, and visual - will not be tolerated.

Harassment can take many forms. It may be, but is not limited to: words, signs, jokes, pranks, intimidation, physical contact, or violence. Harassment is not necessarily sexual in nature.

Sexually harassing conduct may include unwelcome sexual advances, requests for sexual favors, or any other verbal or physical contact of a sexual nature that prevents an individual from effectively performing the duties of their position or creates an intimidating, hostile or offensive working environment, or when such conduct is made a condition of employment or compensation, either implicitly or explicitly.

### **Responsibility**

All COCHHBHA Enterprises, Inc. employees, and particularly managers, have a responsibility for keeping our work environment free of harassment. Any employee, who becomes aware of an incident of harassment, whether by witnessing the incident or being told of it, must report it to their immediate manager or any management representative with whom they feel comfortable. When management becomes aware that harassment might exist, it is obligated by law to take prompt and appropriate action, whether or not the victim wants the company to do so. All complaints of harassment must be reported to our corporate human resource manager Chase Edwards at: **954-572-6802**

### **Reporting**

Any incidents of harassment must be immediately reported to a manager or other management representative. Appropriate investigation and disciplinary action will be taken. All reports will be promptly investigated with due regard for the privacy of everyone involved. Any employee found to have harassed a fellow employee or subordinate will be subject to severe disciplinary action or possible discharge. COCHHBHA Enterprises, Inc. will also take any additional action necessary to appropriately remedy the situation. No adverse employment action will be taken for any employee making a good faith report of alleged harassment. COCHHBHA Enterprises accepts no liability for harassment of one employee by another employee. The individual who makes unwelcome advances, threatens or in any way harasses another employee is personally liable for such actions and their consequences. COCHHBHA Enterprises, Inc. will not provide legal, financial or any other assistance to an individual accused of harassment if a legal complaint is filed.

### **How You Were Selected**

We carefully select our employees through written application, interview and reference checks. After all available information was carefully considered and evaluated; you were selected to become a member of our team.

This careful selection process helps COCHHBHA Enterprises, Inc. to find and employ people who are concerned with their own personal success and the success of COCHHBHA Enterprises, Inc.; people who want to do a job well and who can carry on their work with skill and ability; and people who are comfortable with COCHHBHA Enterprises, Inc. and who can work well with our team.

### **Introductory Period**

Your first thirty 30-days of employment at COCHHBHA Enterprises, Inc. are considered an Introductory Period, and during that period you will not accrue benefits described in this Manual unless otherwise required by law.

This Introductory Period will be a time for getting to know your fellow employees, your manager and the tasks involved in your job position, as well as becoming familiar with COCHHBHA Enterprises, Inc.'s products and services. Your manager will work closely with you to help you understand the needs and processes of your job.

This Introductory Period is a try-out time for both you, as an employee, and COCHHBHA Enterprises, Inc., as an employer. During this Introductory Period, COCHHBHA Enterprises, Inc. will evaluate your suitability for employment, and you can evaluate COCHHBHA Enterprises, Inc. as well. At any time during this first thirty (30), you may resign with or without any detriment to your record. If, during this period, your work habits, attitude, attendance or performance do not measure up to our standards, we may release you.

At the end of the Introductory Period, your project manager may discuss your job performance with you. This review will be much the same as the normal job performance review that is held for regular full-time or part-time employees on a semi-annual basis. During the course of the discussion, you are encouraged to give your comments and ideas as well. Please understand that completion of the Introductory Period does not guarantee continued employment for any specified period of time, nor does it require that an employee be discharged only for "cause."

A former employee who has been rehired after a separation from COCHHBHA Enterprises, Inc. of more than six months is considered an introductory employee during their first thirty (30) days following rehire.

### **Job Descriptions**

We maintain a job description for each position in COCHHBHA Enterprises, Inc... When your duties and responsibilities are changed, your job description will be updated. If you wish to see your job description, please ask your project manager.

### **Knowledge of COCHHBHA Enterprises, Inc.**

After having learned to competently perform your own duties, your next step is to familiarize yourself with other COCHHBHA Enterprises, Inc. activities. This can prove valuable to you, our customers and COCHHBHA Enterprises, Inc. as well. COCHHBHA Enterprises, Inc. may provide additional cross training. Knowledge of the services of COCHHBHA Enterprises, Inc. will help you avoid the "I don't know syndrome". Our customers' confidence in you increases, as you are able to answer their basic questions. However, please don't pretend you know the answer or try to guess the answer when you are uncertain. If you are unsure of the correct information, refer the inquiry to your manager, or to a person more qualified to respond.

### **Non-Compete Agreement**

Certain new employees, such as critical contract personnel and others, may be required to sign a Non-Compete Agreement prepared by our attorneys as a condition of employment.

### **Outside Employment**

What you do on your free time is your own business. However, if you are employed by COCHHBHA Enterprises, Inc. in a full-time position, COCHHBHA Enterprises, Inc. will expect that your position here is your primary employment. Any outside activity must not interfere with your ability to properly perform your job duties at COCHHBHA Enterprises, Inc.

If you are thinking of taking on a second job, it would be wise to notify your project manager immediately. He or she will thoroughly discuss this opportunity with you to make sure that it will not interfere with your job at COCHHBHA Enterprises, Inc. nor pose a conflict of interest.

### **Proof of U.S. Citizenship and/or Right to Work**

Federal regulations require that (1) before becoming employed, all applicants must complete and sign Federal Form I-9, Employment Eligibility Verification Form; and/or (2) all applicants who are hired need to present documents of identity and eligibility to work in the U. S.

### **We Need Your Ideas**

Ask any of our employees who have worked with us for a long time and they will probably tell you of the many changes and improvements that have come about in their departments since they first joined us. We believe the person doing a job is in the best position to think of ways of doing it more easily, more efficiently, and more effectively. If you think of a better way of doing your job or the job of a fellow employee, discuss it with your manager, who will welcome your suggestions and ideas. Remember, there may be areas in COCHHBHA Enterprises, Inc.'s operation that can be improved. These could be in service, production methods, equipment, communications, safety, and ways to reduce costs, losses, and/or waste, or other improvements you may see a need for. Please give us the benefit of your unique experience and thoughts.

### **Standards of Conduct**

Whenever people gather together to achieve goals, some rules of conduct are needed to help everyone work together efficiently, effectively, and harmoniously. Some people have problems with "rules" and "authority figures," and past experience may have justified these thoughts and feelings; however, at COCHHBHA Enterprises, Inc., we hold ourselves to a high standard of quality where the rules and authority figures simply assure that quality is maintained.

By accepting employment with us, you have a responsibility to COCHHBHA Enterprises, Inc. and to your fellow employees to adhere to certain rules of behavior and conduct. The purpose of these rules is not to restrict your rights, but rather to be certain that you understand what conduct is expected and necessary. When each person is aware that he or she can fully depend upon fellow workers to follow the rules of conduct, then our organization will be a better place to work for everyone.

### **Disciplinary Actions**

#### **Unacceptable Activities**

Generally speaking, we expect each person to act in a mature and responsible way at all times. However, to avoid any possible confusion, some of the more obvious unacceptable activities are noted below. Your avoidance of these activities will be to your benefit as well as the benefit of COCHHBHA Enterprises, Inc. If you have any questions concerning any work or safety rule, or any of the unacceptable activities listed, please see your manager for an explanation. Occurrences of any of the following violations, because of their seriousness, may result in immediate dismissal without warning:

- Willful violation of any company rule; any deliberate action that is extreme in nature and is obviously detrimental to COCHHBHA Enterprises, Inc.'s efforts to operate profitably.
- Willful violation of security or safety rules or failure to observe safety rules or COCHHBHA Enterprises, Inc. safety practices; failure to wear required safety equipment; tampering with COCHHBHA Enterprises, Inc. equipment or safety equipment.
- Negligence or any careless action, which endangers the life or safety of another person.

- Being intoxicated or under the influence of controlled substance drugs while at work; use or possession or sale of controlled substance drugs in any quantity while on company premises except medications prescribed by a physician who does not impair work performance.
- Unauthorized possession of dangerous or illegal firearms, weapons or explosives on company property or while on duty.
- Engaging in criminal conduct or acts of violence, or making threats of violence toward anyone on company premises or when representing COCHHBHA Enterprises, Inc.; fighting, or horseplay or provoking a fight on company property, or negligent damage of property.
- Insubordination or refusing to obey instructions properly issued by your manager pertaining to your work; refusal to help out on a special assignment.
- Threatening, intimidating or coercing fellow employees on or off the premises – at any time, for any purpose.
- Engaging in an act of sabotage; willfully or with gross negligence causing the destruction or damage of company property, or the property of fellow employees, customers, suppliers, or visitors in any manner.
- Theft of company property or the property of fellow employees; unauthorized possession or removal of any company property, including documents, from the premises without prior permission from management; unauthorized use of company equipment or property for personal reasons; using company equipment for profit.
- Dishonesty; willful falsification or misrepresentation on your application for employment or other work records; lying about sick or personal leave; falsifying reason for a leave of absence or other data requested by COCHHBHA Enterprises, Inc.; alteration of company records or other company documents.
- Violating the non-disclosure agreement; giving confidential or proprietary COCHHBHA Enterprises, Inc. information to competitors or other organizations or to unauthorized COCHHBHA Enterprises, Inc. employees; working for a competing business while a COCHHBHA Enterprises, Inc. employee; breach of confidentiality of personnel information.
- Malicious gossip and/or spreading rumors; engaging in behavior designed to create discord and lack of harmony; interfering with another employee on the job; willfully restricting work output or encouraging others to do the same.
- Immoral conduct or indecency on company property.
- Conducting a lottery or gambling on company premises.

Occurrences of any of the following activities, as well as violations of any COCHHBHA Enterprises, Inc. rules or policies, may be subject to disciplinary action, including possible immediate dismissal. This list is not all-inclusive and, notwithstanding this list, all employees remain employed "at will."

#### Unacceptable Activities-continued

- Unsatisfactory or careless work; failure to meet production or quality standards as explained to you by your manager; mistakes due to carelessness or failure to get necessary instructions.
- Any act of harassment, sexual, racial or other; telling sexist or racial-type jokes; making racial or ethnic slurs.
- Leaving work before the end of a workday or not being ready to work at the start of a workday without approval of your manager; stopping work before time specified for such purposes.
- Sleeping on the job; loitering or loafing during working hours.
- Excessive use of company telephone for personal calls.
- Leaving your workstation during your work hours without the permission of your manager, except to use the rest room.
- Smoking in restricted areas or at non-designated times, as specified by department rules.
- Creating or contributing to unsanitary conditions.
- Posting, removing or altering notices on any bulletin board on company property without permission of an officer of COCHHBHA Enterprises, Inc.
- Failure to report an absence or late arrival; excessive absence or lateness.
- Filling your own order or invoicing or ringing up your own order.
- Buying company merchandise for resale.

- Obscene or abusive language toward any manager, employee or customer; indifference or rudeness towards a customer or fellow employee; any disorderly/antagonistic conduct on company premises.
- Failure to immediately report damage to, or an accident involving company equipment.
- Soliciting during working hours and/or in working areas; selling merchandise or collecting funds of any kind for charities or others without authorization during business hours, or at a time or place that interferes with the work of another employee on company premises.
- Failure to maintain a neat and clean appearance in terms of the standards established by your manager; any departure from accepted conventional modes of dress or personal grooming; wearing improper or unsafe clothing.
- Eating food and beverages in undesignated areas or at your workstation.
- Failure to use your timecard; alteration of your own timecard or records or attendance documents; altering another employee's timecard or records, or causing someone to alter your timecard or records.

### **Disciplinary Actions**

Unacceptable behavior that does not lead to immediate dismissal may be dealt with in the following manner:

Written warnings will include the reasons for the project manager's dissatisfaction and any supporting evidence. You will have an opportunity to defend your actions and rebut the opinion of your manager at the time the warning is issued. Disciplinary actions may also include fines, suspensions or other measures deemed appropriate to the circumstances.

All pertinent facts will be carefully reviewed, and the employee will be given a full opportunity to explain his or her conduct before any decision is reached. The President or another member of senior management will give a second opinion concerning the unacceptable behavior before dismissal occurs.

The Discipline Policy applies to all regular employees who have completed the introductory period. This policy pertains to matters of conduct as well as the employee's competence. However, an employee who does not display satisfactory performance and accomplishment on the job may be dismissed, in certain cases, without resorting to the steps set forth in this policy. To insure that COCHHBHA Enterprises, Inc. business is conducted properly and efficiently, you must conform to certain standards of attendance, conduct, work performance and other work rules and regulations.

When a problem in these areas does arise, your project manager may decide to coach and counsel you in mutually developing an effective solution. If, however, you fail to respond to coaching or counseling, or an incident occurs requiring formal discipline, the following procedures occur.

Your manager will meet with you to discuss the problem, making sure that you understand the nature of the violation and the expected remedy. The purpose of this conversation is to remind you of exactly what the rule or performance expectations is and also remind you that it is your responsibility to meet that expectation.

If your performance does not improve within a period regulated solely by COCHHBHA Enterprises, or if you are again in violation of COCHHBHA Enterprises, Inc. practices, rules or standards of conduct, your project manager, after reviewing the situation with their manager, will discuss the problem with you, emphasizing the seriousness of the problem and the need for you to immediately remedy the problem. If you are unwilling to make such a commitment, you may be terminated. If you commit any of the actions listed below, or any other action not specified but similarly serious, you will be suspended without pay pending the investigation of the situation.

### **Dismissal**

Employment and compensation with COCHHBHA Enterprises, Inc. is "at will" in that they can be terminated with or without cause, and with or without notice, at any time, at the option of either COCHHBHA Enterprises, Inc. or yourself, except as otherwise provided by law.

If your performance is unsatisfactory due to lack of ability, failure to abide by COCHHBHA Enterprises, Inc. rules or failure to fulfill the requirements of your job, you will or will not be notified of the problem. If notification is given and if satisfactory change does not occur, you may be dismissed. Some incidents may result in immediate dismissal.

### **Substance Abuse Policy**

COCHHBHA Enterprises, Inc. is dedicated to maintaining its employee's health and safety by providing a safe working environment. That commitment is jeopardized when any employee illegally uses drugs on the job or off the job, comes to work under the influence, possesses, distributes or sells drugs in the workplace, or abuses alcohol on the job. Therefore, COCHHBHA Enterprises, Inc. has established the following policy:

1. It is a violation of company policy for any employee to use, possess, sell, trade, offer for sale, or offer to buy illegal drugs otherwise engages in the illegal use of drugs on or off the job.
2. It is a violation of company policy for any employee to report to or under the influence of or while possessing in his or her body, blood or urine, illegal drugs in any detectable amount.
3. It is a violation of company policy for any employee to report to work under the influence of or impaired by alcohol.
4. It is a violation of company policy for any employee to use prescription drugs illegally, i.e., to use prescription drugs that have not been legally obtained or in a manner or for a purpose other than as prescribed.
5. Violations of this policy are subject to disciplinary action up to and including termination.

It is the responsibility of the company's supervisors to counsel employees whenever they see changes in performance or behavior that suggest an employee has a drug problem. Although it is not the supervisor's job to diagnose personal problems, the supervisor should encourage such employees to seek help and advice then about available resources for getting help. Everyone share responsibility for maintaining a safe work environment and co-workers should encourage anyone that has a drug problem to seek help.

The goal of this policy is to balance our respect for individuals with the need to maintain a safe, productive and drug-free environment. The intent of this policy is to offer a helping hand to those who need it, while sending a clear message that the illegal use of drugs and the abuse of alcohol will not be tolerated at COCHHBHA Enterprises, Inc. According to The Drug-Free Workplace Act of 1988, employees must abide by the terms of this policy and must notify COCHHBHA Enterprises, Inc. in writing of any conviction of a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such a conviction. I understand that, should the content be changed in any way, COCHHBHA Enterprises, Inc. may require an additional signature form me to indicate that I am aware of and understand any new policies. I understand that my signature below indicates that I have read and understand the above statements and have received a copy of the COCHHBHA Enterprises, Inc. employee Manual.

### **Employee Testing**

This Company has adopted testing practices to identify employees who use illegal drugs on or off the job or who abuse alcohol on the job. It shall be a condition of employment for all employees to submit to substance abuse testing under the following circumstances:

1. When there is reasonable suspicion to believe that an employee is using illegal drugs or abusing alcohol. 'Reasonable suspicion' is based on a belief that an employee is using or has used drugs or alcohol in violation of the employer's policy drawn from specific, objective and distinct facts and reasonable inferences drawn from those facts in light of experience. Among other things, such facts and inferences may be based upon, but not limited to the following:
  - a) Observable phenomena while at work such as direct observation of substance abuse or of the physical symptoms or manifestations of being impaired due to substance abuse;
  - b) Abnormal conduct or erratic behavior while at work or a significant deterioration in work performance;
  - c) A report of substance abuse provided by a reliable and credible source;
  - d) Evidence that an individual has tampered with any substance test during his or her employment with the current employer;

- e) Information that an employee has caused or contributed to an accident while at work; or
  - f) Evidence that an employee had to used, possessed, sold, solicited or transferred drugs while working or while on the employer's premises or while operating the employer's vehicle, machinery or equipment.
2. When employees have caused or contributed to an on-the- job injury that resulted in a loss of work time, which means any period of time during which an employee stops performing the normal duties of employment and leaves the place of employment to seek care from a licensed medical provider. An employer may send employees for a substance abuse test if they are involved in on-the-job accidents where personal injury or damage to company property occurs.
  3. As part of a follow-up program to treatment for drug abuse.
  4. When a substance abuse test is conducted as part of a routinely scheduled employee fitness-for-duty medical examination that is part of the employer's established policy or that is scheduled routinely for all members of an employment classification or group. Employees with a confirmed positive result may, at their option and expense, have a second confirmation test made on the same specimen. An employee will not be allowed to submit another specimen for testing. If the physician, official, or lab personnel have reasonable suspicion to believe that the employee has tampered with the specimen, the employee is subject to disciplinary action up to and including termination.

#### **General Procedures**

An employee reporting to work visibly impaired will be deemed unable to properly perform required duties and will not be allowed to work. If possible, the employee's supervisor will first seek another supervisor's opinion to confirm the employee's status. Next the supervisor will consult privately with the employee to determine the cause of the observation, including whether substance abuse has occurred. If, in the opinion of the supervisor, the employee is considered impaired, the employee will be sent home or to a medical facility by taxi or other safe transportation alternative and accompanied by the supervisor or another employee if necessary. A drug test may be in order. An impaired employee will not be allowed to drive.

#### **Opportunity to Contest or Explain Test Results**

Employees and job applicants who have a positive confirmed test result may explain or contest the result to the Company within five working days after the Company contacts the employee or job applicant and shows him/her the positive test and result as it was received from the laboratory in writing.

#### **Confidentiality**

The confidentiality of any information received by the employer through a substance abuse testing program shall be maintained, except as otherwise provided by law.

#### **Positive Test Results**

Employees who have positive drug or alcohol screening results may be IMMEDIATELY DISCHARGED or SUBJECT TO DISCIPLINE UP TO DISCHARGE. Any employee who tests positive may request a confirming test of the original specimen at his/her own expense.

### **Receipt & Acknowledgment of COCHHBHA Enterprises, Inc. Employee Manual**



