

SIUSLAW VISION EMPLOYEE HANDBOOK



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INTRODUCTION

WELCOME TO SIUSLAW VISION – BUILDING A BETTER COMMUNITY TOGETHER!

We're very happy to welcome you to our nonprofit organization. Thanks for joining us!

You are joining a community building organization that values friendly, enthusiastic people who want to help move the Siuslaw Vision forward. We invite you to become part of the team in this exciting and rewarding endeavor as we work together to create a Siuslaw region where opportunities to live, work, and play are available to all.

Siuslaw Vision was developed by the community and continues to be community driven. A group of volunteers serve as a Vision Team, focusing on building a better Siuslaw community together; the Board of Directors oversees the Siuslaw Vision nonprofit corporation. Vision partners are working on dozens of projects that are part of the Vision. You will play a special role as an employee working with these many volunteers and community leaders. We hope that you will find satisfaction and take pride in your work here.

Siuslaw Vision celebrates diversity and inclusion. We value all people without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, marital/family status, or veteran status.

HANDBOOK PURPOSE

This employee handbook is presented as a matter of information and has been prepared to inform employees about Siuslaw Vision's philosophy, employment practices, policies, and the benefits provided to our valued employees, as well as the conduct expected from them. While this handbook is not intended to be a book of rules and regulations or a contract, it does include some important guidelines which employees should know. Except for the at-will employment provisions, the handbook can be amended at any time.

This employee handbook will not answer every question employees may have, nor would Siuslaw Vision 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 hope this guide will help employees feel comfortable here. Siuslaw Vision depends on its employees; their success is our success and we are all working together to create a better life for Siuslaw residents. Please don't hesitate to ask questions. We will gladly answer them. We believe employees will enjoy their work and their fellow employees here. We also believe that employees will find Siuslaw Vision a good place to work.

No one other than authorized management may alter or modify any of the policies in this employee handbook. No statement or promise by a supervisor, manager, or designee is to be interpreted as a change in policy, nor will it constitute an agreement with an employee.

Should any provision in this employee handbook be found to be unenforceable and invalid, such a finding does not invalidate the entire employee handbook, but only the subject provision. Nothing in this handbook is intended to infringe upon employee rights under Section Seven of the National Labor Relations Act (NLRA) or be incompatible with the NLRA.

We ask that employees read this guide carefully, become familiar with Siuslaw Vision and our policies, and refer to it whenever questions arise.

EMPLOYMENT

EQUAL EMPLOYMENT

It is the policy of Siuslaw Vision to provide equal employment opportunities to all qualified individuals and to administer all aspects and conditions of employment without regard to the following:

- Race
- Color
- Age
- Sex
- Sexual orientation
- Gender
- Gender identity
- Religion
- National origin
- Pregnancy
- Marital status
- AIDS/HIV
- Genetic information, including family medical history
- Physical or mental disability
- Medical condition
- Political activities or affiliations
- Child or spousal support withholding
- Domestic violence, assault, or stalking victim status
- Nepotism
- Military or veteran status
- Credit report or credit information
- Prior non-conviction arrest record
- Expunged juvenile record
- Lawful conduct occurring during non-working hours away from the employer's premises
- Citizenship and/or immigration status

- Filing for workers' compensation insurance
- Access to employer-owned housing
- Lawful off-duty use of tobacco products
- Wage garnishment for consumer debt
- Bringing of a claim for unlawful employment practices
- Refusal to attend an employer-sponsored meeting with the primary purpose of communicating the employer's political or religious views
- Any other protected class, in accordance with applicable federal, state, and local laws

Discriminatory, harassing, or retaliatory behavior is prohibited from coworkers, supervisors, managers, owners, and third parties, including volunteers and members of the community we work with. Siuslaw Vision takes allegations of discrimination, intimidation, harassment and retaliation very seriously and will promptly conduct an investigation when warranted.

Equal employment opportunity includes, but is not limited to, employment, training, promotion, demotion, transfer, leaves of absence and termination.

BACKGROUND CHECKS

Prior to making an offer of employment, or after making a conditional offer, Siuslaw Vision may conduct a job-related background check. The background check may consist of prior employment verification, professional reference checks, education confirmation, criminal background, driving record, and/or credit checks, as permitted by law. Third-party services may be hired to perform these checks. All offers of employment and continued employment are contingent upon a satisfactory background check.

AT-WILL NOTICE

Employees are not hired for any definite or specified period of time even though employee wages are paid regularly. Employees are at-will with Siuslaw Vision and their employment can be terminated at any time, with or without cause and with or without prior notice. Company policy requires all employees to be hired at-will and this policy cannot be changed by any oral modifications. There have been no implied or verbal agreements or promises to an employee that they will be discharged only under certain circumstances or after certain procedures are followed. There is no implied employment contract created by this handbook or any other Company document or written or verbal statement or policy.

ANNIVERSARY DATE

The employee's date of hire is their official employment anniversary date.

IMMIGRATION LAW COMPLIANCE

All individuals hired by Siuslaw Vision will be required to establish and certify their identity and right to work in the United States. Each individual employed by Siuslaw Vision will be required to complete Section 1 of Form I-9 on their first day of employment, and produce, within three business days, proof of their identity and eligibility to work in the United States.

EMPLOYMENT CLASSIFICATIONS

Siuslaw Vision has established the following employee classifications for compensation and benefit purposes only. The classification of an employee will be identified in the job description for which they are hired.

Regular Full-Time Employee

An employee who is regularly scheduled to work no less than 100% of the scheduled work hours in a workweek on a fixed work schedule (not less than 30 hours). The employee may be exempt or non-exempt and is generally eligible for all employment benefits offered by Siuslaw Vision.

Regular Part-Time Employee

An employee who is regularly scheduled to work less than 30 hours in a workweek and may be eligible for some benefits.

Temporary Employee

An employee who is scheduled to work on a specific need of Siuslaw Vision. The employee will not receive any benefits unless specifically authorized in writing.

Exempt

Employees whose positions meet specific tests established by the Fair Labor Standards Act (FLSA) and applicable state law and who are exempt from overtime pay requirements. The basic premise of exempt status is that the exempt employee is to work the hours required to meet their work responsibilities.

Non-Exempt

Employees whose positions do not meet FLSA and state exemption tests and who are paid a multiple of their regular rate of pay for overtime hours worked. Unless notified otherwise in writing by management, all employees of Siuslaw Vision are non-exempt.

PERSONNEL RECORDS

Siuslaw Vision will maintain various employment files while individuals remain an employee of Siuslaw Vision. Examples of these files are employee personnel files, attendance files, I-9 files and files for medical purposes. If any changes with respect to personal information, such as a change in home address and telephone number or a change of name occur, employees are required to notify their supervisor or manager so the appropriate updates can be made to the files. Siuslaw Vision will take reasonable precautions to protect employee files and employee personally identifiable information in its records.

Employee files have restricted access. Employees, their supervisor or manager, or their designated agents, may have access to those personnel files. In the event that an employee (or former employee) wishes to review their personnel file, they must do so in the presence of a supervisor or manager.

CONDUCT AND BEHAVIOR

GENERAL CONDUCT GUIDELINES

Orderly and efficient operation of Siuslaw Vision requires that employees maintain proper standards of conduct and observe certain procedures. These guidelines are provided for informational purposes only and are not intended to be all-inclusive. Nothing here is intended or will be construed to change or replace, in any manner, the "at-will" employment relationship between Siuslaw Vision and the employee. Nothing here is intended to infringe upon employee rights under Section 7 of the National Labor Relations Act (NLRA). Siuslaw Vision views the following as inappropriate behavior:

1. Failure to follow the policies outlined in this handbook.
2. Negligence, carelessness or inconsiderate treatment of volunteers or other community representatives and/or their information.
3. Theft, misappropriation or unauthorized possession or use of property, documents, records or funds belonging to Siuslaw Vision, or any volunteer or employee; removal of same from Company premises without authorization.
4. Divulging confidential information to any unauthorized person(s) or to others without an official need to know.
5. Obtaining unauthorized confidential information pertaining to volunteers, partners organizations and people or employees.
6. Changing or falsifying client records, Company records, personnel or pay records, including time sheets without authorization.
7. Willfully or carelessly damaging, defacing or mishandling property of a community member, Siuslaw Vision or other employees.
8. Taking or giving bribes of any nature, or anything of value, as an inducement to obtain special treatment, to provide confidential information or to obtain a position. Acceptance of any gratuities or gifts must be reported to a supervisor or manager.
9. Entering Company premises without authorization.

10. Willfully or carelessly violating security, safety, or fire prevention equipment or regulations.
11. Unauthorized use of a personal vehicle for Company business.
12. Conduct that is illegal under federal, state, or local law.
13. Creating a disturbance on Company premises.
14. Use of abusive language.
15. Any rude, discourteous or un-businesslike behavior, on or off Company premises, which is not protected by Section Seven of the National Labor Relations Act (NLRA) and which adversely affects Siuslaw Vision services, operations, property, reputation or goodwill in the community or interferes with work.
16. Insubordination or refusing to follow instructions from a supervisor or manager; refusal or unwillingness to accept a job assignment or to perform job requirements.
17. Failure to observe scheduled work hours; failure to report to work when scheduled; abuse of sick leave or any other leave of absence.
18. Unauthorized absence from assigned work area during regularly scheduled work hours.
19. Recording time for another employee or having time recorded to or by another employee.
20. Use or possession of intoxicating beverages or illegal use or possession of narcotics, marijuana or drugs (under state, federal or local laws) during scheduled working hours or reporting to a Siuslaw Vision event or meeting under the influence of intoxicants or drugs so as to interfere with job performance, or having any detectable amount of illegal drugs in an employee's system. Please note: the moderate use of alcohol at Company approved meetings, with business meals, travel, and entertainment or in an appropriate social setting is not prohibited by this policy.
21. Unauthorized possession of a weapon at any Vision meeting or event.
22. With the exception of soliciting funds to benefit Siuslaw Vision, soliciting, collecting money, vending, and posting or distributing bills or pamphlets during working hours in work areas. These activities are closely controlled in order to prevent disruption of Company services and to avoid unauthorized implication of Company sponsorship or approval. However, this general rule is not intended to hinder or in any way curtail the rights of free speech or free expression of ideas. Therefore, such activity by employees during non-working time, including meal and rest periods, is not restricted so long as such activity does not interfere with the orderly and regular conduct of Siuslaw Vision business, is lawful and does not create safety hazards or violate general good housekeeping practices. Any person who is not an employee of Siuslaw Vision is prohibited from any and all forms of solicitation, collecting money, vending, and posting or distributing bills or pamphlets at any Siuslaw Vision meeting or event without authorization.
23. Falsification of one's employment application, medical or employment history.

SEXUAL & OTHER UNLAWFUL HARASSMENT

Sexual harassment and unlawful harassment are prohibited behavior and against Company policy and our entire philosophy of community building. Siuslaw Vision is committed to providing a work environment free of inappropriate and disrespectful behavior, intimidation, communications and other conduct directed at an individual because of their sex, including conduct that may be defined as sexual harassment.

Applicable federal and state law defines sexual harassment as unwanted sexual advances, requests for sexual favors, or visual, verbal, or physical conduct of a sexual nature when: (1) submission of the conduct is made a term or condition of employment; or (2) submission to or rejection of the conduct is used as basis for employment decisions affecting the individual; or (3) the conduct has the purpose or effect of unreasonably interfering with the employees work performance or creating an intimidating, hostile, or offensive working environment. The following list contains examples of prohibited conduct. They include, but are not limited to:

- Unwanted sexual advances;
- Offering employment benefits in exchange for sexual favors;
- Making or threatening reprisals after a negative response to sexual advances;
- Visual conduct such as leering, making sexual gestures, or displaying sexually suggestive objects, pictures, cartoons, or posters;
- Verbal conduct such as making or using derogatory comments, epithets, slurs, sexually explicit jokes, or comments about any employee's body or dress;
- Verbal abuse of a sexual nature, graphic verbal commentary about an individual's body, sexually degrading words to describe an individual, or suggestive or obscene letters, notes, or invitations;
- Physical conduct such as touching, assault, or impeding and/or blocking movements;
- Retaliation for reporting harassment or threatening to report harassment.
- Sexual harassment on the job is unlawful whether it involves coworker harassment, harassment by a manager, or harassment by persons doing business with or for Siuslaw Vision, such as clients, customers or vendors.

Other Types of Harassment

Prohibited harassment on the basis of race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, ancestry, physical or mental disability, marital or family status, veteran status, age, or any other basis protected under local, state or federal law, includes behavior similar to sexual harassment, such as:

- Verbal conduct such as threats, epithets, derogatory comments, or slurs;
- Visual conduct such as derogatory posters, photographs, cartoons, drawings, or gestures;
- Physical conduct such as assault, unwanted touching, or blocking normal movement;

- Retaliation for reporting harassment or threatening to report harassment.

Retaliation

It is against Company policy and unlawful to retaliate in any way against anyone who has lodged a harassment complaint, has expressed a concern about harassment, including sexual harassment, or has cooperated in a harassment investigation. Therefore, the initiation of a complaint, in good faith, will not under any circumstances be grounds for disciplinary action.

Enforcement

All managers and supervisors are responsible for:

- Implementing the Siuslaw Vision policy on harassment, which includes, but is not limited to, sexual harassment and retaliation;
- Ensuring that all employees they supervise have knowledge of and understand Siuslaw Vision policy;
- Reporting any complaints of misconduct to the designated company representative so they may be investigated and resolved internally;
- Taking and/or assisting in prompt and appropriate corrective action when necessary to ensure compliance with the policy; and;
- Conducting themselves in a manner consistent with the policy.

Harassment Complaint Procedure

Siuslaw Vision's complaint procedure provides for an immediate, thorough and objective investigation of any claim of unlawful or prohibited harassment, appropriate disciplinary action against one found to have engaged in prohibited harassment, and appropriate remedies for any victim of harassment. A claim of harassment may exist even if the employee has not lost a job or some economic benefit.

Anyone who has been subjected to the conduct prohibited under this policy, or who has knowledge of such conduct, should report this information following the normal Complaint Procedure as soon as possible. However, employees are not required to report any prohibited conduct to a supervisor who may be hostile, who has engaged in such conduct, who is a close associate of the person who has engaged in the conduct in question or with whom the employee is uncomfortable discussing such matters. Complaints regarding harassment or retaliation may be oral or in writing. Any individual who makes a complaint that is demonstrated to be intentionally false may be subject to discipline, up to and including termination.

All reported incidents of prohibited harassment will be promptly investigated. When the investigation is complete, a determination regarding the reported harassment will be made and communicated to the employee who complained and to the accused harasser. During the investigation, confidentiality will be

preserved to the fullest extent possible without compromising Siuslaw Vision's ability to conduct a good faith and thorough investigation.

If Siuslaw Vision determines that prohibited harassment has occurred, Siuslaw Vision will take effective remedial action commensurate with the circumstances. Appropriate action will also be taken to deter any future harassment. If a complaint of prohibited harassment is substantiated, appropriate disciplinary action, up to and including discharge, will be taken against the harassing party or parties.

Siuslaw Vision recognizes that actions that were not intended to be offensive may be taken as such. An employee who believes that they have been subjected to sexual harassment by anyone is encouraged, but not required, to promptly tell the person that the conduct is unwelcome and ask the person to immediately stop the conduct. A person who receives such a request must summarily comply with it and must not retaliate against the employee for rejecting the conduct. Siuslaw Vision encourages, but does not require, individuals to take this step before utilizing the above Complaint Procedure.

MANDATORY SEXUAL HARASSMENT TRAINING

Siuslaw Vision will provide at least two hours of classroom or other effective interactive training and education regarding sexual harassment to all supervisory employees once every two years and to all new supervisory employees within six months of their assumption of a supervisory position. The training and education will include information and practical guidance regarding the federal and state statutory provisions concerning the prohibition against and the prevention and correction of sexual harassment and abusive behavior, and the remedies available to victims of sexual harassment in employment. The training and education shall also include practical examples aimed at instructing supervisors in the prevention of harassment, discrimination, abusive behavior, and retaliation; and will be presented by trainers or educators with knowledge and expertise in the prevention of harassment, discrimination, abusive behavior and retaliation.

ABUSIVE CONDUCT

Abusive conduct means malicious conduct of an employer or employee in the workplace that a reasonable person would find hostile, offensive, and unrelated to an employer's legitimate business interests. Abusive conduct may include repeated infliction of verbal abuse, such as the use of derogatory remarks, insults, and epithets, verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, or the gratuitous sabotage or undermining of a person's work performance. A single act will generally not constitute abusive conduct, unless especially severe and egregious.

Siuslaw Vision considers abusive conduct in the workplace unacceptable and will not tolerate it under any circumstances. Employees should report any abusive conduct to a supervisor or manager with whom employees are comfortable speaking. Supervisors and managers are to assume the responsibility to ensure employees are not subjected to abusive conduct. All complaints will be treated seriously and investigated promptly. During the investigation process Siuslaw Vision will attempt to maintain confidentiality to the fullest extent possible.

It is a violation of Company policy to retaliate or otherwise victimize an employee who makes a complaint or a witness who serves in the investigation of the abusive conduct allegation.

COMPLAINT PROCEDURE

Siuslaw Vision subscribes to the open-door policy. Employees may bring a particular complaint to their supervisor or manager for resolution. When matters cannot be handled on an informal basis, Siuslaw Vision has established a formal procedure for a fair review of any work-related controversy, dispute or misunderstanding. A complaint may be brought by one or more employees concerning any work-related problem where the complaint has not been satisfactorily resolved in an informal manner. Employees may skip to Step 2 if the complaint is related to their supervisor or manager or if the employee feels they would not provide an impartial resolution to the problem.

Step 1

The complaint should be submitted in writing to the Siuslaw Vision Board President within three working days of the incident. Generally, a meeting will be held within three working days of the employee's received complaint depending upon scheduling availability. Witnesses will be allowed as necessary. If the problem is not resolved during this meeting the supervisor, manager or designee will give the employee a written resolution within three working days. If the employee is not satisfied, the employee may proceed to Step 2.

Step 2

If the employee is not satisfied after Step 1, the employee may submit a written request for review of the complaint and Step 1 solution to the full Vision Board of Directors. The Board will review the complaint and proposed solution and may call a further meeting to explore the problem. This meeting is to be attended by the employee concerned, the Siuslaw Vision Board members, and any other employee of Siuslaw Vision whom the aggrieved employee chooses. The Board will render the final decision within 10 working days after receiving the Step 2 request, assuming scheduling availability. The decision will be given to the employee in writing and will become part of the employee's personnel file.

CORRECTIVE ACTION

A high level of job performance is expected of each and every employee. In the event that an employee's job performance does not meet the standards established for the position, employees should seek assistance from their supervisor or manager to attain an acceptable level of performance. If employees fail to respond to or fail to make positive efforts toward improvement, corrective action may ensue, including termination of employment.

It is the policy of Siuslaw Vision to regard discipline as an instrument for developing total job performance rather than as punishment. Corrective action is one tool Siuslaw Vision may select to enhance job performance. Siuslaw Vision is not required to take any disciplinary action before making

an adverse employment decision, including discharge. Corrective action may be in the form of a written or oral reprimand, notice of inadequate job performance, suspension, discharge or in any combination of the above, if Siuslaw Vision so elects. Siuslaw Vision reserves its prerogative to discipline, and the manner and form of discipline, at its sole discretion.

If employees violate established Company procedures, guidelines, or exhibit behavior that violates commonly accepted standards of honesty and integrity or creates an appearance of impropriety, Siuslaw Vision may elect to administer disciplinary action.

COMPENSATION

PAY PERIODS

The standard workweek for Siuslaw Vision will begin at 12:00 a.m. Monday and end Sunday at 11:59 p.m. The designated pay period for all employees is monthly and paydays are on the 1st of each month. Except as otherwise provided, if any date of paycheck distribution falls on a holiday, employees will be paid on the preceding scheduled workday.

TIMEKEEPING

All non-exempt employees are required to use a time sheet to record their hours worked.

Non-exempt employees are not permitted to work overtime without prior authorization from their manager.

Accurate time reporting is a federal and state wage and hour requirement, and employees are required to comply.

OVERTIME

Siuslaw Vision complies with all applicable federal and state laws with regard to payment of overtime work. Non-exempt employees are paid overtime at the rate of one and one-half times the regular rate of pay for all hours worked over 40 in a workweek.

Employees normally work flexible schedules, so overtime approval will be rare. Any overtime worked must be authorized by a supervisor or manager, in advance. Working unauthorized overtime is subject to discipline, including but not limited to termination.

PAYROLL DEDUCTIONS

Siuslaw Vision is required by law to make certain deductions from all employees' paychecks. Such deductions include federal, state, and local taxes and court-ordered wage garnishments. Voluntary deductions might include premiums for benefits, retirement plan contributions, and disability insurance.

Exempt Employee Payroll Deductions

Siuslaw Vision complies with the salary basis requirements of the Fair Labor Standards Act (FLSA) and does not make improper deductions from the salaries of exempt employees. Exempt employees are those employed in a bona fide executive, administrative or professional capacity and who are exempt from the FLSA's overtime pay requirements.

There are certain circumstances where deductions from the salaries of exempt employees are permissible. Such circumstances include:

- When an exempt employee is absent from work for one or more full days for personal reasons other than sickness or disability;
- When an exempt employee is absent for one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing compensation for salary lost due to illness;
- To offset amounts received as witness or jury fees, or for military pay;

Siuslaw Vision is not required to pay the full salary in the initial or terminal week of employment; for weeks in which an exempt employee takes unpaid leave under the Family and Medical Leave Act, if applicable; or for penalties imposed in good faith for infraction of safety rules of major significance. In these circumstances, either partial day or full day deductions may be made.

What to Do if an Improper Deduction Occurs

If you believe that an improper deduction has been made, you should immediately report this information to your direct supervisor.

Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, you will be promptly reimbursed for any improper deduction made.

PAY ADJUSTMENTS, PROMOTIONS & DEMOTIONS

All pay increases are based upon merit, market factors, and the funding resources of Siuslaw Vision. There may not be an automatic annual cost of living or salary adjustment.

Employees pay also may be adjusted downward. Salary decreases may take place when there is job restructuring, job duty changes, job transfers or adverse economic conditions.

Demotion is a reduction in responsibility, usually accompanied by a reduction in salary.

PERFORMANCE EVALUATION

Employees will generally receive an appraisal of their job performance annually. This evaluation may be either written or oral. Such evaluation may not occur at exactly the same time each year, but thereabout, at the discretion of the supervisor or manager.

If in this appraisal employees are given an evaluation sheet or other written document, employees will be required to sign it. An employee's signature does not necessarily indicate that the employee agrees with all the comments, but merely that the employee has been given the opportunity to examine the evaluation and fully discuss the contents of it with their supervisor or manager. The completed and signed evaluation form will be placed in the employee's personnel file and the employee will receive a copy of the performance evaluation.

In addition to any formal review, informal counseling sessions may be conducted from time to time.

WORK ASSIGNMENTS

In addition to specific duties that come with an individual's job responsibilities, each job also includes "other duties as assigned." From time to time, employees may be required to perform duties or tasks of a fellow employee who is absent or for a position that is temporarily vacant. Employees will be compensated at their regular rate of pay while performing other assigned duties on a temporary basis.

EXPENSE REIMBURSEMENT

It is the policy of Siuslaw Vision to reimburse employees for ordinary, necessary, and reasonable expenses when directly related to the transaction of Company business.

Please see a member of the Vision Board of Directors for the current expense reimbursement policy.

Advances & Loans

Siuslaw Vision does not give salary advances or loans to its employees.

BENEFITS

HOLIDAYS

Regular full-time and part-time employees are entitled to the following paid holidays observed by Siuslaw Vision. Holiday pay will be calculated using an employee's average weekly hours divided by five business days per week.

Holiday	Date Celebrated
New Year's Day	January 1st
Martin Luther King, Jr. Day	Third Monday in January
Presidents' Day	Third Monday in February
Memorial Day	Last Monday in May
Juneteenth	June 19th
Independence Day	July 4th
Labor Day	First Monday in September
Indigenous Peoples' Day	Second Monday in October
Veterans' Day	November 11th
Thanksgiving Day and the day following.	Fourth Thursday and Friday in November
Christmas Day	December 25th

Other days or parts of days may be designated as holidays with or without pay. No holiday pay will be paid to an employee who is on an unpaid status, on any leave or absent due to workers' compensation. If a holiday falls on a Sunday, the holiday may be observed on the following Monday. If the holiday falls on a Saturday, the holiday may be observed on the preceding Friday.

SICK LEAVE

Paid sick leave may be used for an employee's own illness, injury or preventive medical care, and for the care of a qualified family member (spouse, child, parent, parent-in-law, grandparent, grandchildren, and registered same-sex domestic partner). In addition, sick leave may be taken for absences resulting from workplace or school closures, reasons related to domestic violence, sexual assault, or stalking that affects the employee or the employee's family member, "baby bonding leave" to care for an infant or newly adopted child, and to grieve the death of a family member, to make funeral arrangements or arrangements necessitated by a family member's death.

Employees will accrue sick leave at the rate of 1 hour for every 30 hours worked beginning on their date of hire. Employees may begin taking sick leave in one-hour increments as soon as accrued. Sick leave is paid at the employee's regular rate of pay or at minimum wage if the employee is paid commission or piece-rate. Employees may accrue up to 40 hours of sick leave per year. Up to 40 hours of accrued sick leave may be carried forward to the next benefit year. Use of sick leave is capped at 40 hours per year.

Employees should make reasonable attempts to schedule sick leave when it is least disruptive to the employer and to provide reasonable notice of their intention to take sick leave when that leave is foreseeable. Employees may be required to provide a doctor's note for absences lasting three days or

more. If an employee’s absence extends beyond the period of paid sick leave available, the employee may submit a request for a medical leave of absence. Before the employee may return to work, a doctor’s note may be required stating the employee’s ability to return to regular duties.

Sick leave hours will not be paid out upon termination, resignation, retirement or other separation of employment. Employees rehired within 180 days from the date of separation, will have accrued unused sick leave restored. Sick leave hours may not be cashed out.

PAID LEAVE OREGON

Siuslaw Vision participates in the Oregon Paid Leave program that began January 2, 2023. More information will be provided when received. For more information, see <https://paidleave.oregon.gov/employees/Pages/default.aspx>.

VACATION

Vacations provide a break beneficial to both Siuslaw Vision and the employee. Therefore, employees are encouraged to take vacations annually. All regular full-time employees and eligible part-time employees will accrue paid vacations according to the following schedule:

EMPLOYMENT YEARS	ANNUAL VACATION ELIGIBILITY
Years 1 – 5	.0462 hours VAC earned per hour worked, to a maximum of 12 working days
Years 6 – 10	.0616 hours VAC earned per hour worked, to a maximum of 16 working days
Years 11 +	.0923 hour VAC earned per hour worked, to a maximum of 24 working days

Vacation begins to accrue immediately at the hourly rate(s) in the table above, on a pay-period basis and may be used in one-hour increments as soon as accrued. The maximum working days of annual vacation to be accrued in the table above (12 days, 16 days, and 24 days) will reflect the employee’s average weekly hours divided by five business days per week (example: employee working 30 hours per week will have a 6-hour work day). A maximum of twenty (20) hours of vacation time may be carried over from one year to the next. Employees are not paid in lieu of taking the actual time off. Any vacation hours in excess of twenty (20) hours will be forfeited at the end of the year for which it was earned.

Vacation time requests must be submitted at least 2 weeks in advance. Your request for vacation may or may not be granted due to business reasons and is up to the discretion of Siuslaw Vision.

Upon termination of employment, employees are paid for any unused vacation time they have accrued.

HEALTH & WELFARE STIPEND

Siuslaw Vision complies with all applicable federal and state laws with regard to benefits administration. All regular employees scheduled and generally working 30 or more hours a week are entitled to a

monthly stipend of \$250 to help cover the cost of health care coverage of the employee's choice. Regular employees working fewer than 30 hours per week are entitled to a prorated stipend based on their average hours per week.

New benefits-eligible employees joining Siuslaw Vision will be eligible for the stipend on the 1st of the month following 60 days of employment.

FAMILY MEDICAL LEAVE

The federal Family & Medical Leave Act provides eligible employees with unpaid leave under certain circumstances for employees of employers with fifty (50) or more employees. Siuslaw Vision does not currently meet this threshold.

TEMPORARY DISABILITY LEAVE

Siuslaw Vision recognizes that a temporary disability may preclude an employee's attendance at work. In such cases, Siuslaw Vision does not have a predetermined specified period of time in which this unpaid leave is granted. Rather, Siuslaw Vision will attempt to reasonably accommodate the needs of the employee as well as the needs of Siuslaw Vision. If a leave is granted, any extensions will be subject to the same considerations.

Employees that request a temporary disability leave must do so in writing. That request should be accompanied by a doctor's statement identifying the temporary disability, the date and the estimated date of return and, where appropriate, diagnosis and prognosis. At any time during a temporary leave, the supervisor or manager may request that employees furnish a written statement of their health. Prior to returning to employment with Siuslaw Vision, employees will be required to submit written medical certification of their ability to work, including any restrictions. Upon returning to work, if employees qualify, they will be reinstated to their former position or one that is substantially the same, depending upon the availability of any position at that time.

Siuslaw Vision observes and complies with all federal and state medical leave regulations that pertain to our employees. This includes federal and any state leave provisions that might apply.

Any unused accrued sick leave must be used prior to the effective date of the temporary disability leave, except for pregnancy disability leave. Employees may request payment of any accrued but unused paid vacation time prior to the effective date of the temporary disability leave.

MILITARY LEAVE

If employees are on an extended military leave of absence, they are entitled to be restored to their previously held position or similar position, if available, without loss of any rights, privileges or benefits provided the employee meets the requirements specified in the Uniformed Services Employment and Reemployment Rights Act (USERRA).

An employee who is a member of the reserve corps of the armed forces of the United States or of the National Guard or the Naval Militia will be granted temporary leave of absence without pay while

engaged in military duty as required by state employment law. A letter from the employee's commanding officer is required to establish the dates of duty.

JURY SERVICE LEAVE

If an employee is summoned to report for jury duty, they will be granted a leave of absence when they notify and submit a copy of the original summons for jury duty to their supervisor or manager. Siuslaw Vision reserves the right to request that they seek to be excused from or request postponement of jury service if the absence from work would create a hardship to Siuslaw Vision.

Any fees received for jury duty, including travel fees, are to be retained by the employee. Employees are to report to work on any day, or portion thereof that is not actually spent in the performance of jury service.

The leave is unpaid; however, employees are allowed to use any available paid time off towards the absence. Exempt employees will be paid in accordance with the Fair Labor Standards Act (FLSA) requirements.

WITNESS LEAVE

If an employee is absent from work to serve as a witness in response to a subpoena in a judicial proceeding, or to appear at a delinquency proceeding with a youth who is in their physical or legal custody, the employee will be granted leave without pay for such time as it is necessary to comply with the request. Siuslaw Vision may request proof of the need for leave.

PERSONAL LEAVE OF ABSENCE

Once an employee has been employed as a full-time regular employee of Siuslaw Vision for 90 days they may request a personal leave of absence without pay. The employee must submit their request in writing and state the date the leave is to begin, the date of return to work, and the reasons for the leave. The employee will receive either written approval or denial of the request. If approved, employees must use their leave of absence for the approved reason or purpose. Sick leave, vacation time, seniority, and other benefits are not earned during an unpaid leave of absence. Any paid holidays that fall within the leave of absence are not paid. If an employee fails to return to work on the scheduled date of return, the employee will be considered to have abandoned their position and voluntarily terminated their employment.

EMPLOYEE BENEFITS

OREGON FAMILY LEAVE ACT

The Oregon Family Leave Act (OFLA) provides unpaid leave for certain purposes to eligible employees of employers with twenty-five (25) or more employees. Siuslaw Vision currently does not meet this threshold.

CRIME VICTIM LEAVE

An employee who is the victim of a crime, or the immediate family member of a crime victim, and misses work for a criminal or delinquency proceeding, will be granted leave without pay for such time as it is necessary. The employee must give reasonable notice of their intention to take leave and provide copies of any notices of scheduled proceedings received from a law enforcement agency. All records kept by Siuslaw Vision will be subject to applicable laws relating to confidentiality.

DOMESTIC VIOLENCE LEAVE

An employee who is a victim of domestic violence, sexual assault, or stalking, or who has a minor child or dependent who is a victim of these crimes, will be granted a leave of absence to seek legal or law enforcement assistance or remedies to ensure the health and safety of the employee, including preparing for and participating in protective order proceedings or other civil or criminal legal proceedings; to seek medical treatment for or to recover from injuries; to obtain counseling from a licensed mental health professional; to obtain services from a victim services provider; to relocate or take steps to secure an existing home to ensure the health and safety of the eligible employee; or to do any of these things for employee's minor child or dependent.

POLITICAL LEAVE

Employees who are members of or candidates for the legislative assembly will be given a leave of absence to perform their duties and will be restored to like employment. The employee must give notice 30 days before or as soon as reasonably practicable of the need for leave.

This law does not apply if the employee is temporary, has been employed for less than 90 days, or fails to apply for reinstatement within 15 days after a regular legislative session or five days after completion of another legislative assignment.

BONE MARROW DONATION LEAVE

An employee who works an average of 20 hours per week or more or may use up to 40 hours of accrued paid leave in order to undergo a medical procedure to donate bone marrow. Siuslaw Vision may require verification by a physician of the purpose and length of the leave requested.

HEALTH, SAFETY, AND SECURITY

NON-SMOKING/VAPING

Smoking/vaping is prohibited in any public building or within 20 feet of entrances, exits, windows that open, and ventilation intakes of workplaces or public areas. Siuslaw Vision does not permit smoking in any company buildings, facilities, work sites, or vehicles. Employees wishing to smoke should do so during their break times, outside company buildings, in designated areas, and in accordance with local ordinances.

DRUGS & ALCOHOL

Siuslaw Vision is dedicated to providing employees with a workplace that is free of drugs and alcohol. For the safety of our employees and clients, Siuslaw Vision reserves the right to test any employee for the use of illegal drugs, marijuana, or alcohol under state, federal, or local laws. This may be done in cases where the employee's job carries a risk of injury or accident due to such use, or if there is an apparent inability to perform the duties required of that position. Specific jobs may, at Siuslaw Vision's discretion, require regular drug testing. Drug or alcohol tests may be conducted after an accident or with reasonable suspicion of impairment while on the job. Under those circumstances the employee may be driven to a certified lab for the test at Siuslaw Vision's expense.

Any employee found to use, sell, possess or distribute drugs that are illegal under state, federal or local laws, including marijuana, or any unauthorized drugs (including excessive quantities of prescription or over-the-counter drugs) while on Siuslaw Vision premises, performing Company-related duties, or while operating any Company equipment is subject to disciplinary action, up to and including termination of employment. Any suspected illegal drugs confiscated will be turned over to the appropriate law enforcement agency.

Any employee taking medication should consult a medical professional to determine whether the drug may affect their personal safety or ability to perform the essential functions of the job and should advise their supervisor or manager of any job limitations. Upon notification of job limitations, Siuslaw Vision will make reasonable efforts to accommodate the limitation.

The moderate use of alcohol at Company approved meetings, with business meals, travel, and entertainment or in an appropriate social setting is not prohibited by this policy.

To the extent any federal, state or local law, rule, or regulation limits or prohibits the application of any provision of this policy, then to the minimum extent necessary and only for that geographical area, this policy is deemed to be amended in compliance.

REASONABLE ACCOMMODATIONS

It is the policy of Siuslaw Vision to comply with all the relevant and applicable provisions of the federal Americans with Disabilities Act (ADA), as well as state and local laws concerning the employment of persons with disabilities. Siuslaw Vision will not discriminate against any qualified employee or job

applicant because of a person's physical or mental disability with respect to any terms, privileges, or conditions of employment, including but not limited to hiring, advancement, discharge, compensation, and training.

Employees who become disabled should notify administration if the conditions of the disability impair their ability to perform the essential functions of their position. Where necessary and feasible, reasonable accommodations will be made for qualified disabled employees to perform the essential functions of the job in question, as long as the accommodation does not cause Siuslaw Vision undue hardship.

All employees are required to comply with safety standards. Applicants who pose a direct threat to the health or safety of other individuals in the workplace, which threat cannot be eliminated by reasonable accommodation, will not be hired. Current employees who pose a direct threat to the health or safety of the other individuals in the workplace will be placed on appropriate leave until a Management decision has been made in regard to the employee's immediate employment situation.

INJURY AND ACCIDENT RESPONSE AND REPORTING

In the event that an employee becomes injured or witnesses an injury during working hours, they must report it immediately to the nearest available supervisor or manager. Employees are to render any assistance requested by supervisor, or manager. Questions asked by law enforcement or fire officials making an investigative report should be answered giving only factual information and avoiding speculation. Liability for personal injury or property damage should never be admitted in answering an investigatory question asked by law enforcement or fire officials.

When any accident, injury, or illness occurs while an employee is at work, regardless of the nature or severity, the employee must obtain an injury reporting form and complete and return the form to their supervisor as soon as possible. Reporting should not be allowed to delay necessary medical attention. Once the accident is reported, follow-up will be handled by management. The employee may not return to work without the permission of management.

In addition to compliance with safety measures imposed by federal Occupational Safety and Health Act (OSHA) and state law, Siuslaw Vision has an independent interest in making its facilities a safe and healthy place to work. Siuslaw Vision recognizes that employees may be in a position to notice dangerous conditions and practices and therefore encourages employees to report such conditions, as well as all non-functioning or hazardous equipment, to a supervisor or manager immediately. Appropriate remedial measures will be taken when possible and appropriate.

Employees will not be retaliated or discriminated against for reporting of accidents, injuries, or illnesses, filing of safety-related complaints, or requesting to see injury and illness logs.

WORKERS' COMPENSATION

Siuslaw Vision provides insurance for all work-related injuries or illness. The name of Siuslaw Vision's workers' compensation insurance carrier and other pertinent information is posted in the collaborative, shared environment. The carrier governs all insurance benefits provided by Siuslaw Vision. These

contracts may not be limited, expanded, or modified by any statements of Company personnel or Company documents. Any discrepancies will be determined by reference to the insuring contracts.

Workers' compensation benefits are defined by the laws of the state and administered by the insurance carrier. The entire cost of coverage is paid by Siuslaw Vision.

WORKPLACE VIOLENCE & SECURITY

It is the intent of Siuslaw Vision to provide a safe workplace for employees and to provide a comfortable and secure atmosphere for customers and others with whom Siuslaw Vision does business. Siuslaw Vision has zero tolerance for violent acts or threats of violence.

Siuslaw Vision expects all employees to conduct themselves in a non-threatening, non-abusive manner at all times. No direct, conditional, or veiled threat of harm to any employee or Company property will be considered acceptable behavior. Acts of violence or intimidation of others will not be tolerated. Any employee who commits, or threatens to commit a violent act against any person will be subject to immediate discharge.

Employees within Siuslaw Vision share the responsibility in identification and alleviation of threatening or violent behaviors. Any employee who is subjected to or threatened with violence, or who is aware of another individual who has been subjected to or threatened with violence, should immediately report this information to their supervisor, manager or designee. Any threat reported will be carefully investigated and employee confidentiality will be maintained to the fullest extent possible.

DRIVING SAFETY

The safety and well-being of our employees is of critical importance to Siuslaw Vision. We therefore each have a responsibility to not only protect ourselves when on the road but also should do our part to protect those around us. Employees that are required to drive on Company business will be expected to consistently follow all the safety procedures below.

1. All employees are expected to wear seat belts at all times while in a moving vehicle being used for Company business, whether they are the driver or a passenger.
2. Use of handheld devices, whether personal or Company-owned, while behind the wheel of a moving vehicle is strictly prohibited. This includes the use for making or receiving phone calls, sending or receiving text messages or e-mails, and downloading information from the web. If an employee needs to engage in any of these activities while driving, they must pull over to a safe location and stop the vehicle prior to using any device.
3. Employees are required to turn off cell phones or put them on vibrate before starting their car. Employees may consider changing their voicemail message to indicate that they are unavailable to talk, as they are driving. Employees are permitted and encouraged to communicate to clients, associates, and business partners of the policy as an explanation as to why calls may not be returned immediately.
4. Although use of cell phones under any circumstances is strongly discouraged while driving, the use of hands-free technology may be warranted in emergency circumstances only.

5. The use of other handheld electronic devices, such as iPads, iPods, laptops, electronic readers, and the like are strictly prohibited while driving a vehicle on Company business.
6. Engaging in other distracting activities including, but not limited to, eating, putting on makeup, reading, or changing radio stations or music is also strongly discouraged while driving, even when in slow-moving traffic.
7. The use of alcohol, drugs, or other substances including certain over-the-counter cold or allergy medications that in any way impair driving ability is prohibited.
8. All employees are expected to follow all driving laws and safety rules, such as adherence to posted speed limits and directional signs, use of turn signals, and avoidance of confrontational or offensive behavior while driving.
9. Employees should never allow anyone to ride in any part of the vehicle not specifically intended for passenger use and/or any seat that does not include a working seat belt.
10. Employees must promptly report any accidents to local law enforcement as well as to Siuslaw Vision in accordance with established procedures.
11. Insurance must be maintained current as a term and condition of continuing employment in positions that require driving.

If the job requires an employee to operate their personal vehicle, the employee will be required to submit proof of a current and valid state driver's license. If employees use their own vehicle, either by authorization or requirement to carry out the business of Siuslaw Vision, they must submit a photocopy of the cover page of their insurance policy covering that vehicle as proof of insurance.

AUTOMOBILE ACCIDENT

If an employee is involved in an automobile accident while on Company business (in a personal or Company vehicle) they must report the accident to their supervisor or manager immediately. Employees should request and obtain a police report and police investigation at the scene of the accident. Employees should not admit liability or guilt and should not apologize or say they are sorry under any circumstances, even if they believe they are at fault.

WORKPLACE GUIDELINES

Although Siuslaw Vision employees work flexible schedules and telecommute when not attending meetings or Vision events, wage and hour rules still apply.

HOURS OF WORK

Employees will be given their individual duty hours upon hire and at the time of any change in position. If the normal duty hours are changed or if Siuslaw Vision changes its operating hours, employees will be given written notice to facilitate any personal planning.

OFF-THE-CLOCK WORK

Non-exempt employees must accurately record all time worked, regardless of when and where the work is performed. Off-the-clock work (engaging in work assignments or duties that are not reported as time worked) is prohibited. No member of management may request, require, or authorize non-exempt employees to perform work without compensation. This includes checking email on personal devices after work hours.

MEAL PERIODS

Employees working six or more hours in one workday are entitled to take a non-compensated meal period each workday of 30 minutes. Scheduling can be flexible and depends on the length of the workday, but should be between the 2nd and 5th hour of a 7-hour or less workday or the 3rd and 6th hours of a workday longer than seven hours.

Employees will be relieved of all duties during the unpaid meal period. In no case may any meal period be waived to shorten an employee's work hours or to be used in lieu of time without pay. Any employee who is scheduled to work not more than six hours in any workday may, by mutual agreement between Siuslaw Vision and the employee, work without a meal period.

REST PERIODS

Employees will take a ten-minute rest period for every four hours worked. Minors will take a fifteen-minute rest period for every four hours worked.

LACTATION ACCOMMODATION

Siuslaw Vision provides a supportive environment to enable breastfeeding employees to express milk during work hours for up to 18 months following the birth of a child. Employees will be allowed a minimum of 30 minutes of break time for every 4-hour work period for lactation breaks.

Accommodations under this policy include a place, other than a bathroom, that is shielded from view and free from intrusion from co-workers and the public which may be used by an employee to express breast milk. Discrimination and harassment of breastfeeding mothers in any form is unacceptable and will not be tolerated.

ATTENDANCE

Employees will be rated in their performance appraisal in the categories of attendance and punctuality.

When an employee calls in absent they are to advise Siuslaw Vision of their expected date of return. Management reserves the right to require proof of illness, injury or accident, including a doctor's statement or notice for any temporary disability.

Repeated absences, excessive absences (excused or unexcused) or a pattern of absences are unacceptable job performance. If an employee is absent for three consecutive days and has not

provided proper notification, Siuslaw Vision will assume that the employee has abandoned their position and may be treated as having voluntarily terminated employment with Siuslaw Vision.

All absences are to be arranged as far in advance as possible. This includes vacations and time off for other reasons.

TELECOMMUTING

Siuslaw Vision considers telecommuting to be a viable alternative work arrangement for employees. Telecommuting allows an employee to work at home, on the road, or in a satellite location for all or part of their regular workweek.

All telecommuting arrangements are made on a case by case basis and must be approved in advance, based on the needs of Siuslaw Vision. Consideration will be given to operational requirements, the job duties of the employee, the employee's work performance and attendance, and other logistical information.

Employees are expected to follow all procedures and work rules as if they were in the office, including but not limited to: tracking time worked, working their normal schedule, and maintaining productivity.

Siuslaw Vision will not be responsible for costs associated with initial setup of the employee's home office such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space.

Siuslaw Vision will supply the employee with appropriate office supplies necessary for successful completion of job responsibilities. Siuslaw Vision will also reimburse the employee for all other business-related expenses such as phone calls, shipping costs, etc. that are reasonably incurred in accordance with job responsibilities.

Any equipment supplied by Siuslaw Vision is to be used for business purposes only. The telecommuter should sign an inventory of all Company property and agrees to take appropriate action to protect the items from damage or theft. Upon termination of employment, all Company property will be returned to Siuslaw Vision, unless other arrangements have been made.

Consistent with Siuslaw Vision's expectations of information asset security for employees working at the office, telecommuting employees will be expected to ensure the protection of proprietary Company and customer information accessible from their home office. Steps include, but are not limited to, use of locked desks, file cabinets, and media storage; regular password maintenance; offsite/cloud storage of all Siuslaw Vision data, and any other steps appropriate for the job and the environment.

PERSONAL APPEARANCE & HYGIENE

Siuslaw Vision wishes to provide a work environment that is free of safety hazards, offensive behavior and harassment of any kind. Therefore, the following are generally not acceptable at Siuslaw Vision meetings or outreach events:

- Clothing with offensive slogans or pictures

- Any clothing or accessories that would present a safety hazard

Reasonable accommodation will be made for employees' sincerely held religious beliefs and disabilities whenever possible, consistent with the business necessity. If you would like to request an accommodation or have other questions about this policy, please contact your supervisor.

CONFIDENTIALITY

There must be no disclosure of any confidential information to anyone outside Siuslaw Vision without the appropriate authorization. Confidential information may include internal reports, policies, procedures, and other internal business-related communications. Trade secrets may include information regarding the development of systems, processes, products, design, instruments, formulas and technology. In addition, always respect financial disclosure laws and third-party intellectual property.

It is an employee's duty and responsibility to safeguard all confidential information. This includes the dissemination of information by any available means, including but not limited to telephone, fax, and email.

When any inquiry is made regarding an employee or any former employee, the inquiry must be forwarded to a supervisor or manager without comment from the employee. When any inquiry is made regarding any client, the inquiry must be forwarded to a supervisor or manager.

Confidential information may be disclosed and/or discussed only on a "need to know" basis. Conversation of a confidential nature must never be held within earshot of the public or clients.

This policy is intended to alert employees to the need for discretion at all times and is not intended to inhibit normal business communications. In addition, nothing in this policy is intended to infringe upon employee rights under Section Seven of the National Labor Relations Act (NLRA).

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY COMPLIANCE

Siuslaw Vision is not a covered entity as defined by Health Insurance Portability and Accountability Compliance (HIPAA); however, we do maintain personnel files that are subject to HIPAA requirements. Thus, Siuslaw Vision has made a decision that HIPAA privacy and security provisions will apply to protected health information (PHI) maintained by Siuslaw Vision. HIPAA regulations will be followed in administrative activities undertaken by assigned personnel when they involve PHI in any of the following circumstances: health information privacy, health information security and health information electronic transmission. Siuslaw Vision will consider any breaches in the privacy and confidentiality of handling of PHI to be serious, and disciplinary action will be taken in accordance with our code of conduct.

CONFLICT OF INTEREST

Siuslaw Vision is judged by the collective and individual performance of its employees. Siuslaw Vision has a particular interest in preserving its reputation and the reputation of its employees for the utmost honesty and integrity. Thus, Siuslaw Vision holds itself and its employees to the highest standards of lawful and ethical conduct.

Employees must be very careful that their relationship with clients or vendors and other activities do not subject them or Siuslaw Vision to questions or undue criticism. Employees must refrain from engaging in any activity that could be in conflict with their status as a Company employee. This includes the use of an employee's position with Siuslaw Vision for personal profit, advantage, or entering into transactions or relationships where it may appear that an employee has a conflict of interest, are improperly benefiting from an affiliation with Siuslaw Vision, or are violating laws governing fiduciary relationships. Good judgment should supplement these provisions to avoid even the appearance of impropriety.

If an employee has questions about the propriety of a transaction or activity, they should seek guidance from their supervisor or manager. If necessary, employees should seek written approval before proceeding.

BUSINESS GIFTS

Siuslaw Vision wants at all times to avoid the appearance of impropriety in the acceptance of personal gifts from business contacts or clients. It is the policy of Siuslaw Vision that employees are prohibited from either directly or indirectly asking, demanding, exacting, soliciting, or seeking anything of value for themselves or for any other person or entity. This prohibition does not apply to solicitations and fundraising efforts in support of Siuslaw Vision.

Employees are also prohibited from either directly or indirectly accepting, receiving, or agreeing to receive anything of value for themselves or for any other person or entity (other than employee paychecks from Siuslaw Vision or reimbursements/stipends for expenses) for, or in connection with any transaction or business of Siuslaw Vision that has a value of \$50 or more. If an employee is promised, offered, or given anything of value from any member, perspective member, partner community organization, or perspective partner community organization for, or in connection with any transaction or business of Siuslaw Vision, employees are to advise their supervisor or manager at once.

OUTSIDE ACTIVITIES

Employees may engage in outside employment or personal educational activities during non-working hours, provided that such activities do not interfere with their job performance or constitute a conflict of interest. Prior to accepting outside employment, employees are to notify their supervisor or manager in writing. The notice must contain the name of the potential company, the title and nature of the position, the number of working hours per week, and the time of scheduled work hours. If the position constitutes a conflict of interest or interferes with the employee's job, at any time, employees may be required to terminate such activity.

REPORTING IRREGULARITIES

It is the responsibility of each employee of Siuslaw Vision to immediately report any and all irregularities indicating actual or suspected existence of loss, fraud, embezzlement, or similar impairment of Company funds or property and suspicious persons or activity.

If an employee's actual or constructive knowledge of any irregularity exists and the employee does not report it to their supervisor or manager, that employee has engaged in unacceptable job performance.

ELECTRONIC ASSETS USAGE

Siuslaw Vision recognizes that use of the internet has many benefits for Siuslaw Vision and its employees. The internet and email make communication more efficient and effective. Therefore, employees are encouraged to use the internet appropriately.

The following guidelines have been established for using the internet and email in an appropriate, ethical, and professional manner:

- Employees are prohibited from placing any passwords or restrictors on any Company-owned document, computer, or computer software program without the prior permission of their supervisor or manager. Any password or restrictor must be revealed to and maintained by a second authorized source. Removing, changing, deleting, or erasing any Company information without the appropriate authorization is strictly prohibited.
- Company email access may not be used for transmitting, retrieving, or storing of any communications of a defamatory, discriminatory or harassing nature, or materials that are obscene or X-rated. No messages with derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, physical attributes, sexual preference, or any other federal or state protected status may be transmitted. Harassment of any kind is prohibited.
- Copyrighted materials belonging to entities other than Siuslaw Vision may not be transmitted by employees on Siuslaw Vision's email network. All employees obtaining access to another company's or individual's materials must respect all copyrights.
- Employees should not use the email or any Company-owned system in a way that disrupts its use by others. This includes sending emails that are not work-related in content.
- The internet is full of useful programs that can be downloaded, but some of them may contain computer viruses or spyware that can extensively damage our computers and compromise security of Company information. Be sure to virus-check downloaded files immediately.
- Each employee is responsible for the content of all text, audio, or images that they place on shared Company drives or send over Siuslaw Vision's email system. No email or other electronic communications may be sent which hides the identity of the sender or represents the sender as someone else. Also, be aware that Siuslaw Vision's name is attached to all messages so use discretion in formulating messages.
- Email is not guaranteed to be private or confidential. All electronic communications using Company email are Company property. Therefore, Siuslaw Vision reserves the right to examine, monitor and regulate email messages, directories and files on the Organization networks.
- Internal and external email messages are considered business records and may be subject to discovery in the event of litigation. Be aware of this possibility when sending email within and outside Siuslaw Vision.

All Company-supplied technology including access to online programs and Company-related work records belong to Siuslaw Vision and not the employee.

BRING YOUR OWN DEVICE

Use of personal electronic devices for work purposes, including but not limited to smartphones, tablets, laptops and computers is allowed only when management has provided written authorization.

During working hours and while conducting Company business, employees must exercise the same discretion in using their personal devices as is expected for the use of Company devices. All Company policies in effect pertaining to harassment, discrimination, retaliation, proprietary information, trade secrets, confidential information, and ethics apply to the use of personal devices for and during work-related activities.

Non-exempt employees are not authorized to use their personal devices for work purposes unless they receive authorization in advance from management. This includes but is not limited to reading, sending, or responding to work related e-mails, sending text messages, and answering or initiating phone calls.

Employees may not use their personal devices for work purposes during periods of unpaid leave without prior management authorization. Siuslaw Vision reserves the right to deactivate Siuslaw Vision's information and access on the employee's personal device during periods of unpaid leave.

To ensure the security of proprietary Company information and technology, all Company-related information and applications must be stored in a way that is password-protected and secure, with passwords to Company-owned accounts and online programs shared maintained by the Siuslaw Vision. All Siuslaw Vision documents and materials should be stored in the collaborative online environments established by Siuslaw Vision so that this material is accessible to the Vision Team and/or Board of Directors at all times. Siuslaw Vision owns any material or documents created during work hours or utilizing Vision-owned email or online programs and has the right to inspect and retrieve this material.

Employees are expected to reasonably protect personal devices used for work-related purposes from loss, damage, and theft. If a personal device is lost or stolen the employee must notify Siuslaw Vision immediately. Siuslaw Vision bears no responsibility for replacing or repairing personal devices that are damaged, even if that damage occurs on Company property and/or during working hours.

When an employee resigns or is terminated, the employee must ensure all digital material belonging to the Siuslaw Vision is accessible to the Organization and then delete any Company-owned programs or materials from their device.

SOCIAL MEDIA

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the internet, including to an employee's own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board, or a chat room, whether or not associated or affiliated with Siuslaw Vision, as well as any other form of electronic communication.

The same principles and guidelines found in Company policies apply to employee activities online. Ultimately, employees are solely responsible for what they post online. Before creating online content, employees should consider some of the risks and rewards that are involved. Employees should keep in mind that any conduct that adversely affects an employee's job performance, the performance of fellow employees, or otherwise adversely affects members, customers, suppliers, people who work on behalf of Siuslaw Vision, or Siuslaw Vision's legitimate business interests may result in disciplinary action up to and including termination.

Know and Follow the Rules

Carefully read these guidelines, the General Conduct Guidelines, the Sexual and Other Unlawful Harassment and Abusive Conduct policies, and ensure your postings are consistent with these. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated.

Be Respectful

Employees should always be fair and courteous to fellow employees, customers, members, suppliers, or people who work on behalf of Siuslaw Vision. Also, employees should keep in mind that they are more likely to resolve work-related complaints by speaking directly with their co-workers or by utilizing our Complaint Procedure than by posting complaints to a social media outlet. Nevertheless, if an employee decides to post complaints or criticism, they should avoid using statements, photographs, video, or audio that reasonably could be viewed as malicious, obscene, threatening, or intimidating; that disparage customers, members, employees, or suppliers; or that might constitute harassment or abusive conduct. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment.

Be Honest and Accurate

Employees should make sure they are always honest and accurate when posting information or news and if they make a mistake, it should be corrected quickly and they should be open about any previous posts they have altered. The internet archives almost everything; therefore, even deleted postings can be searched. Employees should never post any information or rumors that they know to be false about Siuslaw Vision, fellow employees, members, customers, suppliers, and people working on behalf of Siuslaw Vision or competitors.

Post Only Appropriate and Respectful Content

- Employees should maintain the confidentiality of the Organization's confidential information. Employees should not post internal reports, policies, procedures or other internal business-related confidential communications without authorization.

- Financial disclosure laws must always be respected.
- Employees should not create a link from their blog, website or other social networking site to a Company website without identifying themselves as a Company employee.
- Only personal opinions should be expressed. Employees should never represent themselves as a spokesperson for Siuslaw Vision unless that is part of their job description. If Siuslaw Vision is a subject of the content they are creating, they should be clear and open about the fact that they are an employee and make it clear that their views do not represent those of Siuslaw Vision, fellow employees, members, customers, suppliers or people working on behalf of Siuslaw Vision. If an employee does publish a blog or post online related to the work they do or subjects associated with Siuslaw Vision, they should make it clear that they are not speaking on behalf of Siuslaw Vision. It is best to include a disclaimer such as “The postings on this site are my own and do not necessarily reflect the views of Siuslaw Vision.”

Using Social Media at Work

Employees must refrain from using social media while on work time or on Company equipment, unless it is work-related as authorized by a manager or consistent with the Electronics Assets Usage policy. Employees may not use Company email addresses to register on social networks, blogs, or other online tools utilized for personal use.

Retaliation is Prohibited

Siuslaw Vision prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation.

Media Contacts

Employees should not speak to the media unless authorized to do so by their job description or a supervisor or manager.

For More Information

If an employee has questions or needs further guidance, they should contact their supervisor.

COMPANY PHONE USAGE & PERSONAL CELL PHONES

The telephones of Siuslaw Vision are to be restricted to business calls for Company business. All employees are required to be professional and conscientious at all times when using Company phones.

EMPLOYMENT SEPARATION

RESIGNATION

Employees are requested to provide a minimum of two weeks' written notice of their intent to resign. An employee's notice of resignation to voluntarily terminate employment with Siuslaw Vision should be submitted to their supervisor or manager. An exit interview may be requested.

TERMINATION

All employment with Siuslaw Vision is "at will" employment. This means that the employee has not been hired for a specified duration, but that they can terminate their employment with Siuslaw Vision or Siuslaw Vision can terminate the employment relationship at any time, with or without cause, and with or without prior notice. An employee's at-will employment status cannot be changed by any oral modifications.

PERSONAL POSSESSIONS & RETURN OF COMPANY PROPERTY

Any Company property issued to employees, such as computer equipment, keys, tools, parking passes or Company credit cards must be returned to Siuslaw Vision at the time of employment separation. Employees may be responsible for any lost or damaged items. Upon separation of employment employees are to remove their personal possessions from all Company property.

EMPLOYEE HANDBOOK ACKNOWLEDGMENT

I acknowledge receipt of the Siuslaw Vision employee handbook. I agree to read the handbook and to follow the guidelines and policies set forth in the handbook and any amendments to the handbook along with the other policies and procedures of Siuslaw Vision. I understand that any violation of the policies in this handbook could result in discipline, up to and including termination.

I understand that I am not being hired for any definite period of time even though my wages are paid regularly. I further understand that I am an at-will employee and my employment can be terminated at any time, with or without cause and with or without prior notice either by Siuslaw Vision or myself. No promises or representations have been made to me that I can be disciplined or discharged from my employment with Siuslaw Vision only under certain circumstances or after certain events.

I am aware that the contents of the employee handbook are presented as a matter of information and that except for the at-will provisions, the handbook can be amended at any time. I realize that nothing in this handbook is intended to infringe upon my rights under Section Seven of the National Labor Relations Act (NLRA). Additionally, I am hereby made aware that under the Defend Trade Secrets Act I may not be held criminally or civilly liable under federal or state trade secret laws if I disclose a trade secret to a government official or attorney solely for the purpose of reporting or investigating a violation of law, or in a complaint or document filed in a lawsuit, if that filing is made under seal.

I understand and agree that the handbook is for informational purposes only and is not intended to create a contract, nor is it a contract of employment or continuing employment between myself and Siuslaw Vision. I also understand that neither the handbook nor any policy of Siuslaw Vision is a guarantee or promise of employment or continuing employment. I am aware that Company policy requires employees to be hired at-will and this policy cannot be changed by any oral modifications. My at-will employment status with Siuslaw Vision has been fully explained and I have been given an opportunity to ask questions regarding Company policies and my at-will employment status.

Signature

Date

Print Name

Siuslaw Vision's Copy

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