

a request for review within fourteen days of the expiration of the original fourteen day investigation period (or twenty-eight days following the date of the complaint). If the employee is unsatisfied with the result of an investigation after being notified of the investigation's outcome, the employee must submit a written request for review within fourteen days of the date of notification of the investigation results.

- If an investigation confirms that a violation of the Respectful Treatment policy has occurred, the Agency will take corrective action, including discipline of any employee found to have violated the policy, up to and including immediate termination, as is appropriate.

Retaliation Prohibited

No employee will be subjected to any form of discipline or retaliation for reporting incidents of abusive or demeaning behavior, unprincipled behavior, discrimination or harassment in good faith. The Agency will not tolerate retaliation against any employee who files a complaint, supports a co-worker in a complaint, or speaks as a witness in the investigation of a complaint.

Employees who believe they have experienced retaliation in the workplace are encouraged to report it immediately to the Business Manager or their supervisor. Again, if the employee does not feel comfortable reporting the conduct to these individuals or if the complaint involves these individuals, employees should report complaints to any department manager. All allegations of retaliation will be investigated according to the above complaint procedure. When the investigation is completed, any person found guilty of retaliatory conduct will be subject to discipline, up to and including termination. Employees complaining of retaliation may request review of the complaint according to the procedure outlined above.

J. DRUGS AND ALCOHOL

The Agency prohibits the unauthorized use, possession, manufacture, distribution, dispensation, or sale of illegal controlled substances by its employees on company property, as a part of its activities, or in the performance of an employee's duties. Compliance with the Agency's Drug and Alcohol policy is a condition of continued employment.

Reporting to work under the influence of controlled substances or alcohol is prohibited. 'Under the influence' is defined without limitation as being impaired or intoxicated by alcohol or controlled substances, smelling of alcohol or controlled substances, or appearing disheveled or unkempt, slurring one's speech, being argumentative, or being incapable of performing his/her job satisfactorily, when such conduct is reasonably related to an employee's use of alcohol or controlled substances. Further, the employee must be able to perform work in a condition that presents a favorable public image and contributes to a climate of safety and well being for the employee, the rest of the staff, and clients.

Moderate consumption of alcohol during business hours and on company property is a privilege and must have the approval of management. All employees are responsible for their compliance with local, state and federal laws.

An employee who uses his or her personal vehicle on Odney-sponsored business shall be drug and alcohol free. This includes prescription and non-prescription drugs that may impair a driver's judgment or faculties.

Violations of this policy will result in disciplinary action, up to and including termination of employment, or referral for prosecution or other legal consequences. Depending on the circumstances, an employee

who violates the provisions of this policy relating to controlled substances or alcohol may be required to satisfactorily participate in a rehabilitation program as an alternative to termination and as a condition for continued employment.

Odney, Inc. will make a good faith effort to comply with the Drug-Free Workplace Act of 1988, by reviewing the policies and procedures every two years to determine effectiveness and to implement changes to the program as needed.

K. SAFETY

Providing a safe, accident-free work environment is important to the Agency. Care must be taken by all employees to preserve safe working conditions.

- Keep aisles and walkways clear of unnecessary items and extension cords.
- Take care when plugging and unplugging electrical equipment and appliances to avoid shock.
- Be sure all items placed on shelves are secure.
- Report any potentially hazardous conditions to management.

Distract/Texting While Driving

Employees should not engage in any activity that would cause them to be distracted while driving during company travel (this includes texting while driving). Distracted driving is any distraction that impairs the ability to safely operate the vehicle. Employees should follow the guidelines given per state law regarding distracted driving and texting while driving.

Seat Belts

All employees of Odney, Inc. must wear seat belts when operating a company-owned vehicle, or any vehicle on company premises or on company business. All occupants are to wear seat belts when riding in a company-owned vehicle or in a personal vehicle being used for company business. Violations of the seat belt and/or distracted driving policies will result in disciplinary action, up to and including termination of employment, or referral for prosecution or other legal consequences.

L. PERSONAL APPEARANCE

It is essential that all employees present themselves in professional dress and appearance in keeping with their function in the Agency. Those working in the creative department may dress in more casual attire, appropriate for work done in-house. All other employees should dress in 'business casual' attire during normal working hours in the office. All employees are required to dress in formal business attire when representing the Agency at an outside function or during presentations.

M. PROPRIETARY INFORMATION

Information concerning the Agency's clients, ongoing projects, finances, plans, procedures, etc. are valuable assets and must be kept confidential. Similarly, financial and other information about clients is proprietary and to be held in confidence. Employees have a personal, professional and legal responsibility to safeguard any and all such information to prevent its being discussed with anyone outside the Agency, unless authorized pursuant to the legitimate business transactions of the organization. Employees who disclose proprietary information will be subject to disciplinary action, up to and including immediate termination.