

## **CHIPTON-ROSS EMPLOYEE POLICY OVERVIEW**

*It is important that all employees read, understand, and follow the policies herein. These policies are not a contract of employment and do not create any binding contractual commitments. Chipton-Ross reserves the right to unilaterally modify, supplement, rescind, or revise any policy or procedure herein, except for the policy of at-will employment and any policy protected by law. However, any changes must be made in writing and must be signed by the President of Chipton-Ross. If you have questions regarding these policies, contact Chipton-Ross at (310) 414-7800.*

### **AT-WILL POLICY**

Employment with Chipton-Ross (the Company) is employment "at will." Both Chipton-Ross and its employees retain the mutual right to terminate the employment relationship at will. This means Chipton-Ross employees are subject to termination at any time, with or without cause, for any or no reason, and with or without notice. At the same time, employees may terminate employment at any time, with or without cause, for any or no reason, and with or without notice. No manager, supervisor or employee of the Company has any authority to enter into an agreement for employment for any specified period of time or to make any agreement for employment other than at-will. Only the President of the Company has the authority to make any such agreement and then only in writing.

### **TECHNOLOGY POLICY**

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

### **EQUAL EMPLOYMENT OPPORTUNITY/NON-DISCRIMINATION POLICY**

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

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

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

## **POLICY AGAINST UNLAWFUL HARASSMENT**

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

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

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

## **COMPLAINT AND INVESTIGATION PROCEDURE**

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

## **POLICY AGAINST VIOLENCE**

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

## **FAMILY AND MEDICAL LEAVE ACT**

Chipton-Ross complies with the Family and Medical Leave Act (FMLA) laws under the California Family Rights Act of 1993. When you are unable to work or need to reduce your work hours due to sickness, injury, or pregnancy, you may be entitled to receive State Disability Insurance Benefits.

### **NOTICE AND MEDICAL CERTIFICATION**

When seeking FMLA leave, employees may be required to provide:

1. Thirty (30) days advance notice of the need to take FMLA leave, if the need is foreseeable, or notice as soon as practicable in the case of unforeseeable leave;
2. Medical certification supporting the need for leave due to a serious health condition affecting the employee or an immediate family member must be returned before the employee's leave begins, or if not possible, within 15 days of a Chipton-Ross request to provide the certification. If the employee fails to do so, Chipton-Ross may delay the commencement of the employee's leave or withdraw any designation of FMLA leave, in which case the employee's leave of absence would be unauthorized, subjecting the employee to discipline up to and including dismissal. Second or third medical opinions and periodic re-certifications may also be required;
3. Periodic reports as deemed appropriate during the leave regarding the employee's status and intent to return to work; and
4. Medical certification of fitness for duty before returning to work, if the leave was due to the employee's serious health condition.

Failure to comply with the foregoing requirements may result in delay or denial of leave.

### **FAILURE TO RETURN AFTER FMLA LEAVE**

Any employee who fails to return to work as scheduled after FMLA leave may be subject to dismissal from employment. Employees who exceed the 12-week FMLA entitlement without extension(s) of their leave approved under other appropriate leave provisions, may be subject to dismissal from employment.