

+



***Stafford
Development
Company***

Employee Handbook

S

TABLE OF CONTENTS

Introduction	2
Company History	3
.....	3
Preliminary Statement	4
Equal Opportunity Policy	5
Sexual Harassment Policy	5
Medical Evaluations, Interviews, and Drug Screening	6
Driver Safety Policy Statement	8
Drug-Free Workplace	9
Smoking Policy	9
Hiring of Relatives	9
Employee Classifications	10
Position Descriptions	11
Workday, Payday and Pay Advances	11
Pay Increases	12
Corrective Counseling and Performance Improvement	12
Employee Termination	13
Rehiring Policy	14
Insurance	15
Paid Personal Days	15
Paid Holidays	16
Leave of Absence	16
Military Leave	17
Other Medical or Personal Leave	17
Benefits Determination	18
Bereavement Leave	19
Jury Duty	19
Time Off to Vote	19
Profit Sharing Plan	19
Employee Orientation	20
Dispute Resolution	20
Business Gifts	21
Employee Privacy	21
Company Supplies, Equipment, and Telephone Policy	22
Computer and Email Usage	22
Internet Usage	23
Workplace Monitoring	25
Dress Code	25
Grooming	26

Confidentiality of Company Information	28
Acknowledgement of Receipt of Employee Handbook	29
At-Will Acknowledgement Form	30

INTRODUCTION

Welcome! We are very pleased to have you join our organization.

The professionalism and expertise shown by the management team and staff here at Stafford Development Company allow us to deliver outstanding service and quality products that our customers expect. As a new member of the team we hope you will make that same commitment.

This handbook has been designed to familiarize you with our policies and our procedures. Management is available to answer any questions you may have as you begin your new career with us.

Once again, welcome to our organization. We hope your career here will be a long and successful one!

Sincerely,

DeNean Stafford III

President
Stafford Development Company

Preliminary Statement

This handbook is designed to acquaint you with Stafford Development Company and to be used as a general guideline regarding Stafford working conditions, employee benefits, and some of the policies affecting your employment. You should read, understand, and comply with all provisions of the handbook. It describes many of your responsibilities as an employee and outlines the programs developed by Stafford to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

No employee handbook can anticipate every circumstance or question about policy. As Stafford continues to grow or other circumstances or goals change, the company reserves the right to revise, supplement, or rescind any policies or portion of the handbook as Stafford Development deems appropriate, in its sole and absolute discretion.

All Stafford employees are “at-will” employees, which permit you or Stafford to end our relationship, for any reason, at any time, with or without notice. No Policy or Provision in this Handbook is intended to create a contract binding the employee or the employer to an agreement of employment for any specified time period. No representative of the Employer, other than the Chief Executive Officer, can authorize or sign an employment agreement contrary to the above terms or otherwise make any binding offer of employment for a specific term.

Equal Opportunity Policy

Stafford Development Company is committed to providing equal employment opportunity for all persons regardless of race, color, religion, sex, age, marital status, national origin, citizenship status, disability, or veteran status.

Equal opportunity extends to all aspects of the employment relationship, including hiring, transfers, promotions, training, terminations, working conditions, compensation, benefits, and other terms and conditions of employment.

Stafford Development Company complies with federal and state equal employment opportunity laws and strives to keep the workplace free from all forms of harassment, including sexual harassment. Stafford Development considers harassment in all forms to be a serious offense.

Employees who have been subject to prohibited discrimination or harassment should immediately report the incident to their supervisor, or a Human Resource Department representative. Complaints are investigated immediately and handled as confidentially as possible. Stafford Development Company ensures that employees following this complaint procedure are protected against illegal retaliation.

Any reported violations of EEO law or this policy are investigated. Employees found to have engaged in discriminatory conduct or harassment is subject to immediate disciplinary action, including possible termination of employment.

Sexual Harassment Policy

It is improper and against the policies of Stafford Development Company for any employee, male or female, to sexually harass another employee by:

- (a) making unwelcome sexual advances or requests for sexual favors or other verbal or physical conduct of a sexual nature, a condition of an employee's continued employment; or
- (b) making submission to or rejection of such conduct the basis for employment decisions affecting the employee; or
- (c) engaging in unwelcome sexual flirtations, advances, propositions or verbal comments, where such conduct affects or interferes with an employee's work performance or creates an intimidating, hostile or offensive work environment.

In addition to prohibiting sexual harassment, Stafford Development Company also strictly prohibits harassment of any nature (including, but not limited to, harassment based on gender, race, creed, color, national origin, religion, age, or disability) that interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment. All pictures and other items displayed in the workplace should be in keeping with an environment that is appropriately professional.

Any employee who believes he or she has been the subject of harassment, sexual or otherwise, should report the alleged act immediately (within 48 hours after the alleged harassment occurs, whenever possible) directly to the President of the Company, or your immediate supervisor. An investigation of all complaints will be undertaken immediately. Any supervisor, employee or agent of the company who has been found by the Company, after investigation, to have engaged in prohibited harassment, will be subject to appropriate disciplinary action depending on the circumstances, from a warning in his or her file, up to and including termination. The complainant will be informed of all such remedial actions.

No employee who makes allegations of harassment which are legitimate or which the employee believes are legitimate will be subject to any adverse action of any type for having made such allegations. In addition, no employee or other individual who participates in an investigation into allegations of harassment will be subject to discipline because of the substance of that person's participation.

If either party directly involved in a harassment investigation (whether the complainant or the accused) is dissatisfied with the outcome or resolution, that individual has the right to appeal the decision by submitting written comments to the President of Stafford Development Company.

All allegations of violation of this policy will be promptly investigated in a confidential manner to protect the privacy of the persons involved. Confidentiality will be maintained throughout the investigative process to the extent possible and appropriate under the circumstances.

Stafford Development Company prohibits any form of retaliation against any individual for making a bona fide complaint under this policy, for assisting in a complaint investigation, or for making any determination necessary under this harassment/grievance policy. Retaliation is a serious violation of this policy and is to be reported immediately. Any person found to have retaliated against another individual for reporting harassment or other discrimination will be subject to appropriate disciplinary action, up to and including immediate termination of employment.

Medical Evaluations, Interviews, and Drug Screening

In reviewing applicants' qualifications for certain positions and ensuring that currently employed workers are fit and capable of performing the essential functions of their positions, SDC requires certain individuals to undergo physical examinations, which can include drug tests. The general purpose of these examinations is to determine whether the individuals being tested are physically able to perform the essential functions of the job in question without creating a significant threat to the safety or well being of themselves, other employees, or members of the public. All of these examinations and tests are conducted on a nondiscriminatory basis and in conformance with the requirements of the Americans with Disabilities Act and other federal, state, and local laws guaranteeing fair treatment and equal employment opportunity to individuals with disabilities and members of other protected groups.

Stafford Development Company attempts to arrange reasonable accommodations that it is aware that an applicant or employee needs to take a required physical examination or test. All examinations and tests are scheduled by the Human Resource Department and conducted by physicians, medical or specially trained personnel, or testing laboratories selected by Stafford Development Company. Results of these examinations or tests are reported to Stafford Development Company's designated medical representative or the Director of Human Resources. The Human Resource Director, in consultation with Stafford Development Company's designated medical representative, is responsible for determining whether an applicant has satisfactorily completed the required examinations or tests and whether the examination or test results demonstrate the individual's ability to perform the essential functions of the job safely, with or without a reasonable accommodation.

All applicants and employees who are required to undergo a physical examination, including a drug test, are asked to sign a form consenting to the release to Stafford Development Company of all medical information from their examination or medical records that is related to their fitness or ability to perform the essential functions of the job in question.

Stafford Development Company takes all necessary steps to safeguard the

confidentiality of all medical information, including physical examination and test results, relating to any applicant or employee required to submit to an employment-related physical or medical examination or drug or alcohol test. Any and all records containing medical information about an applicant or current or former employee are maintained by the Director of Human Resources separate and apart from the organization's general personnel or human resource files. Access to medical information in these separate files is granted by the Human Resource Director only to individuals with a valid and documented need to know. In such cases, the Human Resource Director grants access to only as much information as is needed to satisfy the individual's specific need for information from the medical information file.

All employees who have been absent from work for medical reasons for more than seven (7) working days may be required, depending on the specific job involved, to take a fitness-for-duty examination, including a drug test, before returning to work.

All costs for required medical interviews or physicals will be borne by Stafford Development Company.

Driver Safety Policy Statement

Minimum driver qualifications for Stafford Development Company Employees have been established. These qualifications apply to those employees who drive Company owned vehicles and employees who drive personal vehicles on Company business. Some of these minimum qualifications have been established by the State of Georgia:

- Be at least **18** years of age to operate a passenger vehicle.
- Have at least **2 years** of verifiable experience in the type of vehicle to be operated.
- **Meet Stafford Development's point criteria for authorized drivers.**

Driver Conduct Requirements

Drivers of Company owned vehicles, or vehicles leased or rented for Company

business, or personal vehicles used for Company purposes **must comply** with the following:

- Properly wear safety belts;
- Ensure that all passengers are properly restrained, including all back seat passengers.
- Ensure that the passengers do not exceed the vehicle's seating capacity;
- Never operate a vehicle when the ability to do so is impaired by alcohol, drugs, medication, illness, fatigue, or injury.
- Drivers must have an acceptable points score per Appendix A.
- Plan trips. Drivers should select the safest route, allow sufficient time so as not to be required to speed, allow for weather contingencies and when visiting new areas, be familiar with local regulations.
- Immediately notify their supervisor in the event that their operator's license is revoked, canceled, denied, suspended, or restricted in some manner which would affect their legal right to drive.
- Obey all applicable laws, codes, and regulations.
- Drive defensively, anticipating and taking appropriate actions to avoid situations where incidents are likely to occur.
- **Handling Distractions:** Your only job, when operating a vehicle should be safe driving. Distractions draw our attention away from the road and our reaction time to emergencies is diminished. Eating, drinking, using cell phone, or 2 way radios distract you from your responsibility for safe operation of the vehicle that you are driving. **If you need to eat, use a radio or phone, look at directions, etc. we expect you to pull off the road until you can again give driving your full attention.**
- Report all incidents or crashes that involve Company owned vehicles, vehicles leased or rented for company business, or personal vehicles used for Company business, to his or her supervisor or to the person or department designated to receive such information. All traffic tickets must also be reported to the Company.

Accident Reporting Procedures

With the possible exception of incidents involving serious injuries to the employee, an initial report of all vehicle accidents should be communicated to the Human Resources Coordinator **within twenty-four hours**.

Drug-Free Workplace

As a standard part of its selection and hiring process, Stafford Development Company requires all applicants to undergo drug tests. The purpose of these examinations is to determine whether the individuals being tested are physically able to perform the essential functions of the job in question without creating a significant threat to the safety or well being of themselves, other employees, or members of the public. These tests are conducted on a nondiscriminatory basis and in conformance with the requirements of the Americans with Disabilities Act and other federal, state, and local laws guaranteeing fair treatment and equal employment opportunity to individuals with disabilities and members of other protected groups. In addition, Stafford Development Company requires current employees in physically demanding or safety-sensitive positions to undergo periodic medical examinations. Current employees also might be required to submit to periodic drug tests as part of Stafford Development Company's overall program to eliminate illegal drug use among employees. Please refer to the SDC substance abuse policy for more specific information.

Smoking Policy

No smoking will be allowed in the office area at any time. This policy is for the health and safety of all employees. Your cooperation is requested, as this policy must be rigidly enforced to comply with the company health and safety requirements and to maintain proper insurance coverage for our building.

Hiring of Relatives

The general policy of Stafford Development Company is to hire, promote, and otherwise employ people on the basis of their job qualifications and individual merit. Stafford Development Company does not prohibit the employment of relatives. For the purposes of this policy, relatives include the following: spouse, parent, child, sibling, in-law, grandparent, grandchild, aunt, uncle, cousin, step-relative, or any individual with whom an employee has a close personal relationship, such as a domestic partner, co-habitant, or significant other.

The only instances in which restrictions can be imposed on such arrangements involve the following situations:

- A supervisor/subordinate relationship is created between two related persons within the same operating unit; or
- A real or perceived conflict of interest exists because of the employment of

individuals with close relationships at certain levels of the company or in positions where one of the employees exercises or appears to have influence over the other's compensation, performance evaluation, or job security.

Employee Classifications

Proper classification of employees is important to administering salaries, determining eligibility under SDC's employee benefits plan, and complying with employment and tax laws.

SDC offers part-time, full-time, and temporary employment opportunities to meet a variety of staffing requirements and accommodate employee needs and preferences. SDC also uses agency temporaries and contract workers to respond flexibly to changing staffing requirements.

All employees—whether full time, part time, or temporary—are classified as exempt or nonexempt for overtime and minimum wage requirements.

Basic employee classifications are as follows:

Full-time regular employees are employees hired to regularly work 30 or more hours each week. Full-time regular employees can be exempt or nonexempt.

Part-time regular employees are employees hired to regularly work fewer than 30 hours per week. Part-time employees can be exempt or nonexempt. In general, employees who are regularly scheduled to work 30 or more hours per week are eligible to participate in SDC's employee benefits programs.

Temporary employees are part-time or full-time employees hired by SDC to work for the duration of specific projects or assignments. Temporary assignments generally do not extend beyond a 12-month period, unless approved by the Chief Executive Officer or Human Resources Director. Temporary employees can be exempt or nonexempt.

Contract employees are employees of firms with which SDC has contracted for services or self-employed individuals with which SDC has contracted directly.

SDC classifies each employee or position as exempt or nonexempt:

- Exempt employees are not subject to federal and state overtime requirements. An employee is exempt if determined to be an executive, administrative, or professional employee or outside sales representative as defined by the Fair Labor Standards Act.
- Nonexempt employees are entitled to overtime time pay of at least one-and-one-half times their regular rate for hours worked in excess of 40 in

any workweek. Overtime is never at the employee's discretion. It shall only be incurred and paid at the request of the company through the employee's supervisor/manager. Supervisors/managers shall ensure that no unauthorized, overtime hours are worked. Any employee who is not classified as exempt is nonexempt.

Position Descriptions

Position descriptions are available in the personnel department for all positions in the Company. The items included in each position description are the following:

1. Job identification;
2. Job qualifications;
3. Summary statement;
4. Assigned responsibilities or duties; and
5. Supervisor

Position descriptions are used to determine employee selection, job requirements, performance appraisals, organizational structure, and the relative worth of jobs in relation to each other. Company management annually reviews all company positions to ensure equity and consistency in our human resource system.

Work Day, Payday and Pay Advances

The normal workweek for regular employees shall generally not exceed 40 hours. The normal, weekly schedule is five days a week, Monday through Friday.

Employees may not work more than 40 hours per week without the prior approval of their supervisor.

If it is necessary for you to be absent or tardy, you must call and report your absence to your supervisor before your scheduled starting time.

Specific pay periods, dates, and frequency can be obtained from your manager.

It is our policy to decline all requests for early paychecks or pay advances for personal reasons. Pay advances in the event of vacation or legitimate business reasons (e.g., Temporary Duty Assignment) may be requested through the employee's supervisor or manager to the accounting department.

Pay Increases

Pay increases are usually based on individual merit and improvement. We periodically review all employees' pay scale and compensation.

Corrective Counseling and Performance Improvement

Corrective counseling may be initiated when company management believes that an employee's performance problem can and will be resolved through adequate counseling. Corrective counseling is completely at the discretion of company management. The company desires to protect its investment of time and expense devoted to employee orientation and training whenever that goal is in the Company's best interests. The Company expressly reserves the right to discharge "at will." Even if corrective counseling is implemented, it may be terminated at the discretion of management. Management, in its sole discretion, may either warn, reassign, suspend, or discharge any employee "at will," whichever it chooses, at any time.

It is essential that all disciplinary action be adequately and appropriately supported by written documentation to protect both the rights of the Company and the rights of the employee.

The supervisor/manager, with assistance of the personnel department, will determine the course of action best suited to the circumstances. The possible steps in corrective counseling and performance improvement are as follows:

1. Verbal counseling
2. Written counseling
3. Probation
4. Suspension
5. Involuntary Termination

The following definitions and classification of violations, for which corrective counseling, performance improvement, or other disciplinary action may be taken, are merely illustrative and not limited to these examples. A particular violation may be major or minor depending on the surrounding facts or circumstances.

1. Minor violations - Less serious violations that have some effect on the continuity, efficiency of work, safety, and harmony within the company. They

typically lead to corrective counseling unless repeated or when unrelated incidents occur in rapid succession. Some examples of minor violations are as follows:

- A. Excessive tardiness;
- B. Unsatisfactory job performance;
- C. Defacing company property;
- D. Interfering with another employee's job performance;
- E. Excessive absenteeism;
- F. Failure to observe working hours such as the schedule of starting time, quitting time, rest and meal periods;
- G. Performing unauthorized, personal work on company time;
- H. Failure to notify the supervisor/manager of intended absence within one hour after the start of a shift;
- I. Unauthorized use of the company telephone or equipment for personal Business.

2. Major Violations - More serious violations. They include any deliberate or willful infraction of company rules and may preclude continued employment of an employee. Following are some examples of major violations:

- A. Fighting, either verbal or physical, on company premises;
- B. Repeated occurrences of related or unrelated minor violations depending upon the severity of the violation and the circumstances;
- C. Any act which might endanger the safety or lives of others;
- D. Departing company premises during working hours for personal reasons without the permission of the supervisor/manager;
- E. Bringing firearms or weapons onto the company premises;
- F. Deliberately stealing, destroying, abusing, or damaging company property, tools, or equipment, or the property of another employee or visitor;
- G. Disclosure of confidential company information or trade secrets to unauthorized persons;
- H. Willfully disregarding company policies or procedures;
- I. Willfully falsifying any company records; or
- J. Failing to report to work without excuse or approval of management.

Employee Terminations

All employees who are leaving their jobs with Stafford Development Company for any reason are asked to participate in an exit interview with the Human Resource Director. On their last day of employment, employees are required to return all company property to their supervisor. Final paychecks are mailed to a worker's home address or directly deposited in the employee's direct deposit bank account on the next regular payday, unless state or local law requires payment sooner. Stafford Development Company makes every effort to ensure that all

terminations and separations from employment are conducted in accordance with all provisions and requirements of applicable federal and state laws. Terminations are to be treated in a confidential, professional manner by all concerned.

Terminating employees are entitled to receive all earned pay when working out a two-week notice. Earned pay is defined as all carry over days from previous years and all personal days actually earned for the current year (pro-rated days for the number of months completed upon termination in that calendar year).

Employees who do not give a notice or who are terminated by the company will be paid any unused personal days only at the discretion of the manager involved.

Resignation procedures. Employees are requested to give their supervisor two weeks' written notice of their intent to resign. Resigning workers are provided with information about their rights to continue participation in Stafford Development Company's group health plan.

Should an employee resign to join a competitor, if there is any other conflict of interest, or if the employee refuses to reveal the circumstances of his or her resignation and the future employer, the manager may require the employee to leave the Company immediately, rather than work during the notice period. This is not to be construed as a reflection upon the employee's integrity but an action in the best interests of business practice.

Discharge procedures. An employee may be dismissed at any time, for any reason, at the sole and absolute discretion of company management. In the case of dismissal, the Company will endeavor, where possible, to give some notice of its intent to dismiss an employee, however, the Company is not required to give any such notice. Discharged Employees are advised of their rights to continue participation in Stafford Development Company's group health plan.

Layoff procedures. If it becomes necessary to reduce the workforce for economic or technological reasons, Stafford Development Company will make every reasonable effort to give employees affected by the reduction in force as much advanced notice as possible. Laid-off employees are entitled to the following benefits:

- **COBRA health insurance continuation.** Laid-off employees can continue their coverage under Stafford Development Company's group health plan by paying the monthly premium.

Rehiring Policy

Stafford Development Company is pleased to consider applications for vacancies from former employees. Former employees who were terminated for cause, who

had poor service records, or who quit without notice are not eligible for rehire. When evaluating an application from a former employee, Stafford Development Company considers whether the former employee gave at least two weeks' notice (four weeks for salaried employees) before voluntarily terminating his or her position with Stafford Development Company.

If you are rehired, you must complete the usual 90-day probationary period. After this period, you are eligible for participation in Stafford Development Company's employee benefit plan, including health care, dental, and life insurance benefits.

Stafford Development Company calculates any pension credit for prior service as required by the Employee Retirement Income Security Act.

Insurance

The Company recognizes the needs of employees for financial protection in the event of illness or injuries that result in medical expense and loss of income. Providing adequate, cost-effective, medical insurance protection is a concern of the company. The Company has selected a plan designed to meet the employees' needs. The plan is financially subsidized by the company to keep the employee's cost to a minimum.

The plan offered is somewhat complex. For this reason, it is suggested that the Summary Plan Descriptions (SPD), or brochure that describes the plan, be referred to for specific information. A staff member in the personnel department is available to answer specific insurance questions. During new employee orientation, the cost, coverage, eligibility requirements, and conversion privileges of the plan will be explained in detail. You will be provided with a copy of the Summary Plan Description for the plan after you or your dependents become covered.

Paid Personal Days

After six months of continuous service, employees become eligible for paid personal days based upon the following for the remainder of the calendar year in which the six months continuous service requirement is met.

Six months ends in first quarter: 10 days
Six months ends in second quarter: 8 days
Six months ends in third quarter: 6 days
Six months ends in fourth quarter: 4 days

After that calendar year, employees are eligible for fifteen (15) personal days per calendar year. Vacation may not be granted for more than five successive days at

the time unless approved by your supervisor, and only in very special circumstances.

Employees are expected to schedule their vacations with their supervisors as early as is conveniently possible. Requests for all the current year's vacation should be made to your supervisor no later than October 1. You can carry over no more than two (2) days a year. Beyond that, all other unused days are forfeited if not used by the end of the pay period that included Dec 31 (i.e. If Dec 31 is on Wed then you have until January 4th to include any days that are to be used.) Furthermore, all sick days must be called in by 9:00 AM.

Paid Holidays

All full-time employees will be paid seven (7) scheduled holidays each year. These are **New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the Friday following Thanksgiving Day, and Christmas Day**. For holidays falling on a Saturday, the Friday prior to the holiday will be substituted. For holidays falling on a Sunday, the Monday subsequent to the holiday will be observed.

Leave of Absence

Family and Medical Leave

Stafford Development Company is aware of and complies with all provisions of the Family and Medical Leave Act. In that light, Stafford provides eligible employees up to 12 workweeks of leave in a 12-month period for the care of certain family members with a serious health condition, because of the birth or adoption of a child, or because of the employee's own health condition.

Employees with at least 12 months of service and with at least 1250 hours of service in the last 12 months are eligible for family leave.

Employees who believe they are eligible for family or medical leave should request a leave form from Human Resources at least 30 days in advance of a foreseeable family or medical leave need. If the initial period of approved absence proves insufficient, consideration will be given to a request for any extension. With the supervisor's approval, employees must take any vacation leave or sick leave as part of the approved period of leave, to run simultaneously.

If the leave is not foreseeable, employees must give as much notice as possible.

A physician's statement may be required verifying the medical disability and its

beginning and expected ending dates. Any changes in this information should be promptly reported to the employer. Employees returning from medical leave may be required to provide a physician's verification of their fitness to return to work.

Eligible employees are normally granted leave for the period of the disability, up to a maximum of 12 weeks of leave during any 12-month period. The 12-month period begins on the first day of leave.

Stafford will continue to provide health insurance benefits for the full period of the approved medical leave (not to exceed 12 weeks). Eligible employees must pay the premium on their medical plan policy during their leave, under the regular schedule for such payment. Stafford is not required to maintain group health coverage following the end of the 12-week period.

Employees who sustain work-related injuries are eligible for a medical leave of absence for the period of disability in accordance with all applicable laws covering occupational disabilities.

Benefit accruals, such as vacation or holiday benefits, will be suspended during the leave and will resume upon return to active employment.

When a medical leave ends, the employee is entitled to be returned to the position the employee held immediately prior to the leave or be restored to an equivalent position. Except when legally required, Stafford cannot guarantee reinstatement in all cases.

If an employee fails to report to work promptly at the end of the family or medical leave, Stafford will assume that the employee has resigned.

Military Leave

Stafford complies with all federal and state laws concerning military leave; and, Stafford will grant military leave to individuals who request it, and are eligible for it, under the various veterans' rights statutes.

In general, employees who foresee a need for military leave must request such leave in writing at least 30 days prior to the beginning of the requested leave. Such a leave will be granted to regular, full-time and part-time employees, to attend scheduled drills or training or if called to active duty with the U.S. armed services.

Employees may use any available, paid time-off for a military leave of absence. Subject to the terms, conditions, and limitations of the applicable plans for which an employee is otherwise eligible, health insurance benefits will be provided by Stafford for leaves of two weeks or less. An employee may, at his or her option, continue coverage, again, subject to the terms, conditions, and limitations of the

applicable plans, by being responsible for the full cost of such continuation.

Every reasonable effort will be made to return eligible employees to their previous position or a comparable one. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service, such as the rate of vacation accrual and job seniority rights.

Other Medical or Personal Leave

Leaves of absence without pay may at times be requested by employees even though the leave is not qualified under the FMLA or is not military leave as outlined above. In those cases, an employee must submit a request in writing to his or her supervisor/manager. Managers will forward the request for final approval to the personnel department accompanied by the supervisor's/manager's recommendation. The employee is expected to request leave with as much advance notice as possible. Leaves of absence will not be granted for periods less than two weeks in duration. Vacation or sick leave should be used for such absences.

The reason for leave should fall into one of the following categories:

1. Medical or family (not qualified for FMLA)
2. Military (not required by veterans' rights statutes)
3. Personal

The employee has the responsibility to keep management and bookkeeping advised of the leave situation and to contact his or her supervisor/manager at least two weeks prior to the expiration of the approved leave to discuss return to work. If the employee desires voluntary termination, this should be reported as soon as possible. The Company will make a reasonable effort, consistent with good business practices and company needs, to reinstate an employee to the same position he or she previously occupied, or to a similar position, following a leave of absence. However, in the case of leaves over twelve weeks, the company cannot guarantee that the same or a similar position will be available at the time an employee desires to return to work, or thereafter. If this situation occurs, the Company reserves the right to offer the employee a lower-level position, if one is available at the appropriate salary for such a position. An exception to this rule is where an employee is guaranteed re-employment rights under federal or state laws.

Benefits Determination

1. Holidays. To be paid for a holiday, an employee must be in active pay status the day before and the day after the holiday. Employees are not eligible to receive pay for any holiday during the leave period.
2. Vacation. No vacation hours are earned during the leave period. Employees requesting a leave of absence for medical or military reasons may choose to use all earned vacation before beginning leave of absence. Employees requesting personal leave of absence must use all earned vacation before beginning leave of absence.
3. Sick or Personal. No sick or personal hours are accumulated during the leave period. Permissive or mandatory use of accumulated sick or personal leave is governed by the rules in paragraph 2, above.
4. Insurance. The company will continue the employee's insurance benefits on leave of absence approved for only medical reasons. The employee will be required to continue to pay their portion of premium to Stafford Development Company on a Bi-weekly basis. In the case of military leaves, insurance benefits will be continued for up to 10 working days per year starting with the day military leave begins. It is understood that the employee will pay the entire premium to Stafford Development before the premium becomes due.
5. Profit Sharing. An otherwise eligible employee will be entitled to profit-sharing while on leave of absence in accordance with the rules of the profit sharing plan and related policy. If the leave began before eligibility was established, eligibility will be postponed until the employee returns to work.

Notwithstanding the above, an employee on leave of absence who fails to return to work will be terminated effective his or her last day of work or paid leave (vacation, sick, or personal), whichever is later.

Bereavement Leave

The Company will provide time off for employees to attend the funerals of family members and friends. Your supervisor will approve whatever period of time is necessary and appropriate under the circumstances.

If the conditions warrant, and the supervisor agrees, paid leave will be granted; but the amount of paid leave time will not exceed three days at regular straight-time wages. Such leave is in addition to all other paid leave time. Paid leave is reserved for the death of immediate family members.

Jury Duty

Stafford Development Company will grant employees time off for mandatory jury duty or court appearances as a witness when the employee must serve or is required to appear as a result of a court order or subpoena. A copy of the court order or subpoena must be supplied to the employee's supervisor/manager when requesting time off. The employee is entitled to full pay for each day of jury duty or service as a witness up to a maximum of (10) days per year in addition to any other paid leave. However, time off for court appearances as a party to any civil or criminal litigation shall not be compensated by Stafford Development Company, and the employee must arrange for time off without pay or use accrued vacation or personal leave for such appearances.

Time Off to Vote

Time off to vote will be permitted in accordance with all applicable laws.

Profit Sharing Plan

Stafford Development Company currently offers a 401(k) profit-sharing plan. All full-time employees completing at least one full year of service, and having attained the age of 21 as of plan entry dates (January 1 and July 1), are eligible. Details of this plan are in the Plan Summary Description that is provided to you upon satisfaction of eligibility requirements.

Employee Orientation

All new employees will participate in an orientation meeting within one month of their hire date. The orientation is designed to acquaint the new employee with the Company and its policies. Managers will be responsible for ensuring the attendance of new employees at the company orientation sessions.

On the first day of employment, the employee's manager is responsible for assisting the employee in completing all check-in and benefit enrollment procedures with the personnel and accounting departments. In addition, the manager will ensure that the new employee receives an introduction within the company and is provided with in-depth information regarding his or her specific role and responsibilities within the department.

Dispute Resolution Policy

The following dispute resolution procedure is available to all regular status employees who are not covered by a union contract. The intention of the dispute resolution procedure is to ensure employees fair treatment and prompt resolution

of disputes. Employees are encouraged to discuss any work-related problem or dispute with management and are promised that no retaliation is taken for using this procedure.

Stafford Development Company will process Disputes under a Step-review System. The following Steps should be taken:

Step 1: Problems and disputes should be discussed with the employee's supervisor.

Step 2: If the employee and supervisor are unable to settle their differences, the employee should submit a written description of his or her complaint to the department head within five working days. The written complaint must include all details, a full explanation of why the employee believes the situation or disciplinary action is unfair, and the remedy the employee seeks. The department head must conduct an immediate investigation. The department head must meet with the employee to discuss the problem. If appropriate, the department head meets with the employee and supervisor together to attempt to resolve the dispute. The department head must issue a written decision within five working days after the meeting.

Step 3: If the employee is not satisfied with the department head's decision, the employee can appeal to the Human Resources Director, submitting the step two written complaint and any additional information within five working days. The Human Resources Director must meet with the employee within five working days of the request for the meeting. The Human Resources Director must respond within 10 working days of the meeting.

Step 4: If you are still unsatisfied with decisions made by following, Steps 1, 2 and 3 your complaint will be referred to a Senior Executive Officer who will render a final decision with 10 working days.

Business Gifts

The Company prohibits employees from accepting gifts or special favors from those individuals or firms with whom we do business. We feel that such activity is unbusinesslike and unprofessional and could place us in compromised positions that are not in the best interest of the Company.

Employee Privacy

Stafford Development Company recognizes our employees' rights to privacy. In achieving this goal, the company adopts these basic principles:

1. The collection of employee information will be limited to that needed by the company for business and legal purposes.
2. The confidentiality of all personal information in our records will be protected.
3. All in-house employees involved in record keeping will be required to adhere to these policies and practices. Violations of this policy will result in disciplinary action.
4. Internal access to employee records will be limited to those employees having an authorized, business-related "need-to-know." Access may also be given to third parties, including government agencies, pursuant to court order or subpoena.
5. The Company will refuse to release personal information to outside sources without the employee's written approval unless legally required to do so.
6. Employees are permitted to see the personal information maintained about them in the company records. They may correct inaccurate, factual information or submit written comments in disagreement with any material contained in their records.

Company Supplies, Equipment, and Telephone Policy

Company supplies and equipment such as postage meters, copiers, and fax machines etc., are intended for use on company business only. Personal use of these supplies and equipment is permitted only with management approval.

A large percentage of the company's business is transacted by telephone. The telephone equipment of the company is provided for the purpose of providing service to our customers; therefore, it is necessary to limit your personal calls to an absolute minimum number. Personal calls should only be made in case of absolute necessity or emergency. If non-emergency personal calls must be made, please arrange to make them during your break or lunch period. No long-distance, personal calls may be made on company phones.

Computer and E-mail Usage

Because Stafford Development Company provides the E-Mail system to assist you in the performance of your job; these systems are for official Company business. The Company permits incidental and occasional personal use of e-mail, but these messages will be treated as other messages. Any personal use of E-Mail is to be conducted during non-working time. Because the company's computer network, individual hard drives, and E-Mail systems are Company property, your personal message can be accessed by Company management without prior notice. Thus, there is no expectation of privacy in the use of these systems, and you should not use E-Mail to transmit any messages you would not want read by a third party. Accordingly, take care to ensure that your messages are courteous, professional, and businesslike.

Because computers, computer files, the E-Mail system, and software furnished to employees are Company property intended for business use, employees should not use a password, access a file or retrieve any stored communications, or load any software (including screen savers) onto a computer without prior authorization from Company management. To ensure compliance with this policy, computer and E-Mail usage may be monitored.

Stafford Development Company strives to maintain a workplace free of harassment and respectful of the diversity of its employees. Therefore, the Company prohibits the use of computers and the E-Mail system in ways that are disruptive, offensive to others, or harmful to morale.

For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to: ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others.

General Company E-Mail may not be used to solicit others for non-business matters. However, to the extent the Company provides electronic bulletin board folders, these folders may be utilized to communicate selected non-business solicitation, such as cookies/candy sales in support of a civic organization. All such messages are subject to review and deletion if deemed inappropriate by Company management.

Stafford Development Company purchases and licenses the use of various computer software for business purposes and does not own the copyright to the software license agreement. The Company prohibits the illegal duplication of software and its related documentation.

Employees should notify their immediate supervisor or any other member of management upon learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action, up to and including termination

of employment.

Because of the risk of computer viruses, employees should consult with Company management before opening an unknown file attached to an E-Mail or sent from an unknown, unfamiliar or unsolicited source.

Internet Usage

Internet access to global electronic information resources on the World Wide Web is provided by Stafford Development Company in order to assist employees in obtaining work-related data and technology. The following guidelines have been established to help ensure responsible and productive Internet usage.

While Internet usage is intended for job-related activities, personal use is permitted ONLY during non-business hours (before 8:00 a.m. or after 6:00 p.m. – Monday through Friday). Lunchtime use of the Internet for personal reasons is not permitted.

All Internet data that is composed, transmitted or received via our computer communications systems is considered to be part of the official records of the Company and, as such, is subject to disclosure to law enforcement or other third parties. Consequently, employees should always ensure that the business information contained in Internet E-Mail messages and other transmissions is accurate, appropriate, ethical, and lawful. There is no expectation of privacy in use of the Company's Internet access.

The equipment, services and technology provided to access the Internet remain at all times the property of the Company. As such, the Company reserves the right to monitor Internet traffic, and to retrieve and read any data composed, sent or received through our online connections and stored in our computer systems.

Data that is composed, transmitted, accessed, or received via the Internet must not contain materials that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating or disruptive to any employee or other person. Examples of unacceptable content may include, but are not limited to: sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation or any other characteristic protected by law.

The unauthorized use, installation, copying or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. As a general rule, if an employee did not create material, does not own the rights to it, or has not gotten authorization for its use, it should not be put on the Internet. Employees are also responsible for ensuring that the person sending any material

over the Internet has the appropriate distribution rights.

Internet users should take the necessary anti-virus precautions before downloading or copying any file from the Internet. All downloaded files are to be checked for viruses; all compressed files are to be checked before and after decompression.

Abuse of the Internet access provided by the Company in violation of the law or Company policies will result in disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy. The following behaviors are examples of previously stated or additional actions and activities that are prohibited and can result in disciplinary action:

- Sending or posting discriminatory, harassing or threatening messages or images
- Using the organization's time and resources for personal gain
- Stealing, using, or disclosing someone else's code or password without authorization
- Copying, pirating, or downloading software and electronic files without permission
- Sending or posting confidential material, trade secrets, or proprietary information outside of the organization
- Violating copyright law
- Failing to observe licensing agreements
- Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmissions
- Sending or posting messages or material that could damage the organization's image or reputation
 - Participating in the viewing or exchange of pornography or obscene materials
 - Sending or posting messages that defame or slander other individuals
 - Attempting to break into the computer system of another organization or person
 - Refusing to cooperate with a security investigation
 - Sending or posting chain letters, solicitations or advertisements not related to business purposes or activities
 - Using the Internet for political causes or activities, religious activities, or any sort of gambling
 - Jeopardizing the security of the organization's electronic communications system
 - Passing off personal views as representing those of the organization

- Sending anonymous E-Mail messages
- Engaging in any illegal activities

Workplace Monitoring

Workplace monitoring may be conducted by Stafford Development Company to ensure quality control, employee safety, security, and client satisfaction

Computers furnished to employees are the property of the Company. As such, computer usage and files may be monitored or accessed.

Every effort will be made to guarantee that workplace monitoring is done in an ethical and respectful manner.

Dress Code

Stafford's dress code is business casual Monday through Thursday. Blue jeans are allowed only on Fridays. However, all Stafford employees should use appropriate judgment when visitors are expected or when they are visiting other offices.

It is impossible to define all apparel, which is suitable, or unsuitable under our dress code, and as members of the same team, we should all strive to uphold the highest standards of appearance. However, to assist all of us, Stafford has identified some general guidelines for dress, both during the week and on jean day, as follows:

1. The following clothing is unacceptable under any circumstances:

Blue jeans (except on Fridays); shorts on men; clothing which contains holes, is faded or is otherwise in disrepair; absence of socks on men; see-through tops; tank tops; "short-shorts"; t-shirts for men or any t-shirt for women which contains advertising or slogans; hats; sweatpants; sweatshirts; warm-up or jogging suits; spandex; "micro" miniskirts; tops or dresses with spaghetti straps; halter or tube tops; oversized or "grunge" clothing; thong slippers; athletic shoes or other exercise shoes; extreme hair or make-up; and jewelry which pierces any visible body parts (except for ears).

2. The following clothing is acceptable as business casual clothing.

The absence of hosiery for women (provided long skirts/dresses that are a minimum of seven (7) inches below the knee or pants are worn); knee length shorts; leggings/stirrup pants with a long top; casual slacks (such as khakis or

jeans in any color but denim); and golf shirts.

3. The following clothing is considered appropriate as business casual or when the presence of visitors or other circumstances calls for more formal business attire.

Dress pants for women; knee-length dress shorts or culottes if part of a suit; and open-toed shoes or dress sandals for women.

To avoid further questions on the issues of hosiery:

- Men must wear socks at all times.
- Women must wear hosiery at all times except when dresses/skirts are a minimum of 7 inches below the knee or pants are worn.

This list cannot possibly detail every type of apparel, and everyone is subject to review for appropriateness of dress whether or not the item is listed herein. Additionally, exceptions to these rules will be made in the case of medical need, special individual circumstances, or other accommodation required by law. If any employee believes s/he is unable to follow the dress code policy for such a reason, s/he should contact Human Resources. A doctor's excuse also may be required. Ultimately, it will be the responsibility of President of the Company (or individuals appointed by the President) to enforce these rules. Complaints of a potential violation should be made to Human Resources, which will then be forwarded to the manager in charge.

In the event that a dress code violation exists, one or more of the following disciplinary steps may be pursued:

1. A formal oral warning, which is recorded in the employee's personnel file;
2. Requiring the employee to change (including by way of going home) to correct the violation, and a written warning placed in the employee's file;
3. Placement on thirty-day probation;
4. Termination.

Although no formal dress code exists, you are asked to wear articles of clothing suitable to the type of work you do and the environment in which you work. Clothing should be neat, clean and in good taste. No jeans, except on Fridays.

Grooming

It is the policy of Stafford Development Company to not allow facial hair other than a

neatly trimmed and groomed mustache and the mustache stays at or above the lip line, unless the employee is unable to comply with this policy due to medical, ethnic or religious reasons.

An employee that requests an exception to this rule must provide the necessary documentation (i.e. Doctors' note, religious documentation and etc). If an exception is granted all facial hair must be neatly trimmed and groomed and shall not exceed in length of more the 2 inches.

Any employee that is required to wear protective gear where facial hair will interfere with the effective operation of the equipment and the safety of the employee, the employee will be required to remove all obstructive facial hair.