Johnson & Johnson, Inc.
( Including its subsidiaries and affiliates)

Employee Information Manual

THIS IS NOT A CONTRACT
EXPRESS OR IMPLIED

____________________________________________________________
Employee Signature

_____________________________________________
Employee Name (printed)

_______________________________________
Date

May 2011
ABOUT THIS MANUAL

THIS INFORMATION MANUAL GENERALLY DESCRIBES THE PERSONNEL POLICIES AND PROCEDURES THAT GOVERN THE EMPLOYMENT RELATIONSHIP BETWEEN THE COMPANY (INCLUDING ITS SUBSIDIARIES AND AFFILIATES) AND ITS EMPLOYEES. IT IS NOT A CONTRACT. THE POLICIES STATED IN THIS MANUAL ARE SUBJECT TO CHANGE AT THE SOLE DISCRETION OF MANAGER. THESE POLICIES ARE NOT INTENDED TO BE ALL-INCLUSIVE. THERE MAY BE SITUATIONS, WHICH ARISE THAT ARE NOT COVERED, EITHER DIRECTLY OR INDIRECTLY, BY THESE POLICIES. IN SUCH INSTANCES, JOHNSON & JOHNSON'S POLICY WILL BE DETERMINED ON A CASE-BY-CASE BASIS. THIS MANUAL SUPERCEDES AND REPLACES ALL PRIOR HANDBOOKS AND INFORMATION MANUALS OF THE COMPANY. YOU MAY RECEIVE NOTICE THAT CHANGES HAVE BEEN MADE IN POLICIES FROM TIME TO TIME, AND THOSE UPDATES SHOULD BE KEPT WITH YOUR RECORDS. IF AT ANY TIME YOU HAVE QUESTIONS ABOUT THE POLICIES OF THE COMPANY, PLEASE ASK YOUR SUPERVISOR OR HUMAN RESOURCES.

ACKNOWLEDGEMENT

THIS IS TO CERTIFY I HAVE BEEN INFORMED AND UNDERSTAND THAT THE COMPANY EMPLOYEE INFORMATION MANUAL IS NOT A BINDING CONTRACT, EITHER EXPRESS OR IMPLIED, GUARANTEEING EMPLOYMENT FOR ANY SPECIFIC DURATION, BUT IS A SET OF GUIDELINES. I UNDERSTAND THE COMPANY MAY MODIFY ANY OF THE PROVISIONS OF THIS MANUAL AT ANY TIME. I ALSO UNDERSTAND, NOTWITHSTANDING ANY OF THE PROVISIONS OF THIS MANUAL, I AM EMPLOYED ON AN AT-WILL BASIS. MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME, EITHER BY ME OR BY THE COMPANY, WITH OR WITHOUT CAUSE. I RECOGNIZE CHANGES IN THESE POLICIES WILL IN NO WAY ALTER THE “AT-WILL” NATURE OF MY EMPLOYMENT.

___________________________________________
Employee Signature

___________________________________________
Employee Name (printed)

___________________________________________
Date

May 2011

Employee Copy
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Part 1
Introduction
Introduction

Johnson & Johnson, Inc. and its subsidiaries and affiliates hereinafter referred to as “the Company” has developed this Employee Information Manual. It supersedes any and all other handbooks or information manuals previously produced and distributed by the Company and renders those handbooks and information manuals null and void. Current employees will signify their understanding and acceptance of this provision by continuing their employment with the Company.

It is intended to be used as a guideline for answers to questions which employees frequently ask. It is not intended to be a contractual agreement of any kind. All policies, procedures, terms and conditions of the employment relationship are subject to change. Specific questions concerning this Information Manual should be directed to your immediate Supervisor, Human Resources or an Officer.

The information contained in this Employee Information Manual applies to all employees of the Company. No management officials other than the Officers have the authority to enter into an agreement contrary to the foregoing or make any oral assurance or promise of continued employment. Please read this Employee Information Manual thoroughly and retain it for future reference. All policies stated in this Information Manual are subject to change at the sole discretion of the Company. From time to time you will receive updated information regarding changes in company policy. If you have any questions, please ask your immediate Supervisor, Human Resources or an Officer.

THIS INFORMATION MANUAL IS NOT A CONTRACT, EXPRESS OR IMPLIED, GUARANTEEING EMPLOYMENT FOR ANY SPECIFIC DURATION. EITHER YOU OR THE COMPANY MAY TERMINATE THIS RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE. PLEASE UNDERSTAND THAT NO MANAGEMENT OFFICIALS OTHER THAN THE OFFICER HAVE THE AUTHORITY TO ENTER INTO ANY AGREEMENT WITH YOU FOR EMPLOYMENT FOR ANY SPECIFIED PERIOD OR TO MAKE ANY PROMISES OR COMMITMENTS CONTRARY TO THE FOREGOING. FURTHER ANY EMPLOYMENT AGREEMENT ENTERED INTO BY THE OFFICERS SHALL NOT BE ENFORCEABLE UNLESS IT IS IN WRITING AND SIGNED BY THE OFFICERS.

You’ll have our best wishes and encouragement to help you make a success of your position; however most of the success will result from your own effort. We hope that your employment relationship with the Company will be a rewarding experience.
We are a Managing General Agent of property and casualty insurance, serving the independent agency distribution system in the Eastern United States. We handle both excess & surplus lines business and standard lines business for these states, as well as premium financing. We are a family owned business with a family culture utilizing highly trained employees to give the best service to our customers, the independent agents. We have been serving the Eastern United States since 1930 and are one of the largest Managing General Agents in the Eastern United States. We underwrite business, service this business and handle claims for the accounts we write. We handle nearly every type of insurance from a golf cart all the way through to a large commercial business account.

Our business is important to the economy of the markets we serve, by providing the people of the Eastern United States the ability: to finance their home and auto; to conduct business and purchase equipment, with the knowledge that their assets will be covered by insurance.

We hope this information manual will be a great guide to your employment at Johnson & Johnson. This manual is designed to give you the rules and regulations and to explain the reason for these regulations. You are now part of our family and with this comes our shared values of exceptional customer service, communication, responsibility, commitment, and understanding. We look forward to a long relationship with you and again, welcome to the family.

Sincerely,

Francis G. Johnson
President

Harry L. Johnson,II
Chief Operating Officer
Part 2
Employment Policies
Equal Employment Opportunity Policy

The Company is committed to providing equal employment opportunities for all employees and job applicants. Recruiting, promotion practices, and other conditions of employment shall be maintained and conducted in a manner that does not discriminate on the basis of age, disability, race, color, sex, gender, pregnancy, religion, national origin, military status, or any other characteristic protected by law.

The Company will recruit, hire, train, and promote persons in all job titles without regard to age, disability, race, color, sex, gender, pregnancy, religion, national origin, military status, or any other characteristic protected by law. The Company also will ensure that promotion decisions are based upon valid, nondiscriminatory requirements and are in accord with principles of equal opportunity employment. The Company will ensure personnel decisions and actions, including but not limited to compensation, benefits, transfers, promotions, layoffs, termination, job classification, and all other terms, conditions, and privileges of employment will be administered without regard to age, disability, race, color, sex, gender, pregnancy, religion, national origin, military status, or any other characteristic protected by law.

Unfavorable speech or actions by employees regarding the age, disability, race, color, sex, gender, pregnancy, religion, national origin, military status, or any other characteristic protected by law, of other employees, agents, contractors, vendors, clients, or others affiliated with the Company will not be tolerated. This type of behavior is grounds for discipline, up to and including immediate termination.

All employees are expected to comply with our Equal Employment Opportunity Policy. Management responsible for meeting business objectives are expected to cooperate fully in meeting our equal employment opportunity objectives and their overall performance will be evaluated accordingly.
Illegal Harassment

It is the Company’s goal to maintain a pleasant and productive work environment for its employees. Therefore, all forms of harassment by an employee related to another employee’s age, disability, race, color, sex, gender, pregnancy, religion, national origin, military status, or any other characteristic protected by law constitute violations of Company policy and will be treated as serious disciplinary matters. In furtherance of this policy, the Company does not condone the use of racial, religious, age related, sexual or ethnic epithets, innuendos, slurs or jokes. In addition, all forms of verbal and physical harassment are prohibited.

Sexual Harassment Defined
Sexual harassment or gender-based harassment occurs when unwelcome conduct, generally of a sexual nature, becomes a condition of an employee’s continued employment, affects other employment decisions regarding the employee, or creates an intimidating, hostile, or offensive working environment. Sexual harassment could include, but is not limited to:

• Requests for sexual favors;
• Unwanted physical contact, including touching, pinching, or brushing the body;
• Verbal harassment, such as sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, and threats;
• Nonverbal conduct, such as display of sexually suggestive objects or pictures, leering, whistling, or obscene gestures; and
• Acts of aggression, intimidation, hostility, threats, or unequal treatment based on sex or gender (even if not sexual in nature).

Women are not the only ones who experience sexual harassment. Not only do men experience sexual harassment, but sexual harassment can also be between persons of the same sex.

Other Forms of Illegal Harassment
Prohibited harassment under this policy also includes verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her age, disability, race, color, sex, gender, pregnancy, religion, national origin, military status, or any other characteristic protected by law that:

• has the purpose or effect of creating an intimidating, hostile or offensive work environment;
• has the purpose or effect of unreasonably interfering with an individual’s work performance
• otherwise adversely affects an individual’s employment opportunities
Illegal Harassment
(continued)

Harassing conduct could include, but is not limited to:

- Epithets; slurs; negative stereotyping; threatening, intimidating, or hostile acts; that relate to race, color, religion, gender, national origin, age, or disability.

- Written or graphic material that defames or shows hostility or aversion toward an individual or group because of race, color, religion, gender, national origin, age, or disability, and is placed on walls, bulletin boards, or elsewhere on the company’s premises, or is circulated in the workplace.

It is important to remember that behavior which one individual considers innocent or harmless may be regarded as harassment by another person.

**Individuals and Conduct Covered**

This policy applies to all applicants and employees, and prohibits harassment, discrimination and retaliation whether engaged in by fellow employees, by a supervisor or manager, by someone not directly connected with or employed by the Company (e.g., an outside vendor, consultant or customer). Conduct prohibited by this policy is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings, and business-related social events.

**Retaliation Is Prohibited**

The Company prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports. Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, may subject an employee to disciplinary action, up to and including discharge.

**Reporting an Incident of Harassment, Discrimination or Retaliation**

First, tell the person to stop. Confrontation of the person, in most instances, will stop the conduct. If you are able, clearly explain to the person you are uncomfortable with his or her behavior and ask that it cease immediately.

You also should report the situation to either your immediate Supervisor or Human Resources. All suspected harassment should be reported. The Company cannot attempt to address the questioned behavior if not made aware of the situation. Consequently, it is important that any case of suspected harassment, whether you simply observe it or are a victim of it, should be reported. All cases of reported harassment are held in confidence to the extent possible. The Company will attempt to conduct a thorough, impartial, and timely investigation of all complaints of harassment. Any employee who is found to have harassed another person, employee or otherwise, shall be subject to discipline up to and including discharge.
Important Notice To All Employees
Employees who have experienced conduct they believe is contrary to this policy have an obligation to take advantage of this complaint procedure. Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment. Therefore, while no fixed reporting period has been established, the Company strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken.

The Investigation
Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

Responsive Action
Any employee or member of management violating the Company's Illegal Harassment Policy, including the prohibition against retaliation, may be subject to disciplinary action, up to and including termination.
A Drug-Free Workplace

Drugs and alcohol may seriously threaten the quality of our work, and/or safety in the workplace, and compromise the high standards of the Company. It is the desire of the Company to provide a drug-free, healthful and safe workplace. The Company works to promote an environment free of drugs, not only for the benefit of its employees, but also for the clients that we serve. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on the Company’s premises and while conducting business-related activities away from the Company’s premises, no employee may use, possess, distribute or sell illegal substances. While at work, employees will not be under the influence of alcohol or detectable levels of illegal substances in their bodies. **VIOLATION OF THIS RULE MAY LEAD TO TERMINATION.**

The use of prescribed drugs is permitted on the job only if it does not impair an employee’s ability to perform their job effectively and the employee poses no danger to other individuals in the workplace.

**Testing**

The purpose of our drug and alcohol testing policy is to:
1. Maintain a safe working environment for all employees and affiliates (current and future).
2. Maintain a consistent, high quality performance by our employees to enhance the image of the Company.

All Company required drug and alcohol screenings are **paid in full** by the Company.

Full time employees with drug or alcohol problems who qualify for medical benefits, and who are not the immediate subject of disciplinary action, may request approval to participate in a rehabilitation or treatment program through the Company’s employee health insurance program.

**IT IS A CONDITION OF EMPLOYMENT AT THE COMPANY TO SUBMIT TO THE FOLLOWING DRUG AND ALCOHOL SCREENING PROCEDURES IN CASES OF:**

A. **Post Accident:** An employee responsible for or directly involved in a serious accident in which injury occurs to the employee or other persons or an accident involving significant property damage, may be required to submit to screening at a nearby testing site immediately after the incident.

B. **Reasonable Cause:** Upon reasonable suspicion by management, the employee may be required to submit to screening. Reasonable suspicion includes, but is not limited to:
   - Unusual or erratic behavior
   - Performance deviations
   - Absenteeism
   - Excessive tardiness
A Drug-Free Workplace

(continued)

The determination of suspicion shall be judged by objective facts obtained through observation of the employee’s behavior, appearance, speech, odor, motor abilities, etc. Such observation will be dated, documented and placed in the personnel file.

C. Possession: An employee(s) found in possession of illegal drugs or alcohol, will be terminated.

Prescription Drugs

Some substances may interfere with job performance and the safety standards of the Company. It is the responsibility of the employee to report to the Supervisor or Human Resources any prescription or over-the-counter medication, which may cause drowsiness or impair motor activities, when reporting to work. Failure to report will result in disciplinary procedures.

Testing Procedures

At the time of one of the above-described incidents, the employee will be required to report to a facility to be tested. An employee using a prescribed or over-the-counter medication must report this drug before being tested. Test results will be shared with the employee and the Company. COMPLIANCE WITH THE COMPANY’S DRUG AND ALCOHOL TESTING POLICY IS A CONDITION OF EMPLOYMENT. EMPLOYEES WHO ARE REQUIRED TO BE TESTED MUST SIGN A CONSENT FORM. IF AN EMPLOYEE REFUSES TO PARTICIPATE IN A REQUESTED TEST, OR WHERE A CONFIRMED POSITIVE TEST INDICATES ILLEGAL DRUG USE OR THE PRESENCE OF ALCOHOL, THE EMPLOYEE WILL BE SUBJECT TO DISCIPLINARY ACTION, UP TO AND INCLUDING IMMEDIATE TERMINATION OF EMPLOYMENT. Employees testing positive, however, have the option of being re-tested at their own expense.

Behavior That Constitutes Refusal To Submit To A Test

Any applicant/employee who refuses to submit to any drug and/or alcohol test, either by word or action, when requested to do so under the terms of this policy, will be considered the same as having received a confirmed positive test result. This will include an applicant/employee who: (1) fails to provide adequate breath for testing without a valid medical explanation after receiving notice of the requirement for breath testing; (2) fails to provide adequate urine for controlled substances testing without a valid medical explanation after receiving notice of the requirement for urine testing; (3) engages in conduct that clearly obstructs the testing process; (4) fails to report to the collection site in the time allotted; or (5) leaves the scene of an accident without a valid reason before the proper tests have been conducted.

Employees who have difficulty providing a sample will be given ample opportunity to produce a sample. This time period should not exceed two (2) hours from the time at which the employee arrives at the collection site unless there are extenuating medical circumstances. Employees who notify their supervisor that they are ill when they have been informed that, or are anticipating they will be informed
that, they are required to take a drug and/or alcohol test will be given prompt medical attention, which must also include a drug and/or alcohol test.

In situations where it has been determined that an employee has tampered with his/her urine sample or an employee refuses or fails, after reasonable opportunity, to complete any step in the drug testing process, he/she will be treated as if having a confirmed positive test result.

Confidentiality

The information involving drug and alcohol test results and medical treatment or rehabilitation of an individual employee or applicant shall be treated as confidential information and maintained in a separate file. No data concerning testing will be made part of the employee’s personnel file.

This confidential information will not be provided to any other party without the written consent of the employee, except pursuant to an administrative or legal procedure or process.

Arrest or Conviction For Drug-Related Crime

If an employee is arrested for or convicted of a drug-related crime, the Company will investigate all of the circumstances and reserves the right to utilize the drug-testing procedure if reasonable suspicion is established by the investigation. The Company may take disciplinary action, up to and including termination of employment, based upon the results of its investigation.

As a condition of employment, an employee is required to notify Human Resources of any criminal drug statute conviction for a violation which occurred on Company property. The employee must give notice in writing to the Company within five (5) days of such conviction.

Enforcement of Policy

Employee(s) determined to be in possession, sale or transportation of any illegal drugs, alcohol or unauthorized items, or failing to comply with any portion of this policy, will be subjected to disciplinary action up to and including termination.

Employees with a substance abuse problem are encouraged to discuss it with their Supervisor, Manager or Human Resources prior to being identified through the testing procedure. It is the Company’s desire to restore the productivity of good employees, as well as to create a safe and drug free working environment for our personnel.

Contact Human Resources if you have any questions about the Company’s drug policy.
Open Door Policy

The most effective means of preventing and adjusting problems is by informal discussions between an employee and his or her Supervisor. Your relationship with your Supervisor is an extremely important one. It is important that any problems be discussed openly in order to reach a fair solution. Most problems can be solved quickly. However, if they are not discussed when they first occur, they usually become more serious.

All Supervisors, Managers and Officers have an open door policy permitting you to discuss any questions, problems, complaints or suggestions arising during the performance of your job. It is suggested that you first go to your Supervisor then, if not resolved, Human Resources and finally to a Company Officer.

Employees are free to contact their immediate Supervisor about work related problems at any time, however if a situation persists that you believe is detrimental to you or the Company, you should follow this procedure to bring your complaint to management's attention.

**Step One**

Discussing the problem with your Supervisor is encouraged as a first step. If, however, you do not believe a discussion with your Supervisor is appropriate, you may proceed directly to Step Two.

**Step Two**

Assuming your problem is not resolved after discussion with your Supervisor or you feel discussion with your Supervisor is inappropriate, you may request a meeting with Human Resources. You will receive a response regarding your problem as soon as possible.

**Step Three**

If you have discussed your problem with your Supervisor and Human Resources and are still not satisfied with the results or response to your problem you may request a meeting with an Officer of the Company. You will receive an acknowledgement of your request within twenty-four hours and a response regarding your problem as soon as possible.

The Company will not retaliate against you for using this procedure and will not tolerate retaliatory behavior by other employees. The Company is not, however, required to consider or review frivolous complaints or complaints submitted in bad faith. Once the Company has reviewed a complaint and determined no response is necessary, it has no obligation to review additional complaints on the same subject. The procedure does not prevent, limit or delay the Company from taking disciplinary action against any employee, up to and including termination.
Recruitment Policy

PURPOSE:

The Company is committed to employ, in its best judgment, the best qualified candidates for approved Company positions while engaging in recruitment practices that are in compliance with all applicable employment laws. It is the policy of the Company to provide equal employment opportunity for employment to all applicants and employees.

The appropriate authorization is required to initiate any action for an open position including any recruitment efforts, advertising, interviewing and offers of employment, and is required to extend any offers of employment to any candidate.

PROCEDURE:

RECRUITMENT PROCEDURE

The Hiring Manager communicates with Human Resources and requests the recruiting process begin. Once Human Resources has all the necessary information regarding the position needed, relative salary, and the required knowledge, skills and abilities, recruitment can begin. Generally, open positions will be posted for internal candidates, but this is at the discretion of management. The potential sources for identifying qualified candidates include but are not limited to:

- Internal candidates
- Newspaper advertising
- Internet advertising
- Internet search
- Retained agency search
- Temporary agency
- Employee referral
- Internships
- Local & Regional Colleges

Human Resources will submit resumes of qualified candidates to the manager. The Manager will identify the most appropriate candidates for interviewing. Human Resources will conduct telephone pre-screens of identified candidates, as appropriate and any other necessary pre-employment testing.

SELECTION PROCEDURE

This process was established for external, non-agency hires only. Agency employees working under a temp to hire arrangement will be administratively transferred from their agency to the Company after a satisfactory evaluation period (depending on negotiated arrangements with the servicing agency).

Human Resources will coordinate initial interviews with the Manager. Once the Manager has narrowed the search to a few candidates, Human Resources will coordinate multiple interviews for the top candidates with no less than two individuals from the management team and two employees that will be working directly with the candidate. All interviewing candidates are to complete a Company Job Application.
Recruitment Policy
(continued)

Human Resources will conduct employment background checks. Upon determination of the final candidate, the Manager and Human Resources collaborate on the development of the most appropriate offer of employment (including position title, compensation, etc.). Human Resources will process a written offer of employment to the candidate. The Manager will determine who will be the "Mentor" for the new employee and make the necessary assignment. The Manager and Mentor will meet and determine what steps will be necessary to acclimate and train the new employee to successfully perform the duties of the position.

**ORIENTATION PROGRAM PROCEDURE**

Upon selection of a candidate for hire, the employee will enter into a 90-day orientation program. The new employee will attend an orientation meeting on the first day of employment in Human Resources. During this meeting HR will familiarize the employee with company policies and procedures, highlight benefit information, conduct a company tour and complete the necessary paperwork to ensure the employee is eligible to work in the US and process for payroll. Approximately 45 days after hire, the new employee will be scheduled for Benefit Orientation. At this orientation HR will explain in detail the plan descriptions of the multiple benefits the new employee is being given the opportunity to elect.

Upon completion of the Orientation Meeting in HR, the employee will be delivered to the Manager. At that time the Manager will conduct the necessary steps to acclimate the employee to the department and introduce the employee to all of the employees in the department and acknowledge the designated Mentor. This Mentor will be the person that the newly hired employee can "go to" and will be responsible for the majority of the training the employee receives. The Mentor is responsible for giving the Manager regular updates on how well the employee is relating with the rest of the team, adapting to the environment, and learning the information and job tasks necessary to successfully perform the duties of the position.

At 90 days, the Manager will conduct a formal performance evaluation and expose the newly hired employee to the entire formal performance review process. Upon satisfactory completion of the evaluation and orientation program, the employee will be a part of the family of J&J. **COMPLETION OF THE EVALUATION AND ORIENTATION PROGRAM DOES NOT, HOWEVER, ALTER AN EMPLOYEE’S AT-WILL EMPLOYMENT STATUS, MEANING THAT AN EMPLOYEE IS NOT GUARANTEED CONTINUED EMPLOYMENT FOR ANY SPECIFIED PERIOD OF TIME AND MAY RESIGN OR BE TERMINATED AT ANY TIME, WITH OR WITHOUT CAUSE.**

**RECRUITMENT RESPONSIBILITY**

Human Resources is responsible for the overall management of the recruitment and selection processes including employment-related agency relationships, contract negotiations and maintenance, and the processing of new requisitions, offers, and employees.
It is the policy of the Company to attempt to fill all positions with the best-qualified personnel. The Company prefers to promote from within whenever possible. As positions become available, the Company will, at its discretion, either directly promote or transfer a qualified employee or open the position for application by internal or external candidates.

If a position is opened for applications by internal or external candidates, it will be posted on the official Company intranet and website for at least five workdays. Openings are also communicated via e-mail to all employees. The required qualifications for each open job will be indicated on the posting. Frequently, job vacancies will be advertised with outside sources simultaneously to speed up the screening process and to aid in ensuring the most qualified persons fill vacancies.

To apply for a position, you must be in good standing in your current position. You should speak with your Supervisor and submit a formal request to Human Resources with a current resume referencing the position and requesting a formal interview. Human Resources will arrange interviews.

In an effort to meet business needs, an employee must have completed six months of satisfactory performance before applying for any open position.
Tele-Commuting

In order to facilitate arrangements under which employees may telecommute as part of their work schedule, the Company has adopted the following policy and procedure.

Telecommuting entails a work-at-home arrangement or a remote-access arrangement for at least part of the workweek on a regular basis. In general, telecommuting is a privilege which may be granted under appropriate circumstances to high performing employees whose job responsibilities are suited to such an arrangement, and each request to telecommute will be decided on an individual basis under the guidelines set forth below. In certain cases, telecommuting may be a requirement of the position, and employees will be so notified at the time of hire.

Eligibility

In exceptional cases employees may be permitted to telecommute. Initiation of a telecommuting arrangement can be at the request of either the Company or the employee. Participation in telecommuting is voluntary on the part of the employee, except in cases where the position requires it and notification has been provided to the employee. Employees who wish to telecommute must first discuss the request with their immediate Supervisor, who must support the request. Each department Supervisor is authorized to approve telecommuting arrangements.

Generally, requests to telecommute should be contemplated when:

- The employee has demonstrated sustained high performance, and when the Supervisor believes that the employee can maintain the expected quantity and quality of work while telecommuting.
- Quality of service, established service and production standards can be maintained for customers and without any burdens on other team members of the department.
- Telecommuting is appropriate considering the nature of the employee's job.

Generally, requests to telecommute should not be contemplated when:

- The nature of the job requires the employee's physical presence (e.g. telecommuting may not be appropriate where the employee must supervise the work of other employees), or efficiency is compromised when the employee is not present.
- The employee's performance evaluations do not indicate sustained high performance.
- The employee's observed productivity levels are problematic.
- The employee requires close supervision as indicated, for example, by the employee's consistent need for guidance on technical matters.
Tele-Commuting
(continued)

- The employee has less than 2 year(s) of service with the Company (except in the limited circumstances described below).
- The employee's current assignment requires frequent supervision, direction or input from others who are on-site.
- The employee has received disciplinary action or has a demonstrated attendance problem.

Telecommuting is not intended to permit employees to have time to work at other jobs or to run their own businesses. Failure to fulfill normal work requirements, both qualitative and quantitative, on account of other employment, may be cause for disciplinary action or termination of employment.

In some cases, departments may wish, as a recruitment tool, to permit a new employee to telecommute as part of the hiring arrangement. The person responsible for approving telecommuting arrangements in the department should obtain authorization from the Officers to obtain a waiver of the 2 years of service limit set forth above.

Permission to telecommute is dependent upon the employee having a suitable work location at the off-site premises, and in compliance with the requirements set forth below.

**Duration**

All telecommuting arrangements are granted on a temporary and revocable basis, and may be discontinued by the Company at any time and for any reason.

**Guidelines**

The following guidelines apply to telecommuting arrangements:

- A specific work schedule, including work days and hours, must be agreed upon in advance.
- Employees with small children (under 12) must make the necessary child care arrangements during business hours.
- Employees must be on site as necessary to attend meetings, training sessions, or similar events or occurrences.
Tele-Commuting
(continued)

- Employees must maintain a normal workload, must maintain service standards and production levels.
- Employees who are unable to work due to illness must use paid time off leave, and must report their absence to their supervisor.
- Employees who wish to be relieved of responsibility for work on a particular day or days must use paid time off leave.
- Employees must secure a back up location where they would be able to work as necessary in an instance such as a power outage, internet outage etc. If the employee is unable to work due to one of these instances, and J&J is still operating as usual, the employee must use paid time off for this time.
- If an employee is experiencing inclement weather and loses power or internet and is unable to work and due to the circumstances is unable to relocate to a back up location The Company will consider this beyond the employees control and the employee will not have to use paid time off for this occurrence. The employee is responsible for communicating any issues and constraints with their immediate supervisor immediately.
- Employees are responsible for the safety and security of all Company property and proprietary information.
- Company property such as computers, printers, fax machines and other equipment loaned to an employee is the employee's responsibility while it is not on Company premises. It is the employee's responsibility to make sure that their homeowners or renters insurance covers injury arising out of or relating to business use of the home. The cost of setting up an office or office furniture is the sole responsibility of the employee.
- Employees must adhere to all Company policy as stated in the Employee Information Manual.

Company Property

Computer equipment and services may be provided by and paid for by the employee's department at the department's sole discretion. In most cases, employees will be expected to provide their own equipment, such as computers, high speed internet connectivity, and telephone lines, if they wish to telecommute. Equipment such as computers, printers, software, and services such as fax lines provided on loan by the Company remain the property of the Company while on loan, and must be returned upon termination of the telecommuting arrangement. If computer equipment is provided, each piece of equipment must be listed with its serial number when the employee takes possession. Employees must return the equipment in the same condition in which it was originally received, minus normal wear and tear. Employees are personally liable for missing or damaged equipment.
Security & Confidentiality

The Company maintains a voice mail, an electronic-mail (e-mail) system, and numerous internet connected terminals to assist in the conduct of business within the Company. These systems, including the equipment and the data stored in the system, are and remain at all times the property of the Company, whether they are located in your home, at a remote location, or in the office. As such, all messages created, sent, received, or stored in the system as well as all information and materials downloaded into Company computers are and remain the property of the Company. Messages must be limited to the conduct of business at the Company. Voice mail, electronic mail, and the Internet may not be used for the conduct of personal business unless approved in writing by an authorized manager. An employee allowed to telecommute must adhere to the Information Technology Policy (2-13) as set forth in the Employee Information Manual.

Insurance

The Company assumes no liability for injuries occurring in the employee's home workspace outside of work hours. Employees should note that some homeowner policies do not automatically cover injuries arising out of, or relating to, the business use of the home. For the employee's protection, employees should have their homeowners/tenants liability policy endorsed to cover bodily injury and property damage to all third parties arising out of or relating to the business use of their home.

Employees who live in rented property should be aware that their lease may not permit business use of the premises.
Personnel Files

The Company maintains confidential personnel files on each employee. These files contain many aspects of the employee's history with the Company, such as employment applications, performance appraisals, beneficiary designation forms, resumes, disciplinary warning notices, as well as letters of recommendation. Employee personnel files are the property of the Company and access to the information in the files is restricted. Please contact Human Resources if you wish to review your personnel file. With reasonable advance notice, you may review your personnel file in the Human Resources office in the presence of an individual appointed by the Company to maintain the personnel file. You may request and receive copies of all documents you have signed.

To keep your personnel file current, complete a Status Form and submit it to Human Resources of any change in your name, telephone number, home address, marital status, number of dependents, beneficiary designations, scholastic achievements, emergency contacts or any other pertinent information.

Misrepresentations, falsifications, or material omissions in a personnel file could result in termination of employment.
The Company is concerned about the increased level of violence in society that has spread to many workplaces throughout the United States. It is the policy of the Company to expressly prohibit any acts or threats of violence by any Company employee against any person on or off Company facilities. The Company will not tolerate acts or threats of violence against Company employees, clients, or others at any time while engaged in business with, or on behalf of the Company, on or off Company premises. In keeping with the spirit and intent of this policy and to ensure the Company's objectives are attained, the Company is committed to the following:

1. Provide a safe and healthy work environment, in accordance with the Company's safety and health policy.

2. Take prompt disciplinary action up to and including immediate termination, against any employee who engages in any threatening behavior or acts of violence, or who uses any obscene, abusive, or threatening language or gestures.

3. Take appropriate action when dealing with clients, or visitors to the Company's facilities who exhibit this type of behavior. Such action may include notifying law enforcement personnel and prosecuting violators to the maximum extent of the law.

4. Prohibit employees, clients, and visitors from bringing firearms or other weapons onto the Company's premises except for law enforcement officials.

5. Establish other measures that ensure the Company's facilities are safe and secure and use reasonable care when inviting others to visit Company facilities.

Employees have a "duty to warn" their Supervisor, Manager or the Officers of any questionable workplace activities or anyone whose actions appear suspicious as quickly as possible.

Examples of suspicious behavior include but are not limited to:

1. Threats or acts of violence
2. Aggressive behavior
3. Offensive acts
4. Threatening or offensive comments or remarks
5. Persons at or near the workplace with no apparent reason or purpose for being there

Employees who report violations of this policy should know that their report will remain confidential.

The Company will not tolerate retaliation in any form against employees making reports under this policy. You are not to confront suspicious persons or to restrain persons threatening violence. Your duty is only to report such persons immediately.
It is the policy of the Company to comply with relevant federal and state occupational health and safety laws.

The Company's policy is to minimize the exposure of employees, clients and visitors to health or safety risks in our facility. Company employees are expected to work diligently to maintain safe and healthful working conditions and to follow proper operating practices and procedures designed to prevent injuries and illnesses.

Company employees are responsible for the following:

- Exercising maximum care and good judgment to prevent accidents and injuries.
- Maintaining clear pathways around work stations.
- Reporting and seeking first aid for all injuries, regardless of how minor.
- Reporting unsafe conditions, equipment or practices.
- Properly using safety equipment provided by the Company.
- Conscientiously observing all safety rules and regulations.
- Providing notice to your Supervisor, before beginning the workday, of any medication that may cause drowsiness or other side effects that could lead to injury to yourself or your co-workers.

All Occupational Safety and Health Administration (OSHA) regulations must be followed. Your safety and health are important to the Company. Employees violating safety standards, or causing hazardous or dangerous situations, or failing to report or remedy such situations, could be subject to disciplinary action including possible termination.

Fire Safety

In the event of a fire, please calmly exit the building using the stairwell. Never use the elevator in the event of a fire or any other type of building emergency. Upon exiting the building, be sure to assemble with your department and, make sure your Supervisor knows you have evacuated safely.

Personal Emergency or Special Medical Needs

If you have a personal or medical emergency, contact your Supervisor. If you have any physical limitations, medical allergies or any other special medical needs, advise your Supervisor or Human Resources and clearly specify what reasonable accommodations will alleviate the condition.

Accident

No matter how insignificant an injury may seem at the time of occurrence, you should notify your Supervisor or Human Resources. Incident reports should be completed and routed to your Supervisor. Where personal injury is involved, make sure the injured person receives immediate medical attention.
First Aid

If you injure yourself at work or require any medical assistance, contact your Supervisor or Human Resources. There is a first aid kit at the receptionist’s desk.

Automotive Safety

Several employees are provided with Company owned or Company leased vehicles for business purposes. In some cases the vehicles are in the employee’s control around the clock. Employees are required to operate Company vehicles safely and legally at all times.

The following “Rules of Personal Use” are in effect and must be obeyed whenever operating a Company supplied vehicle for personal reasons.

- Company owned or leased vehicles may only be operated by employees who have been pre-qualified to operate the vehicles. An exception may be if injury and/or death are imminent and the emergency requires others to operate the vehicle.

- Personal use of Company vehicles should be kept to a minimum. Company vehicles will not be used for vacations or other extended, non-business trips unless prior approval has been granted.

- A Company vehicle used for personal activity must be operated under the same rules as for business activity.

- Fines, defense costs and other legal penalties, arising out of ticketed offenses, are the sole responsibility of the driver.

Company Vehicle Rules of the Road

Pre-Trip

Prior to starting a vehicle, drivers are required to inspect the vehicle exterior and the area around the vehicle. Check tires, leaks, body condition and clearances to other vehicles and objects. Any defects should be reported immediately.

Drivers are responsible to ensure all required documents are in the vehicle (Registration, Insurance Card and Accident Reporting Forms).

(continued)
Automotive Safety (continued)  

On the Road

Speed

Company equipment is to be operated at speeds within the posted speed limit with due regard to safety at all times.

Following Distance:

Do not tailgate! Follow in a line of traffic, allowing sufficient distance from the vehicle ahead, to safely come to a full stop within three seconds.

Passing or Being Passed

Observe all traffic laws while passing. Do not cross the yellow line on your side of the road. Observe “no passing signs” and make sure oncoming traffic is visible and sufficiently distant to provide adequate time to pass. Prior to passing, look to the left side to be sure no one is passing you at the same time. When you’re being passed, do not increase speed!

Other Rules:

- Do not operate a vehicle if your ability is impaired, affected or influenced by alcohol, illegal drugs, medication, illness, fatigue or injury.
- Drivers may not possess or permit possession of alcohol or illegal drugs in a vehicle used for business purposes.
- Drivers are responsible for locking all doors while the vehicle is in motion or left unattended.
- Only authorized or approved passengers (those with a business relationship with the Company) are permitted in the vehicles during business operations.

(continued)
Safety & Health
(continued)

Other Rules (continued)

- Drivers will not pick up hitchhikers and will not accept payment for carrying passengers or materials except as directed by management.
- Drivers shall not use any radar detector, laser detector or similar device.
- Drivers shall not transport flammable liquids and gasses unless a DOT or UL approved container is used and only in limited quantities as approved by management.
- Drivers shall not push or pull another vehicle or tow a trailer without authorization.
- Do not transport or use ignitable or burning flares. The preferred method is the use of reflective triangles for emergency stopping on the road.
- Drivers shall not assist disabled motorists or accident victims beyond the level of their medical training: EMT, CPR, Basic First-Aid, etc. If a driver is not qualified to provide the above services, he/she must restrict his/her assistance to calling the proper authorities.

Post Trip

- All accidents, vehicle problems or defects must be reported immediately to your Supervisor or Human Resources. Reporting will include completing any forms required by Human Resources.
- Drivers are required to notify management of any tickets, accidents or other violations they have received while driving immediately. Notification must be as soon as reasonably possible when an accident has occurred involving injuries.

Seat Belts

It is mandatory all employees, operators and passengers in Company vehicles wear seat belts. Choose to always fasten your seat belt! We, as well as your family, are counting on you!
Visitor Policy

In order to assure the safety and security of Company associates, visitors, and property and to insure that only authorized personnel have access to the Company facilities, the following Visitor Policy has been adopted:

Couriers and contractors

The reception area at the main entrance will be staffed from 8:30am – 4:30pm. Delivery personnel (i.e., UPS, Federal Express, Office Depot, etc.) will be permitted to make their deliveries to the appropriate areas without a badge or pass, provided they do not go outside normal areas of pickup or delivery. All other couriers and contractors will go to the reception counter via the main entrance for deliveries and pickups of package items.

Visitors (Non-Business)

- All staff expecting a visitor should advise the Receptionist in advance.
- Staff will be required to come to the reception area and meet a visitor.
- Visitors will only be allowed in the work area upon approval by an employee’s Supervisor. The Supervisor will advise the Receptionist.
- All visitors should remain accompanied at all times.

Visitors (Company or Agent Representatives)

Company or Agent Representatives who are not members of the Company should make appointments to see staff.

Staff arranging such appointments will advise their visitors to ask for staff members of the Company at the reception desk.

The Receptionist will phone through, and the staff member will greet the visitor in the reception area and escort the visitor back to the appropriate work or meeting area.

Hours of access

Visitors will be allowed authorized access using ONLY the main entrance from 8:30am – 4:30pm.
Information Technology Policy

This policy establishes the guidelines and requirements for electronic monitoring and use of the company’s property, Information Technology software and hardware.

POLICY

A. In order to ensure a safe workplace, and to protect the company’s property, proprietary interest in work products and protected documents, the company reserves the right to enter or inspect employee electronic files and devices work areas, with or without notice. In all cases, the company will limit searches to situations in which there is reasonable suspicion of irregularity or wrongdoing. All monitoring will be conducted through the Human Resource Department in conjunction with the Information Technology Department and will be kept confidential!

B. Your work output, whether it is paperwork, computer files, products, customer calls or customer interaction, belongs to the company. As such, that work output is always subject to review by the company, whether it is stored electronically, on paper or in any other form. Business equipment, such as the following, belong to the company and are subject to search or investigation:

- The E-mail and Internet system has been provided by the company for use in conducting company business. All communications and information transmitted by, received from, or stored in this system are company records and property of the company. The company reserves and may exercise the right to monitor, access, retrieve, and delete any matter stored in, created, received, or sent over the E-mail or Internet system, for any reason and without the permission of any Staff member. Staff members should not have an expectation of privacy in anything they create, store, send, or receive on the company’s computer system. Any private conversations overheard during such monitoring or private messages retrieved that constitute threats against other individuals can be used as the basis for termination for cause. Electronic mail (e-mail) and other computer files provided by the company are to be used for business purposes only unless approved by your Supervisor. If you abuse your right to use the Internet or E-mail system, you will be subject to disciplinary action, including possible termination, and civil and criminal liability. E-mail and voicemail messages are routinely backed up and stored; e-mail and Internet usage are monitored. Virus protection updates are sent out automatically by the Information Technology Department and must be active on your system at all times.

- Telephones, faxes, copiers, and computers: The company reserves the right to enter, search and monitor the company business property such as files, phones, computer files, disk, or e-mail of any employee, without advance notice, for business purposes, such as investigating theft, disclosure of confidential business or proprietary information, personal abuse of the system or monitoring workflow and productivity. Use of the company business equipment for personal reasons is strictly prohibited unless approved by your Supervisor. Use of the
Internet, E-mail and Phone system via the company’s computer and phone system constitutes consent by the user to all of the terms and conditions of this policy.

C. Staffs are not allowed to use the company computers until they complete the computer training and sign the appropriate training acknowledgement forms. Computer training is conducted by the IT Department. Human Resources should send a new hire form to the IT Department. Training should be conducted on the first day of service.

D. Any Staff member who discovers misuse of the E-mail, Internet system or any other company property should immediately contact Human Resources and/or IT

E. Questions about this policy should be addressed to the Human Resources Department. Or IT

F. The company reserves the right to modify this policy at any time, with or without notice.

PROCEDURES AND RESPONSIBILITIES

A. INTERNET USE

1. Disclaimer of liability for use of Internet: The Company is not responsible for material viewed or downloaded by users from the Internet. The Internet is a worldwide network of computers that contains millions of pages of information. Users are cautioned that many of these pages include offensive, sexually explicit, and inappropriate material. In general, it is difficult to avoid at least some contact with this material while using the Internet. Even innocuous search requests may lead to sites with highly offensive content. In addition, having an e-mail address on the Internet may lead to receipt of unsolicited e-mail containing offensive content. Users accessing the Internet do so at their own risk.

2. Duty not to waste computer resources: Staff members must not deliberately perform acts that waste computer resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, sending mass mailings or chain letters, spending excessive amounts of time on the Internet, playing games, engaging in online chat groups, printing multiple copies of documents, or otherwise creating unnecessary network traffic. Because audio, video and picture files require significant storage space, files of this or any other sort may not be downloaded unless they are business-related.

3. No expectation of privacy: The computers and computer accounts given to Staff members are to assist them in performance of their jobs. Staff members should not have an expectation of privacy in anything they create, store, send, or receive on the computer system.
4. **Monitoring computer usage:** The company has the right, but not the duty, to monitor any and all of the aspects of its computer system, including, but not limited to, monitoring sites visited by Staff members on the Internet, monitoring chat groups and news groups, reviewing material downloaded or uploaded by users to the Internet, and reviewing e-mail sent and received by users.

5. **Blocking of inappropriate content:** The company may use software to identify inappropriate or sexually explicit Internet sites. Such sites may be blocked from access by the company networks. In the event you nonetheless encounter inappropriate or sexually explicit material while browsing on the Internet, immediately disconnect from the site, regardless of whether the site was subject to the company blocking software.

6. **Prohibited activities:** Material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, or otherwise unlawful, inappropriate, offensive (including offensive material concerning sex, race, color, national origin, religion, age, disability, or other characteristic protected by law), or in violation of the company’s equal employment opportunity policy and its policies against sexual or other harassment may not be downloaded or viewed from the Internet or displayed or stored on the company’s computers. Staff members encountering or receiving this kind of material should immediately report the incident to their Supervisors, the IT Department or the Human Resources Department. The company’s equal employment opportunity policy and its policies against sexual or other harassment apply fully to the use of the Internet and any violation of those policies is grounds for discipline up to and including discharge.

7. **Games and entertainment software:** Staff members may not use the company’s Internet connection to download games or other entertainment software, including wallpaper and screen savers, or to play games over the Internet.

8. **Illegal copying:** Staff members may not copy material protected under copyright law or make that material available to others for copying. You are responsible for complying with copyright law and applicable licenses that may apply to software, files, graphics, documents, messages, and other material you wish to download or copy. You may not agree to a license or download any material for which a registration fee is charged without first obtaining the express permission of the IT Department.
9. **Virus detection:** Files obtained from sources outside the company, including disks brought from home; files downloaded from the Internet, newsgroups, bulletin boards, or other online services; files attached to e-mail; and files provided by customers or vendors may contain dangerous computer viruses that may damage the company’s computer network. Staff members should never download files from the Internet, accept e-mail attachments from unknown outsiders, or use disks from non-company sources, without first scanning the material with the company approved virus checking software. If you suspect that a virus has been introduced into the company’s network, notify the Information Technology Department immediately.

10. **Sending unsolicited e-mail (spamming):** Without the express permission of their Supervisors, Staff members may not send unsolicited e-mail to persons with whom they do not have a business relationship.

**B. E-MAIL USE**

1. Staff members have no right of personal privacy in any matter stored in, created, received, or sent over the company mail system. Even if Staff members use a password to access the E-mail system, the confidentiality of any message stored in, created, received, or sent from the company mail system still cannot be assured. Use of passwords or other security measures does not in any way diminish the company’s rights to access materials on its system, or create any privacy rights of the Staff member in the messages and files on the system.

2. Staff members should be aware that deletion of any E-mail messages or files would not truly eliminate the messages from the system. All E-mail messages are stored on a third party infrastructure and are retain for 14 days. Even though the company has the right to retrieve and read any E-mail messages, those messages should still be treated as confidential by other Staff members and accessed only by the intended recipient. Staff members are not authorized to retrieve or read any E-mail messages that are not sent to them. Any exception to this policy must receive the prior approval of Human Resources and their Supervisor.

3. The company’s policies against sexual or other harassment apply fully to the E-mail system, and any violation of those policies is grounds for discipline up to and including discharge. Therefore, no E-mail messages should be created, sent, or received if they contain intimidating, hostile, or offensive material concerning race, color, religion, sex, age, national origin, disability or any other classification protected by law.
Information Technology Policy
(continued)

The E-mail system may not be used to solicit for religious or political causes, commercial enterprises, outside organizations, or other non-job related solicitations.

4. The E-mail system shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization from management. Staff members, if uncertain about whether certain information is copyrighted, proprietary, or otherwise inappropriate for transfer, should resolve all doubts in favor of not transferring the information and consult their Supervisor.

5. "Surfing the Net" is not a legitimate business activity.

6. Anytime information is transmitted through electronic media, there is the possibility that it could be intercepted. Therefore, no confidential company information may be transmitted electronically without the prior approval of your Supervisor. If you are uncertain whether information is confidential, err on the side of caution and obtain approval before transmitting it.

7. Users should routinely delete outdated or otherwise unnecessary E-mails and computer files. These deletions will help keep the system running smoothly and effectively, as well as minimize maintenance costs.

8. Staff members are reminded to be courteous to other users of the system and always to conduct themselves in a professional manner. E-mails are sometimes misdirected or forwarded and may be viewed by persons other than the intended recipient. Users should write E-mail communications with no less care, judgment and responsibility than they would use for letters or internal memoranda written on the company letterhead.

9. Because E-mail records and computer files may be subject to discovery in litigation, staff members are expected to avoid making statements in E-mail or computer files that would not reflect favorably on the staff member or the company if disclosed in litigation or otherwise.

10. The following is the On Screen Disclaimer, which will come up when you log onto the company network:

   - “Welcome to the Johnson & Johnson Mgrs. Inc. Network. Access to the Johnson & Johnson Mgrs. Inc.’s network is provided as a tool to help you do your job. Please be advised that in order to ensure the integrity of the equipment and data, all Johnson & Johnson Mgrs. Inc. network systems may be monitored, accessed, or inspected at any time.”
Confidentiality of Information

It is vital to the Company to maintain the confidentiality of all business operations, activities and affairs. During the course of employment, employees may acquire confidential or proprietary information about the Company and its clients. Such information must be handled in strict confidence. Do not discuss confidential Company business, policies, etc. with outsiders. Employees are reminded they are also responsible for the internal security of such information. Do not discuss confidential information with co-workers who are not involved in the confidential situation and refrain from discussing confidential information by wireless telephone.

Confidential information includes, but is not limited to, payroll information, information contained in personnel files, client information, and proprietary commission rates, loss ratios, contingency arrangements and marketing and sales procedures.

Some employees may be required to sign a Confidentiality Agreement.

Employees found to be violating this policy may be subject to disciplinary action including termination.
Internal Communications

There is an elaborate system of internal communications consisting of the intranet, various company meetings which are announced in advance, E-mail, departmental meetings and one on one conversations. Employee information is also posted on the web site and all of these sources of information are utilized frequently. Communication is essential and the Company is committed to and has an Open Door Policy (see section 2-04).

Suggestion Box

Usually, in business, the individual doing the job has the most knowledge about the job. Your ideas for overall business enhancements, saving money, improving our culture, process improvements, saving time, materials or simplifying procedures are welcome. Please feel free to use the employee suggestion box. It is located on the Home page of Intranet.
Employment of Relatives

The Company permits members of the same family to work within the organization. The company will not, however, hire individuals whose employment would result in a supervisor/subordinate relationship or in a possible conflict of interest. Temporary employment of a relative in a supervisor/subordinate relationship is permitted only when the duration of employment is less than three months.

Relatives are defined as: parent, spouse, child, sibling, grandparent, grandchild, aunt, uncle, cousin, in-law or step relative, or any person with whom the employee has a close personal relationship such as a domestic partner, romantic partner, or co-habitant.

If you have a question regarding a possible or current employment of a relative, please contact Human Resources.
Termination of Employment

As mentioned elsewhere in this Employee Information Manual, ALL EMPLOYMENT RELATIONSHIPS WITH THE COMPANY ARE ON AN “AT-WILL” BASIS. THE COMPANY RESERVES THE RIGHT TO TERMINATE EMPLOYMENT AT ANY TIME, WITH OR WITHOUT CAUSE.

Below are examples of some of the most common circumstances under which employment is terminated:

1. Resignation Voluntary employment termination initiated by the employee, with a three (3) week minimum notice.

2. Discharge Involuntary employment termination initiated by the Company.

3. Layoff Involuntary employment termination initiated by the Company for non-disciplinary reasons.

4. Retirement Voluntary employment termination initiated by the employee for meeting age, length of service and other criteria for retirement.

Employees who wish to terminate their employment relationship with the Company are urged to notify the Company at least three weeks in advance of their intended termination. Notice is preferred in writing to your Supervisor. Proper notice generally allows the Company sufficient time to calculate all accrued vacation (if applicable), as well as other monies that you may be entitled in your final paycheck.

Exit Interviews

Exit interviews are scheduled for outgoing employees, after a Supervisor receives notice of resignation or intent to retire and also for employees whose termination is initiated by the Company. Exit interviews are normally conducted by Human Resources.

The purpose of these interviews is to review eligibility for benefit continuation and conversion, to complete all necessary forms and to collect any Company property held by the employee. They also provide employees with an opportunity to discuss their job-related experiences.

Rehire

The Company may consider rehiring a former employee if a job is available and the employee is qualified and provided the employee was not terminated for cause. However, the former employee may or may not be rehired at the same salary/benefit level.
Business Ethics Policy

Overview
The Company’s purpose for this ethics policy is to establish a culture of openness, trust and integrity in business practices. Effective ethics is a team effort involving the participation and support of every company employee. All employees should familiarize themselves with the ethics guidelines that follow this introduction. This policy will serve to guide business behavior to ensure ethical conduct.

Johnson & Johnson is committed to protecting employees, agents, our companies, vendors and the Company from illegal, damaging and unethical actions or behavior by individuals, either knowingly or unknowingly. When the Company addresses issues proactively and uses correct judgment, it will help set us apart from our competitors.

The Company will not tolerate any wrongdoing or impropriety at anytime and will take the appropriate measures to act quickly in correcting the issue if the ethical code is broken. Any infractions of this code of ethics will not be tolerated.

Scope
This policy applies to all employees, contractors, consultants, temporaries, and other workers at the Company, including all employees of subsidiaries and personnel affiliated with third parties.

Policy

Executive Commitment to Ethics
Senior Management within the organization must set a prime example. In any business practice, honesty and integrity must be top priority for executives. Executives must have an open door policy and welcome suggestions and concerns from employees. This will allow employees to feel comfortable discussing any issues and will alert executives to concerns within the workforce. Executives must disclose any conflict of interests regarding their position within the Company.

Employee Commitment to Ethics
Employees will treat everyone fairly, have mutual respect, promote a team environment and avoid the intent and appearance of unethical or compromising practices. Every employee needs to apply effort and intelligence in maintaining the highest ethical and professional values. Employees must disclose any conflict of interests regarding their position within the Company. Employees will help the Company to increase customer and vendor satisfaction by providing quality service and timely response to inquiries.
Company Awareness
Promotion of ethical conduct within interpersonal communications of employees will be rewarded. The Company will promote a trustworthy and honest atmosphere to reinforce the vision of ethics within the company.

Maintaining Ethical Practices
The Company will reinforce the importance of the integrity message and the tone will start at the top. Every employee, supervisor, manager, vice president, and officer needs to consistently maintain an ethical stance and support ethical behavior. Employees at the Company should encourage open dialogue, get honest feedback and treat everyone fairly, with honesty and objectivity.

Unethical Behavior
The Company will avoid the intent and appearance of unethical or compromising practice in relationships, actions and communications. The Company will not tolerate harassment or discrimination. Unauthorized use of company trade secrets & marketing, operational, personnel, financial, source code, & technical information integral to the success of our company will not be tolerated. The Company will not permit impropriety or fraudulent behavior at any time and we will act ethically and responsibly in accordance with all laws. The Company employees will not use corporate assets or business relationships for personal use or gain.

Reporting Possible Violations
If you encounter a situation or are considering a course of action and its appropriateness is unclear, discuss this matter promptly with your Supervisor or the Human Resources Manager. If you are aware of a possible violation of the ethics policy, you must report it immediately to your Supervisor or the Human Resources Manager.

Enforcement
Any infractions of this code of ethics will not be tolerated and the Company will act quickly in correcting the issue if the ethical code is broken. Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment. The Company has established a procedure to make sure the ethical code is delivered to all employees and that concerns regarding the code can be addressed. When an employee has an ethical concern, it should be addressed with the employee’s immediate Supervisor or the Human Resources Manager.
Cellular Phones Policy

**Purpose:** This policy is to outline the usage of cellular phones within the organization and to help protect the Company’s employees, equipment and information.

**Safety Issues for Cellular Phone Use**

Employees whose job responsibilities include driving and who are issued a cellular phone for business use are expected to refrain from using their phone while driving. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees are strongly encouraged to pull off to the side of the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is unavoidable and pulling over is not an option, a hands free device must be used. Employees are expected to keep the call short, refrain from discussion of complicated or emotional discussions and keep their eyes on the road. Special care should be taken in situations where there is traffic; inclement weather or the employee is driving in an unfamiliar area. In situations where job responsibilities include regular driving and accepting of business calls, hands-free equipment may be provided to facilitate the provisions of this policy. Employees whose job responsibility does not specifically include driving as an essential function, but who are issued a cellular phone for business use, can check out a hand free device and are also expected to abide by the provisions above. Under no circumstances are employees allowed to place themselves at risk to fulfill business needs. Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions. Violations of this policy will be subject to discipline, which may include termination.

**Personal Cellular Phones**

The Company will not be liable for the loss of personal cellular phones brought into the workplace. The Company will not pay personal cellular phone charges for business related calls unless prior permission is granted by the employee’s supervisor. The Company will not support personal cellular phone equipment or data.

**Cellular Service Vendors**

The Company will enter into contracts with cellular telephone service providers. During the period when one or more of these contracts is in force, the Company will only purchase cellular telephones or cellular telephone service agreements for employee use on the basis of these contracts, unless a specific exception is granted by an Officer.
Eligibility and Approval

Cellular telephones and services will be provided to designated Company employees to conduct business activities. Requests for cellular phones must be approved by the employee’s supervisor (who will determine need) and the company’s Officers.

Personal Calls on Company Provided Cellular Phones

The use of the cellular equipment to make or receive personal calls or text messages is a privilege that should not be over used. Employees must realize that although personal calls made within the local calling region and under the usage limits provided by the employee’s plan do not result in additional charges, they do count toward the overall time limits established under the service agreement. Excess overage, long distance, roaming or other charges realized by the employee for personal calls shall be the responsibility of the employee.

Other Restrictions

An employee may not operate a personal business from a company provided cellular phone.

Plans, Handsets, Features and Accessories

The Company will contract for a set of usage plans, handsets, features and telephone accessories that will serve the needs of most employees. An employee wishing to have features other than those offered in the available programs must have approval of his or her supervisor or personally purchase the items.

Damage, Loss or Theft

Handsets or other equipment which become damaged in the course of business should be brought to a local cellular dealer for replacement or repair. Stolen cellular equipment should be immediately reported to the police, and then to IT. A lost cellular phone should be reported to IT so that the service can be cancelled, the phone can be wiped of all data, and a replacement phone can be issued. All costs incurred for replacement or repair will be charged to the employee’s department. When a cell phone is wiped clean, all data (personal downloads, apps, music etc) will be lost. The Company will not be responsible for replacement of any personal data after a wipe is conducted. The Company will be responsible for one replacement phone per employee. Any replacement cost over the one replacement will be the responsibility of the employees. This will not include normal wear and tear.
Cellular Phones Policy

(continued)

Usage Monitoring

IT will be responsible for educating employees about appropriate cellular telephone procedures and monitoring their usage. In emergency situations, managers may grant exceptions to these usage policies. In such circumstances, any charges incurred for personal use must be reimbursed by the employee on a timely basis.

Daily Usage

All internet and e-mail policies that are in place for the Company’s network, data and equipment are the same for cellular phones. As with the network, cellular phone usage should have no expectation of privacy. Please refer to the Employee Handbook section 2-12.

The Company cellular phones will be receiving and storing business information. In order to protect this information all cellular phones must be locked when not in use. Sending text message, pictures and videos can be very costly. If excess charges occur the employee will be held responsible for the excess charges. Misuse of the equipment or policies can result in cellular phone privileges being revoked and or disciplinary actions up to and including termination.

Eligibility and Approval

Cellular telephones and services will be provided to designated Company employees to conduct business activities that either cannot be conducted on a land-line telephone or for which it would be inefficient to use a land-line telephone. Requests for cellular phones must be approved by the employee’s supervisor (who will determine need), and the company’s Officers.

Personal Calls on Company Provided Cellular Phones

The Company provides cellular telephones to employees for the purpose of conducting company business. The use of the cellular equipment to make or receive personal calls or text messages is a privilege that should not be over used. Employees must realize that although personal calls made within the local calling region and under the usage limits provided by the employee’s plan do not result in additional charges, they do count toward the overall time limits established under the service agreement. Excess overage, long distance, roaming or other charges realized by the employee for personal calls shall be the responsibility of the employee.
Personal Mobile Device Acceptable Use Policy

**Purpose**
The policy defines standards, procedures, and restrictions for end users who have legitimate business uses for connecting a personally-owned mobile device to Johnson & Johnson’s corporate network. This mobile device policy applies, but is not limited, to all devices and accompanying media that fit the following classifications:

- Smart phones
- Other mobile/cellular phones
- Tablet computers /IPads
- E-readers
- Portable media devices
- PDAs
- Portable gaming devices
- Ultra-mobile PCs (UMPCs)
- Laptop/notebook computers
- Any mobile device capable of storing corporate data and connecting to a network

The policy applies to any hardware and related software that is not corporately owned or supplied, but could be used to access corporate resources. That is, devices employees have purchased for personal use but also wish to use in the business environment.

The overriding goal of this policy is to protect the integrity of the confidential client and business data that resides within Johnson & Johnson’s technology infrastructure. This policy intends to prevent this data from being deliberately or inadvertently stored insecurely on a mobile device or carried over an insecure network where it could potentially be accessed by unsanctioned resources. A breach of this type could result in loss of information, damage to critical applications, loss of revenue, and damage to the company’s public image. Therefore, all users employing a mobile device connected to Johnson & Johnson’s corporate network, and/or capable of backing up, storing, or otherwise accessing corporate data of any type, must adhere to company-defined processes for doing so.

**Applicability**
This policy applies to all Johnson & Johnson employees, including full and part-time staff, contractors, patterns, and other agents who use a personally-owned mobile device to access, store, back up, or relocate any organization or client-specific data. Such access to this confidential data is a privilege, not a right, and forms the basis of the trust Johnson & Johnson has built with its customers, partners, and other constituents. Consequently, employment at Johnson & Johnson does not automatically guarantee the initial or ongoing ability to use these devices to gain access to corporate networks and information.
The policy addresses a range of threats to, or related to the use of, enterprise data:

<table>
<thead>
<tr>
<th>Threat</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Device Loss</td>
<td>Devices used to transfer or transport work files or emails could be lost or stolen.</td>
</tr>
<tr>
<td>Data Theft</td>
<td>Sensitive corporate data is deliberately stolen and sold by an employee or unsanctioned third party.</td>
</tr>
<tr>
<td>Malware</td>
<td>Viruses, Trojans, worms, spyware and other threats could be introduced via a mobile device.</td>
</tr>
<tr>
<td>Compliance</td>
<td>Loss or theft of financial and/or personal and confidential data could expose the enterprise to the risk of non-compliance with various identity theft and privacy laws.</td>
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</table>

Addition of new hardware, software, and/or related components to provide additional mobile device connectivity will be managed at the sole discretion of IT. Non-sanctioned use of mobile devices to back up, store, and otherwise access any enterprise-related data is strictly forbidden. This policy is complementary to any previously implemented policies dealing specifically with data access, data storage, data movement, and connectivity of devices to any element of the enterprise network.

**Affected Technology**

Connectivity of all mobile devices will be centrally managed by Johnson & Johnson’s IT department and will use authentication and strong encryption measures. Although IT will not directly manage personal devices, end users are expected to adhere to the same security protocols when connected to non-corporate equipment. Failure to do so will result in immediate suspension of all network access privileges so as to protect the company’s infrastructure.

**Policy and Appropriate Use**

It is the responsibility of any employee of Johnson & Johnson who uses a mobile device to access corporate resources to ensure that all security protocols normally used in the management of data on conventional storage infrastructure are also applied here. It is imperative that any mobile device that is used to conduct Johnson & Johnson business be utilized appropriately, responsibly, and ethically. Failure to do so will result in immediate suspension of that user’s account. Based on this requirement, the following rules must be observed:

**Access Control**

1. IT reserves the right to refuse, by physical and non-physical means, the ability to connect personal mobile devices to corporate and corporate-connected infrastructure.

2. Prior to initial use on the corporate network or related infrastructure, all mobile devices must be approved by IT. Johnson & Johnson will maintain a list of approved mobile devices and related software applications and utilities. Devices that are not on this list may not be connected to corporate infrastructure.

3. End users who wish to connect such devices to non-corporate network infrastructure to gain access to enterprise data must employ, for their devices and related infrastructure, security measures deemed necessary by the IT department. Enterprise data is not to be accessed on any hardware that fails to meet Johnson & Johnson’s established enterprise IT security standards.
Personal Mobile Device Acceptable Use Policy
(continued)

4. All personal mobile devices attempting to connect to the corporate network through the Internet will be inspected using technology centrally managed by Johnson & Johnson’s IT department. Devices that have not been previously approved by IT, are not in compliance with IT’s security policies, or represent any threat to the corporate network or data will not be allowed to connect.

Security

Employees using mobile devices and related software for network and data access will, without exception, use secure data management procedures. All mobile devices must be protected by

A. Access to the mobile device must be password protected at all times, even when not connected to the J&J network.

B. Twice a year all mobile devices must be presented to IT for a compliance inspection. Any and all programs that may jeopardize the integrity of the J&J network or data security will be removed from the device. Any device failing this inspection will have access immediately removed.

C. All data stored on the device must be encrypted using strong encryption. See Johnson & Johnson’s password and encryption policy in the Employee Handbook for additional background.

D. Employees agree to never disclose their passwords to anyone, even to family members, if business work is conducted from home.

E. After 10 bad login attempts the device Wipes itself to factory default

5. All users of mobile devices must employ reasonable physical security measures. End users are expected to secure all such devices whether or not they are actually in use and/or being carried. This includes, but is not limited to, passwords, encryption, and physical control of such devices whenever they contain enterprise data.

6. Any non-corporate computers used to synchronize with these devices will have yearly evaluations performed to ensure up-to-date anti-virus and anti-malware software deemed necessary by Johnson & Johnson’s IT department.

7. Any mobile device that is being used to store Johnson & Johnson data must adhere to the authentication requirements of Johnson & Johnson’s IT department. In addition, all hardware security configurations must be pre-approved by Johnson & Johnson’s IT department before any enterprise data-carrying device can be connected to the corporate network.

8. IT will manage security policies, network, application, and data access centrally using whatever technology solutions it deems suitable. Any attempt to contravene or bypass that security implementation will be deemed an intrusion attempt and will be dealt with in accordance with Johnson & Johnson’s overarching security policy.

9. In the event of a lost or stolen mobile device, it is incumbent on the user to report the incident to IT immediately. The device will be remotely wiped of all data and locked to prevent access by anyone other than IT. If the device is recovered, it can be submitted to IT for re-provisioning. The remote wipe will destroy all data on the device,
whether it is related to company business or personal. The Johnson & Johnson Remote Wipe Waiver, which ensures that the user understands that their personal data may be erased in the rare event of a security breach, must be agreed with before connecting the device to corporate resources.

Organizational Protocol

10. IT can and will establish audit trails, which will be accessed, published, and used without notice. Such trails will be able to track the attachment of an external device to the corporate network, and the resulting reports may be used for investigation of possible breaches and/or misuse. The end user agrees to and accepts that his or her access and/or connection to Johnson & Johnson’s networks may be monitored to record dates, times, duration of access, etc., in order to identify unusual usage patterns or other suspicious activity. This monitoring is necessary in order to identify accounts/computers that may have been compromised by external parties.

11. The end user agrees to immediately report to his/her manager and Johnson & Johnson’s IT department any incident or suspected incidents of unauthorized data access, data loss, and/or disclosure of company resources, databases, networks, etc.

12. Any questions relating to this policy should be directed to IT
Part 3
Compensation Policies
Classifications of Employment

For purposes of wage administration and eligibility for overtime payments and benefits, the Company maintains the following employee classifications:

Full-time regular employees are those hired to work the Company's normal, full-time, thirty-seven and one half-hour (37 ½) workweek on a regular basis. Such employees may be classified as "exempt" or "nonexempt" as defined below. However, this does not alter the “employment-at-will” relationship.

Part-time regular employees are hired to work less than thirty-seven and one half-hour (37 ½) per week on a regular basis. Such employees may be classified as "exempt" or "nonexempt" as defined below. Part-time regular employees are not eligible for group insurance benefits.

Temporary Employees are those hired for a specific duration or to perform a specific task for a limited time. Temporary employees are not eligible for benefits.

Employees are also classified by the type of work they perform according to the Fair Labor Standards Act and are paid as:

Nonexempt employees are required to be paid overtime at the rate of time and one half their regular rate of pay for all hours worked beyond forty (40) hours in a workweek, in accordance with applicable federal wage and law hours.

Exempt employees are not required to be paid overtime, in accordance with applicable federal wage and hour laws, for work performed beyond forty hours in a workweek. Executives, professional employees, outside sales representatives, Supervisors and certain employees in administrative positions are typically “exempt” from overtime pay.

You will be informed of your initial employment classification as an exempt or nonexempt employee during your orientation. You will be informed by your Supervisor or Human Resources of any change in your exemption status if you change positions during your employment as a result of a promotion, a transfer, or otherwise.

Please direct any questions regarding your employment classification or exemption status to your Supervisor or Human Resources.
Work Schedules/Meals/Breaks

Work Schedules

The regular workweek schedule for all employees is Monday through Friday 7 ½ hours per day making a total of 37 ½ hours per week excluding a ½ hour lunch break each day. Regular part-time employees average less than a 37 ½ hour workweek. The beginning and ending work hours are flexible between the hours of 7:30 AM and 5:30PM.

Choosing and Changing Shifts

The selection of your shift will be determined by you and your Supervisor and the necessities of the business. Once elected, changes may be made to your shift with your Supervisor’s permission.

Lunch

Lunch may be anytime between 11:00 AM and 2:00PM for all shifts. The duration of the lunch period is 1 hour.

Work Times

Since the regular work week is only 37 ½ hours per week, exclusive of the lunch break, it is important that each employee start working at the beginning of their selected shift and continue working until the end of their shift. Unless overtime is duly authorized by your immediate Supervisor, non-exempt employees should arrive and leave as appropriate to ensure they are adhering to their work schedule. Exempt employees may not enter the building prior to 6:00AM nor later than 8:00PM, or Saturday and Sunday without the prior authorization of their immediate Supervisor.
Accurately recording time worked is the responsibility of every employee. Federal and state laws require accurate records of the time worked in order to calculate employee pay and benefits.

Time worked is defined as the time consumed on the job performing assigned duties.

All employees should accurately record the time they begin and end their work. Employees should also record any departure from work for personal reasons.

The ADP EZ Labor automated time and attendance program is utilized to record hours worked. Upon hire you will be issued a user ID and password to log into this web based program and record your time worked on a daily basis. **Overtime work must always be approved by your immediate Supervisor before it is performed.** Non-exempt employees working over forty (40) hours in a workweek without obtaining prior approval from their supervisor will be subject to disciplinary action, up to and including discharge.

Altering, falsifying, tampering with time records, or recording time on another employee’s time record may result in disciplinary action, up to and including termination of employment.

If there are any corrections or modifications to the time record, both the employee and the Supervisor must verify the changes and your Supervisor will make the corrections and a note on your electronic time card.
Regular Pay Procedures

All employees are paid bi-monthly on the fifteenth and the last day of the month by direct deposit into their bank account. Direct deposit is mandatory. Pay periods begin on Monday and end on Sunday. If payday falls on a Company-observed holiday, you will be paid on the business day preceding the holiday. Required deductions and overtime pay will be detailed on your pay stub. Required deductions will be withheld automatically from your paycheck.

Required deductions include:

- Federal Social Security Tax
- Federal Income Withholding Tax
- State Income Withholding Tax
- Court Ordered Garnishments

Authorized voluntary deductions may include:

- 401K
- Miscellaneous deductions for personal expenses (i.e. loans & long distance phone calls, etc.)
- Insurance contributions (elected health, dental, vision, life, etc. premiums)
- Christmas Club

Please review your paycheck for errors. If you find a mistake, report it to your Supervisor or Human Resources immediately, so the error can be promptly corrected.

When an employee terminates, whether voluntary or involuntary, the final check will be direct deposited as usual and the check stub will be mailed.
Overtime Pay Procedures

If you are classified as a nonexempt employee (see the Classifications Of Employment Policy (3-01) for the definition of nonexempt employee), you will receive compensation for overtime work as follows:

1. You will be paid at straight time, your regular hourly rate of pay, for all hours worked up to forty (40) hours per work week. **You may work more than eight hours on any given day, however no overtime is paid, unless you work more than forty 40 hours in a work week.**

2. You will be paid one and one-half (1 ½ ) times your regular hourly rate of pay for all hours worked beyond forty (40) hours in a given work week. Paid time off on personal leave, holidays, vacation or any leave of absence will not be considered hours worked for purposes of calculating overtime pay.

Your Supervisor will attempt to provide you with reasonable notice when the need for overtime work arises. Please remember, however, advance notice is not always possible. Mandatory overtime may be required. If so, it will be held to a minimum and distributed, as fairly as practical, to all employees qualified to perform the required work. If a personal situation arises preventing you from working, please see your Supervisor.

**Employees who work overtime without receiving prior authorization from their Supervisor may be subject to disciplinary action, up to and including discharge.**
Exempt Pay Policy

In accordance with the Fair Labor Standards Act (FLSA), exempt employees, who are required to be paid on a salary basis, may not have their pay reduced for variations in the quantity or quality of work performed. Employees who feel their pay has been improperly reduced should report this immediately.

Procedure

1. Exempt employees normally must receive their full salary for any week in which they perform any work, without regard to the number of days or hours worked. However, exempt employees need not be paid for any workweek in which they perform NO work at all for the organization.

2. Deductions from pay cannot be made as a result of partial-week absences due to the circumstances listed below. The Company therefore, specifically prohibits such improper pay deductions, regardless of the circumstances.
   a. Jury duty.
   b. Attendance as a witness.
   c. Temporary military leave.
   d. Absences caused by the employer.
   e. Absences caused by the operating requirements of the business.
   f. Partial day amounts other than those specifically discussed below.

3. The few exceptions to the requirement to pay exempt employees on a salary basis are listed below. In these cases deductions may be permissible as long as they are consistent with other company policies and practices.
   a. Absences of one or more full days for personal reasons other than sickness or disability (partial days must be paid).
   b. Absences of one or more full days due to sickness or disability when an exempt employee has exhausted all paid time off.
   c. Fees received by the employee for military leave may be applied to offset the pay otherwise due to the employee for the week.
   d. Unpaid disciplinary suspensions of one or more full days for violation of workplace conduct rules in accordance with the Company’s disciplinary policy.
   e. Deductions for the first and last week of employment, when only part of the week is worked by the employee, as long as this practice is consistently applied to all exempt employees in the same circumstances.
   f. Deductions for unpaid leave taken in accordance with a legitimate absence under the Family and Medical Leave Act.

4. If an exempt employee takes time off for any reason, paid time off will be charged for the hours not worked, unless the employee is unpaid for the time off in accordance with this policy.
Complaint Procedure

Upon notification from an employee of any variation from this policy, the incident will be investigated, and any necessary corrective action will be taken promptly to ensure any identified errors are corrected.

1. Employees who believe their pay has been improperly reduced should contact the Human Resource Supervisor immediately to request an investigation.
2. The Company will review pay records to determine if the allegation is correct.
3. If the deduction was in fact improper, the Company will reimburse the employee as promptly as possible.
4. Any improper deductions will be investigated to determine if this was an isolated incident or a pattern of conduct that requires further action on the part of the Company (such as training).
5. The resolution of the situation will be documented (including confirmation on the part of the employee that the situation has been resolved) and placed with the employee’s pay records.
6. Following the identification of such a problem, the Company will establish a practice to regularly audit employee pay records to ensure no further issues arise.
Signing Out

There may be frequent occurrences when you must leave the premises during working hours. Perhaps it’s an agent visit, seminar or convention or some other business reason to be out of the office.

When you must leave the Company premises during working hours, other than your regular lunch hour, it’s important to sign out. Inform the receptionist and your Supervisor of your destination and the time of your expected return. Also make sure your phone is on “out”. You should also use the temporary message service on your phone to notify callers that you are out and set up an automatic response for your e-mail. It’s important that the Company properly handle incoming phone calls for you in a business like manner. If there is a delay in your expected return, call your Supervisor and let him or her know.

If you are uncertain how long you will be out of the office, notify your Supervisor of the circumstances of your absence to make the necessary entry on your time and attendance record.
Performance Evaluations

To ensure you perform your job to the best of your abilities, it is important you be recognized for good performance and you receive appropriate suggestions for improvement when necessary.

Your Supervisor will formally evaluate your performance after ninety (90) days. If this evaluation is successful, you’ll be evaluated semi-annually from that point forward, once on or prior to your anniversary date, and once six months after your anniversary evaluation.

The evaluation process uses objective criteria to measure employee job performance. It is 1) a diagnostic tool to determine relative areas of strength as well as areas for improvement in employee work skills and habits, 2) a tool to facilitate improvement in pertinent areas of employee work performance through communication, and 3) a tool for setting individual goals for the upcoming evaluation period.

It is important employees be rated on those criteria that are relevant to successfully performing the tasks included in the employee’s job description. However, team effort is very important in small firms. Every employee has the responsibility to satisfy the needs of our clients. Employees may also be evaluated on how well they step out of their customary job descriptions to provide help to our clients or another department in the Company. The statement “That’s not my job” is not permitted here. The ability to cooperate with other people and add support to the team effort is important.

The employee directly benefits from this job related evaluation, by becoming a better candidate for promotion or a more deserving recipient of increased benefits from the Company. An indirect benefit to the employee, stemming from evaluations, is an elevated job satisfaction resulting from successfully improving a job related skill.

Employees should expect to be evaluated in terms of some or all of the following criteria depending on each item’s relevance to the successful performance of the particular job:

PRODUCTIVITY - How much work is accomplished within a given time period. The objective here is “efficiency,” i.e. Accomplishing the most work in the least amount of time.

QUALITY - How well is the work accomplished? Does it measure up to a high standard? As an example, if your job were to assemble “widgets” on an assembly line and you assembled more widgets than anyone else, obviously your productivity is high. But if those widgets are assembled loosely and not fitted correctly, then obviously, the work “quality” is not be acceptable.

(continued)
Performance Evaluations
(continued)

DEPENDABILITY - Does the employee always show up for work ... on time? Employers place a high value on this characteristic. In every business there is work to be done and the work must be performed on time. Customers are waiting for orders to be filled. Clients are waiting for policies to be written, billed and delivered. Everyone down the line is depending on work to be performed on time. If your employer didn’t have work that must be performed on schedule or deadlines to be met, perhaps your service would not be needed! It’s important you show up every day on time!

JOB KNOWLEDGE - How much do you understand about the work being accomplished? Do you understand how the tasks you perform relate to the general purpose of the business? Do you understand how work in your department affects work in other departments? Do you have the knowledge to perform your assigned tasks as well as they could be performed? If you lack some of this knowledge, do you plan to acquire the additional knowledge? If so, when and how?

INITIATIVE - A willingness to get the job done. If, in the course of your immediate job, you run out of tasks to perform, because someone else has not completed their part, will you offer to help them? Initiative is the ability to see what needs to be done and do it, regardless of whether it is part of your job. It’s a willingness to take part in self development opportunities and work toward improving job skills. Employers look upon this trait most favorably.

EFFORT - Closely related to initiative. The ability to work hard. To perform a job with gusto. The ability to focus your entire attention on the job at hand. The exact opposite is to show lackadaisical attention and day dream while performing a task.

JUDGMENT - This characteristic is usually learned by experience. It is the ability to make the right choice and to take the right action, especially in times of stress. It’s usually the product of a mature personality, however young people can often display uncommonly good judgment. Judgment is difficult to measure on a timely basis, because the consequences of consistently good judgment go largely unnoticed. However, consistently poor judgment usually results in consequences that are very noticeable.

ABILITY TO COOPERATE - This is characteristic of a personality that is friendly, open and possesses an attitude of desiring to help and get along with others. People who are cooperative are not defensive. They’re confident of their own ability and have a genuine liking for other people. Employers admire this trait because they think of their employees as a team. Each person helps the other get the job done and everyone works together well. The success of a business depends on teamwork. When a business reaches a high degree of success, everyone wins!

(continued)
PERSONAL APPEARANCE AND CONDUCT - Dressing in an appropriate manner for the job. Consistently appearing neat, clean and well groomed. Conduct that is professional and acceptable at all times on the job. Always respectful and courteous in personal interactions during work time.

CONCLUSION - The most successful employees have mastered some (or perhaps nearly all) of these characteristics depending on their relevance to the success of the employee’s job. However, they realize they’re not perfect. Successful employees realize they’re stronger in some areas than others and they continue to work on their weaknesses. Good Supervisors can help employees grow. The objective of the performance evaluation interview is to not only commend and document excellence, but to strengthen areas for improvement as well. Performance evaluation helps the employee set goals to overcome his or her weaker areas, in order to become a candidate for more advancement or greater benefits in the organization. An additional benefit is that the employee realizes an increase in job satisfaction.

Perhaps no one can achieve perfection in all of the above characteristics. But it’s an indisputable fact once you feel you have achieved success in a field of endeavor, you’re bound to find a larger goal looming on the horizon. It’s at this point that you’ll realize success never was a destination....it’s a journey!
Pay Advance & Loan Policy

Purpose:

There may be cases of unusual financial hardship, in an emergency situation, when a supervisor may deem financial assistance such as an advance in pay or a loan necessary.

Procedure:

1. Unusual financial hardship is defined but not limited to an unplanned expense caused by a medical emergency, family emergency, death in the family, domestic emergency, or legal emergency.
2. Pay advances and loans will only be considered as a last resort and for employees who have no other source of money available within the necessary time to act, or who have a dire hardship and cannot obtain a loan from a credit union, bank, 401k or their family.
3. Once the employee has exhausted all other financial resources they may ask to their Supervisor who must approve any pay advance or employee loan requests and then forward to HR for final approval.
4. Human Resources will speak with the employee and/or the supervisor who approved the loan to ensure that the employee requesting the loan has exhausted all other resources prior to requesting this loan. HR will then give final approval based on the need and avenues exhausted by the employee.
5. In most instances pay advances will be paid back in full with the next scheduled paycheck. However, with approval from a supervisor and HR advances may be repaid within six months. Repayment will be paid back through payroll deductions at the greater amount of $100 or 10% of the employees’ gross salary per pay period.
6. An employee is eligible for one open loan per calendar year only. Employees may not request a loan while they are on any type of leave of absence.
7. Loan amounts may be requested in increments of $50, up to a maximum of $200 per year of service.
8. Any repayment terms exceeding six months will be charged 3 percent over the prime rate. No repayment terms will exceed two years. Interest will be charged from the day of the advance or loan and the interest amount will be added to the employee’s W-2 at the end of the year.
9. The pay advance and loan policy is designed to help those employees who have exhibited good work practices and who are having financial hardships as described in item #1. This program will not be abused and may be terminated at any time. Individual abuse, including misrepresentation, will be cause for discipline, up to and including termination. The board, HR or your Supervisor may refer you for mandatory financial counseling, if deemed appropriate.
10. The majority of the board must approve any variations from this policy.
Business Travel Expenses

Purpose: Revised 1/4/2010

It is the policy of the Company to reimburse employees for reasonable business travel expenses incurred while on assignments away from the office.

Procedure:

1) A Supervisor must approve all business travel.

2) When approved, the actual costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives would be reimbursed or paid by the Company. Employees are expected to limit expenses to reasonable amounts.

   Best efforts should be made to limit hotel expenses to $85 per night plus taxes. When possible, employees should room together to conserve costs. Exception to this rule may be made for all Field Representatives, Managers, Vice Presidents, Officers and Owners. It should be noted that Officers and Owners do and will continue to room together in an effort to control costs. **In no event should an employee’s safety be compromised.**

   Meals are the responsibility of the employee unless there is an overnight stay or entertainment of a customer. Best efforts should be made to limit daily meals (individual meal limits - breakfast $25 max, lunch $25 max and dinner $35 max) to a total of $54 per day.

   The use of air travel, rental cars and taxis should be efficient and cost-effective. If you have concerns regarding your transportation, please discuss with your Supervisor.

3) Employees who are involved in an accident while traveling on business must immediately report the incident to a Supervisor. If you cannot reach your Supervisor, then contact any Supervisor.

4) When travel is completed, employees should submit completed travel expense reports (cash or credit card) within 10 days. **Receipts for all individual expenses must accompany reports. Please be sure to include charge DETAIL not just summary charge information, when providing credit card back up.** In addition the purpose of the expense should be noted on the travel expense report – who, what and where. Any incomplete expense report will not be reimbursed. All submitted expense reports must be approved by your Supervisor prior to submission to Accounting.

5) The J&J Company vehicles must be utilized when available. Scheduling of the vehicles is mandatory and recorded in Outlook by selecting the appropriate vehicle as a resource (**make sure you do not double book a vehicle**). When the Company vehicle is used, an employee will be reimbursed for all gas receipts if the gas is not charged directly to the Company.

   When the Company car is not available, mileage will be paid at the applicable IRS rate for the year (For 2010 - $0.50 per mile; this includes the cost of fuel).

   If the Company car is available and you elect to take your own vehicle, J&J will reimburse for fuel only. Any remote employee traveling from a branch office or your home to the Charleston office, fuel only will be paid with submission of proper fuel receipts.

6) Any inappropriate expenses or charges may result in the expense being deducted from the employee’s pay and/or the loss of credit card privileges.

7) All cash reimbursement items are to be submitted within the above guidelines by the 20th of each month and are to be submitted within 30 days of the date of purchase.

8) If you have any questions or concerns regarding your travel or travel expenses, please contact your Supervisor, Accounting Controller or CFO.
Part 4
Time Off Benefits
Family & Medical Leave

Purpose:
The purpose of this policy is to communicate the rights, you, as an employee of the Company, have as it pertains to the Family Medical Leave Act of 1993 and the amendments and regulations as revised effective January 16, 2009, and as expanded in the 2010 NDAA (H.R. 2647) and referred to in this policy as “FMLA” or “Act”.

General Provisions

Under this policy, the Company will grant up to 12 weeks of leave (or up to 26 weeks of military caregiver leave to care for a covered military services member with a serious injury or illness) during a 12-month period to eligible employees. The leave may be paid, unpaid or a combination of paid and unpaid leave, depending on the circumstances of the leave and as specified in this policy.

Family Medical Leave (FMLA) Eligibility

In order to be eligible to receive leave under the FMLA, an employee must: (1) have been employed for a total of 12 or more months- the 12 months need not be consecutive (2) have worked a minimum of 1,250 hours during the 12-month period preceding the requested leave; and (3) be employed at a location where 50 or more employees are employed by the Company within 75 miles of his or her worksite.

Reasons for FMLA Leave

There are six reasons for this type of leave. They include leave for:

(1) The birth of your child and in order to care for that child
(2) The placement with you of a child through adoption or foster care
(3) To care for your spouse, son, daughter, or parent, if your spouse, son, daughter, or parent has a serious health condition
(4) Your own serious health condition that causes you to be unable to work
(5) Qualifying exigency leave for an eligible family member of any member of the Armed Forces or any Reserves or National Guard member called to active duty in a foreign country
(6) Military caregiver leave (also known as covered military services member leave) to care for an ill or injured covered military services member. This leave may extend up to 26 weeks in a single 12-month period for an employee to care for a spouse, son, daughter, parent or next of kin covered military services member with a serious illness or injury. Next of kin is defined as the closest blood relative of the injured or recovering military services member.
Family & Medical Leave  
(continued)

**Duration of Leave**

An eligible employee can take up to 12 weeks for the FMLA circumstances (1) through (5) above under this policy during any 12-month period. Under these circumstances, the Company will measure the 12-month period as a rolling 12-month period measured backward from the date an employee uses any leave under this policy. Each time an employee takes leave, the Company will compute the amount of leave the employee has taken under this policy in the last 12 months and subtract it from the 12 weeks of available leave. The balance remaining is the amount the employee is entitled to take at that time.

An eligible employee can take up to 26 weeks for the FMLA circumstance (6) above (military caregiver leave) during a single 12-month period. For this military caregiver leave, the Company will measure the 12-month period as a rolling 12-month period measured forward. FMLA leave taken for other FMLA circumstances during this period will also be deducted from the total of 26 weeks available.

If a husband and wife both work for the Company and each wishes to take leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent (but not a parent "in-law") with a serious health condition, the husband and wife may only take a combined total of 12 weeks of leave. If a husband and wife both work for the Company and each wishes to take leave to care for a covered injured or ill military services member, the husband and wife may only take a combined total of 26 weeks of leave.

**Leave Year**

The Company uses a rolling-12-month period in order to determine your eligibility for leave on any given date. For the FMLA circumstances (1) through (5) above under this policy, the 12-month period is measured backward from the date you want to use your FMLA leave. For the FMLA circumstance (6) above under this policy (military caregiver leave), the 12-month period is measured forward from the date an employee's first FMLA leave to care for the covered service member begins.

**Is Leave With or Without Pay?**

Leave normally is without pay except for that portion, if any, where paid time off (PTO) or workers’ compensation is available to the employee.
Benefits During FMLA Leave

Employees shall continue to receive health insurance on the same basis during FMLA leave as they would if they were actively working. This means, however, that you must pay for that portion of your coverage that you currently are required to pay. Your portion of the insurance premium is due on or before the 1st of each month you are on leave. You will not accrue benefits, such as Bonus Pay, Paid Time Off (PTO) or Holiday Pay, during your leave. If the payment is more than 30 days late, the employee's health care coverage may be dropped for the duration of the leave. The employer will provide 15 days' notification prior to the employee's loss of coverage.

Employee Status After Leave

An employee who takes leave under this policy may be asked to provide a fitness for duty (FFD) clearance from the health care provider. This requirement will be included in the employer’s response to the FMLA request. Generally, an employee who takes FMLA leave will be able to return to the same position or a position with equivalent status, pay, benefits and other employment terms. The position will be the same or one which is virtually identical in terms of pay, benefits and working conditions. The Company may choose to exempt certain “key employees” (as defined under the Act”) from this requirement and not return them to the same or similar position.

Use of Paid and Unpaid Leave

An employee who is taking FMLA leave must use all paid time off leave prior to being placed on unpaid leave status. Paid time off may run concurrently with FMLA.

Intermittent Leave or a Reduced Work Schedule

The employee may take FMLA leave in 12 consecutive weeks, may use the leave intermittently (take a day periodically when needed over the year) or, under certain circumstances, may use the leave to reduce the workweek or workday, resulting in a reduced hour schedule. In all cases, the leave may not exceed a total of 12 workweeks (or 26 workweeks to care for an injured or ill military services member over a 12-month period).

For the birth, adoption or foster care of a child, the Company and the employee must mutually agree to the schedule before the employee may take the leave intermittently or work a reduced hour schedule. Leave for birth, adoption or foster care of a child must be taken within one year of the birth or placement of the child.
Family & Medical Leave
( continued )

If the employee is taking leave for a serious health condition or because of the serious health condition of a family member, the employee should try to reach agreement with the Company before taking intermittent leave or working a reduced hour schedule. If this is not possible, the employee must prove that the use of the leave is medically necessary.

If an employee needs intermittent leave or leave on a reduced schedule that is foreseeable based on (1) planned medical treatment for the employee, a family member, or a covered service member, including during a period of recovery from a serious health condition, or (2) the Company has agreed to allow the employee to take intermittent leave or leave on a reduced schedule for the birth of a child or the placement of a child for adoption or foster care, the Company may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule.

Notice and Reporting Requirements

An employee must, under most circumstances, give 30-days notice of his or her intention to utilize leave. Sometimes 30-days notice will not be possible. If so, you must comply with the Company's usual and customary notice and procedural requirements for requesting leave, absent unusual circumstances.

Healthcare Provider Certificate

In order to qualify for leave based on a serious health condition, either your own or that of your spouse, son, daughter, or parent, you will need to provide the Company with a medical certification issued by a healthcare provider (generally your doctor) regarding the necessity of the leave. The Company will require certification for the serious health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of FMLA leave. Medical certification will be provided using the DOL Certification of Health Care Provider for Employee’s Serious Health Condition or Family Member’s Serious Health Condition (http://www.dol.gov/whd/forms/wh-380-e.pdf).

The Company may directly contact the employee’s/family member’s health care provider for verification or clarification purposes and in compliance with HIPAA Medical Privacy Rules. The Company will obtain the employee’s permission for clarification of individually identifiable health information.
The Company has the right to ask for a second opinion if it has reason to doubt the certification.

The Company will require certification of the qualifying exigency for military family leave. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of FMLA leave. This certification will be provided using the DOL Certification of Qualifying Exigency for Military Family Leave (http://www.dol.gov/whd/forms/WH-384.pdf).

**Certification for Serious Injury or Illness of Covered Service Member for Military Family Leave**

The Company will require certification for the serious injury or illness of the covered military services member. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of FMLA leave. This certification will be provided using the DOL Certification for Serious Injury or Illness of Covered military service member (http://www.dol.gov/whd/forms/WH-385.pdf).

**Recertification**

The Company may request recertification for the serious health condition of the employee or the employee’s family member no more frequently than every 30 days and only when circumstances have changed significantly, or if the employer receives information casting doubt on the reason given for the absence, or if the employee seeks an extension of his or her leave. Otherwise, the Company may request recertification for the serious health condition of the employee or the employee’s family member every six months in connection with an FMLA absence. The Company may provide the employee’s health care provider with the employee’s attendance records and ask whether need for leave is consistent with the employee’s serious health condition.

**Procedure for Requesting FMLA Leave**

All employees requesting FMLA leave must provide verbal or written notice of the need for the leave to the HR manager. Within five business days after the employee has provided this notice, the HR manager will complete and provide the employee with the DOL Notice of Eligibility and Rights (http://www.dol.gov/whd/forms/WH-381.pdf).
When the need for the leave is foreseeable, the employee must provide the employer with at least 30 days notice. When an employee becomes aware of a need for FMLA leave less than 30 days in advance, the employee must provide notice of the need for the leave either the same day or the next business day. When the need for FMLA leave is not foreseeable, the employee must comply with the Company’s usual and customary notice and procedural requirements for requesting leave, absent unusual circumstances.

**Designation of FMLA Leave**

Within five business days after the employee has submitted the appropriate certification form, the HR manager will complete and provide the employee with a written response to the employee’s request for FMLA leave using the DOL Designation Notice (http://www.dol.gov/whd/forms/WH-382.pdf).

**Intent to Return to Work from FMLA Leave**

On a basis that does not discriminate against employees on FMLA leave, the Company may require an employee on FMLA leave to report periodically on the employee’s status and intent to return to work.

**Employment Rights Upon Return**

Generally, upon your return to work, you will be returned to your former position if it is still available. If your former position is no longer available, the Company will provide you with an equivalent position with equivalent benefits, pay, and other terms and conditions of employment.

**Questions**

If you have questions about FMLA leave, tell your immediate Supervisor and you will be referred to Human Resources. If you desire to utilize FMLA leave, Human Resources will provide detailed information with respect to the FMLA.
Military Leave

The Company fully complies with the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA). Accordingly, employees who are required or volunteer to undergo military service, including the National or State Guard, will be reinstated to their original or an equivalent position without loss of seniority or benefits and without any break in time qualification for pension purposes, subject to certain conditions.

Military service means uniformed service in the Armed Forces, the Coast Guard, the Army National Guard, Air National Guard or State Guard when engaged in active duty, training, full-time National Guard duty, or time away for a physical examination to determine fitness for duty. Also included are the commissioned corps of the Public Health Service and any other category of persons designated by the President in time of war or emergency. Any such service shall be without pay by the Company, although the employee may elect to apply any accrued vacation or other accrued paid time off toward this service.

It is the policy of the Company not to deny promotions or benefits to guards or reservists, because of their obligation or duty. The Company will cooperate where possible in rearranging schedules to avoid time conflicts between work and guard or reserve training, to allow those employees to work a full week.

Conditions for Reemployment:

**Eligibility** - Employees will be eligible for reemployment if they have been absent from employment due to military leave no longer than five (5) years in total and were discharged under honorable conditions. Prior to their military leave, employees must have been employed in a regular position, as opposed to a position that was only temporary at the outset with no expectation of continuance.

The Company will make every effort to reinstate an eligible employee, unless reemployment would cause undue hardship or, in the interim, conditions have changed in such a way that makes reemployment unreasonable or impossible.

**Protected Period** - Employees on military leave for more than 180 days must apply for reinstatement within 90 days of discharge. Furthermore, they cannot be terminated without cause for a period of one year after reemployment.

Employees who undergo military service for a period of 31 to 180 days must apply for reinstatement within 14 days after completing service. Those employees cannot be terminated without cause for a period of six (6) months after reemployment.
Employees on military leave for 30 days or less must apply for reinstatement at the next scheduled shift following eight hours at home after discharge. Those employees however, have no protected period.

**Reinstatement Benefits**

Employees returning from service will enjoy the same seniority, status and pay as if they had not been absent. Improvements in benefits, pension eligibility if any, and any other expanded rights occurring during the absence will benefit them upon their return. Employees who serve 90 days or less will be reinstated in positions they would have attained had they been continuously employed. In the event they’re not qualified, they will be reinstated in the position they vacated.

Employees who serve 91 days or more will be reinstated in positions of like seniority, status and pay. If they’re not qualified, they will be reinstated in positions of lesser status and pay but with full seniority.

**Disabled Veterans**

Employees with service-connected disabilities will be reinstated in a position they would have attained if employment was not interrupted by military service. In the event they’re not qualified for this position, after reasonable accommodation for their disability, they will be employed in another position of similar status, seniority and pay for which they are, or could become, qualified with reasonable efforts on the part of the Company. Failing this, they’ll be placed in another position consistent with the circumstances of the individuals’ case.

**Special Eligibility for National Guard or South Carolina State Guard**

Employees who serve in the above military forces will be reinstated to their previous job provided they meet the following conditions and provided it is reasonable for the Company to do so:

1. The employee must apply for reinstatement **in writing** within five (5) days of discharge from active duty or from hospitalization resulting from active duty.
2. The employee received an honorable discharge.
3. The employee maintained qualifications for the previous position.

In the event the employee is no longer qualified for the previous position, the Company will offer an alternative position for which the employee is qualified. The alternative position will carry the same status, seniority and pay.
Bereavement Leave

Up to three days of paid funeral leave will be granted to all full-time and part-time employees when a member of their immediate family dies. For the purposes of this policy, immediate family is defined as a spouse, child, step-child, parent, siblings, in-laws, grandparents, grandchild and siblings of a spouse.

If additional leave is needed accrued personal days may be used, otherwise the additional leave will be without pay.
Court Leave

If you are a full-time employee and are summoned to jury or witness duty, the Company will pay your wages during your active period of duty. However, if time allows, you are expected to devote as much time as possible to your business.

To be excused for jury or witness duty leave, submit a copy of the summons to your Supervisor soon after it is received. In the case of jury duty, submit a completed proof of service to your Supervisor at the end of your duty.

The Company will not request an employee be excused from jury duty unless business necessitates such action. The Company will continue to provide health insurance and benefit accruals, such as vacation or holidays, during the paid court leave.

Employees may retain compensation received from the court, however incidental expenses such as parking fees, etc. will not be reimbursed.
Adverse Weather
Emergency Procedures

The following Officers will be responsible for contacting the TV and radio stations listed below:

Francis G Johnson  Home  883-5057
Mobile  442-1021
E-mail  premiumfin@aol.com

Harry L Johnson, II  Home  856-2221
Mobile  442-1023
E-mail  hlji@jjins.com

WCBD-TV Channel  884-2222
News room direct  884-2288
News room fax  884-6624

WCSC-TV Channel 5  402-5555
News room direct  402-5755
News romm fax  402-5744

WCIV – TV  881-4444
News room direct  723-4403

Clear Channel
Communications  884-2534
(WALC 100.5 FM
WEZL 103.5  FM
WRFQ 104.5 FM
WXLY 102.5 FM
WSCC 730 AM

J & J info line  843-725-3696
Holidays

The Company normally provides paid time off on the following holidays to all full-time and part-time employees.

The normal holidays are:

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Year's Day</td>
<td>January 1</td>
</tr>
<tr>
<td>Martin Luther King, Jr. Day</td>
<td>Third Monday in January</td>
</tr>
<tr>
<td>Good Friday</td>
<td>Friday before Easter</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>Last Monday in May</td>
</tr>
<tr>
<td>Independence Day</td>
<td>July 4</td>
</tr>
<tr>
<td>Labor Day</td>
<td>First Monday in September</td>
</tr>
<tr>
<td>Thanksgiving Day and Following Friday</td>
<td>Fourth Thursday &amp; Friday in November</td>
</tr>
<tr>
<td>Christmas Party (Office closes at 12:00PM)</td>
<td>To be scheduled</td>
</tr>
<tr>
<td>Christmas Day</td>
<td>December 25</td>
</tr>
</tbody>
</table>

Note: There will be variations in the holiday schedule each year. The new schedule will be posted at the beginning of the year.

Should a holiday fall on Saturday, this day shall be observed on the preceding Friday. Should a holiday fall on Sunday, the following Monday will be observed as a holiday.

It is customary the week preceding and the week following December 1, to provide each employee an afternoon off during the week for shopping. Lunch break is not included on these days and the shopping afternoon will begin after your normal lunch hour.

Employees who have an unexcused absence, or are late for work during the shopping weeks, will not be eligible for the ½ day off.
Paid Time Off

In lieu of vacations, sick days and other paid time off (PTO) benefits, the Company has put in place a plan of earned personal days for full-time employees based on length of service. This allows employees to manage their own time off for sickness, vacations or taking care of personal business.

Employees will begin earning accrued time off after 90 days of full-time employment. The accrual rate for paid time off is as follows:

<table>
<thead>
<tr>
<th>LENGTH OF SERVICE</th>
<th>RATE OF ACCRUAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>91 days to 11 months</td>
<td>3.75 hours per pay period (12 days per year)</td>
</tr>
<tr>
<td>1 year - 23 months</td>
<td>4.69 hours per pay period (15 days per year)</td>
</tr>
<tr>
<td>2 - 4 years</td>
<td>5.63 hours per pay period (18 days per year)</td>
</tr>
<tr>
<td>5 years</td>
<td>5.94 hours per pay period (19 days per year)</td>
</tr>
<tr>
<td>6 years</td>
<td>6.25 hours per pay period (20 days per year)</td>
</tr>
<tr>
<td>7 years</td>
<td>6.56 hours per pay period (21 days per year)</td>
</tr>
<tr>
<td>8 years</td>
<td>6.88 hours per pay period (22 days per year)</td>
</tr>
<tr>
<td>9 years</td>
<td>7.19 hours per pay period (23 days per year)</td>
</tr>
</tbody>
</table>

Nine years or more of continuous employment produces a maximum of 23 PTO days per year. Unused PTO days, not to exceed forty (40) days, may be carried over to the next year. Use them or lose them.

During the first year of employment, PTO hours/days may only be used as they are earned, however PTO will be charged in accordance with the Exempt Pay Policy (see policy 3-06). After the first year, unearned PTO may be borrowed up to the maximum that you will earn in the calendar year. However, upon termination, any borrowed unearned PTO days will be deducted from your final paycheck as an advance on wages.

Employees may not use more than ten (10) personal days at one time, except in the case of illness. AT THE TIME OF TERMINATION, EARNED BUT UNUSED PAID TIME OFF WILL NOT BE PAID IN EXCESS OF FORTY (40) DAYS.

Paid time off is a benefit and is to be used with approval of your immediate Supervisor. If you plan to use PTO, you must request time off and have it approved by your immediate Supervisor in advance. If business demands or the necessity of the operation does not allow your request to be accommodated, your Supervisor will inform you and let you schedule PTO at a later date.
Donated Paid Time Off Policy

Purpose:

It is the policy of the Company to allow employees to donate a portion of their earned Paid Time Off (PTO) to another employee. Only employees who are suffering from a catastrophic injury or illness, or an employee who has a member of his or her immediate family who is suffering from a catastrophic injury or illness, may receive donated PTO in accordance with the following conditions:

Procedure:

1. A catastrophic injury or illness means a life threatening injury or illness of an employee or a member of an employee's immediate family which totally incapacitates the employee from work, as verified by a licensed physician, and forces the employee to exhaust all leave time earned by that employee, resulting in the loss of compensation of any type from the organization. Conditions, which are short term in nature, including, but not limited to, common illnesses such as influenza and the measles, and common injuries, are not catastrophic. Chronic illnesses or injuries, such as cancer or major surgery, which result in intermittent absences from work and which are long-term in nature and require long recuperation periods may be considered catastrophic.

2. Immediate family (for this policy) is defined to be a spouse, parent, stepparent, sibling, child or stepchild.

3. In order to receive donated leave, an employee must have been employed for at least one year and worked at least 1250 hours during the past year. The maximum amount of donated PTO an employee may receive without returning to work is 450 hours.

4. Before an employee may receive donated leave he or she must provide Human Resources with: a physician's statement that states the beginning date of the catastrophic injury or illness; a description of the injury or illness; and a prognosis for recovery; and the anticipated date the recipient employee will be able to return to work. Employees may use the form WH 380 Certification of a Health Care Provider found in Image Right in the forms drawer or in HR.

5. No employee can donate leave after tendering notice of separation for any reason or after termination.

6. No employee can solicit or circulate a "sign-up sheet" for donations of leave. All donated leave will be on a voluntary basis. Bring any request or suggestion for donation of PTO to Human Resources for circulation.

7. The employee donating the leave shall designate the employee who is to receive the leave and the amount of earned PTO that is to be donated, and shall notify Human Resources of his or her designation. Employees should use a "Donation of PTO" form for this purpose. This form can be found in Image Right in the forms drawer or in HR.
8. The maximum amount of earned PTO an employee may donate to another employee may not exceed a number of days that would leave the donor employee with fewer than five (5) days of PTO and must be made in no less than ¼ day increments (2.0 hours).

9. An employee must have exhausted all of his or her PTO before he or she will be eligible to receive any leave donated by another employee. Donated hours of PTO will be paid to the receiving employee on a per pay period basis and may not exceed the number of hours in the pay period. Donated hours of PTO may not be "cashed out".
Part 5
Group Health & Related Benefits
Summary of Employee Benefit Programs

The Company has established a variety of employee benefit programs designed to assist you and your eligible dependents in meeting the financial burdens that may result from illness, disability, and death. Additionally, the benefit programs can help you plan for retirement, deal with job-related or personal problems as well as enhance your job-related skills.

This section outlines the basic features of the benefits program. The group insurance programs are described more fully in summary plan descriptions, which you will receive when you are eligible to participate in these programs. Complete descriptions of these programs are found in the Company's master insurance contracts on file in the Human Resources office. If the information in this Employee Information Manual or our summary plan descriptions differs from information in the master contracts or master plan documents, the master contracts/documents will govern in all cases.

The Company reserves the right to amend or terminate any of these programs or to require employee premium contributions for any benefits with or without advance notice. This right may be exercised even in the absence of financial necessity. Whenever any of the benefit programs are amended, the plan administrator will draft and submit a copy of the amendment to the Company Officers for review and approval. The Company will notify plan participants of all approved amendments or plan terminations.

Benefit programs currently in force are listed below:

- Profit Sharing Program
- Group Health Insurance
- Dental Insurance
- Vision Insurance
- Life Insurance
- Long Term Disability
- 401K Retirement Plan
- Voluntary Insurance – Short Term Disability, Additional Life & Dependent Life, Cancer, & Accident
- Identity Fraud Reimbursement Coverage & Identity Theft Resolution Services
- Paid Holidays
- Paid Personal Days
- Business Casual Dress Code
- Tuition Reimbursement
- Reimbursement of professional fees as approved by the Officers
- Benefits For The Employee Of The Month & Employee of the Year
- Wellness Program, On Site Gym, Health Club Membership Reimbursement
- Employee Assistance Program
- Flexible Spending Accounts & Health Reimbursement Account
At the discretion of the Company, a portion of the net profit on a monthly basis is contributed to the Profit Sharing Program. At each monthly Company Meeting the financial performance of the Company is communicated to everyone and the bonus pool is announced. This information is also available on Outlook Today on a daily basis in your Outlook e-mail program. New employees will be eligible to participate in any profit sharing bonus distributed for the month in which they are hired if the employee’s hire date is prior to or on the 15th of the month. Employees leaving the Company will be paid any profit sharing bonus for the current month if the employee works through the last day of the current month and leave the Company on good standing.

The Company offers medical insurance which each eligible employee may elect to participate. Benefits such as group health, dental and vision are offered to protect all full-time employees and their dependents.

Group term life and long-term disability insurance is provided for all full-time employees and is paid in full by the Company.

A 401K Retirement Plan is available to full-time employees, 21 years of age or more and who have been employed at least 90 days. Employees may contribute any percentage of their salary, up to a maximum amount as determined by the administrator of the plan. Upon eligibility, Human Resources will schedule an enrollment meeting and discuss the specific plan design with you in detail.

The Company offers each eligible employee the opportunity to elect additional life and dependent life insurance, short-term disability insurance, and cancer and accident insurance. These supplemental policies are offered to each employee and everyone is encouraged to elect the coverage that meets his or her own specific needs.

Flexible Spending Accounts and a Health Reimbursement Account are also offered to qualifying employees.

Specific eligibility, pre-tax status and enrollment details are explained during the benefit enrollment meeting which Human Resources will schedule with an eligible employee prior to his/her eligibility date. Although much of the cost of insurance programs benefiting the employee is paid by the Company, extensions of the benefits to cover the employee’s family may require a personal contribution from the employee. However, the Company’s substantial contribution for these excellent employee benefit programs constitutes a silent but significant addition to each employee’s paycheck.

For more complete information regarding any of our benefits programs, please contact Human Resources and/or read the summary descriptions provided by the insurance carriers.
The Company provides Worker’s Compensation insurance to provide for payment of your medical expenses and for partial salary continuation in the event of a work related accident or illness. The amount of benefits payable and the duration of payment depend on the nature of your injury or illness. In general, however, all medical expenses incurred in connection with a work related injury or illness are paid in full, after a short waiting period or, if the employee is hospitalized, immediately.

If you are injured or become ill on the job, you must immediately report such injury or illness to your Supervisor. Prompt reporting ensures the Company can quickly assist you in obtaining appropriate medical treatment. Failure to follow this procedure could result in jeopardizing any Workers' Compensation benefits to which you may be entitled.

Questions regarding Workers' Compensation should be directed to Human Resources.
The Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) provides employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the Company’s health plan when a “qualifying event” would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, death of an employee, a reduction in an employee’s hours, a leave of absence, employee’s divorce or legal separation, becoming eligible for Medicare and a dependent child no longer meeting eligibility requirements. Under COBRA, the employee or beneficiary pays the full cost of coverage at the Company’s group rates plus an administration fee.

You must inform Human Resources upon the occurrence of one of the above listed events. There are deadlines for electing continuation coverage and limitations regarding the duration of such coverage. You and/or your dependents are responsible for contacting Human Resources to discuss continuation/conversion rights. You and your qualified beneficiaries are also responsible for notifying the Company sixty (60) days in advance of qualifying for Social Security disability benefits.

Human Resources will ensure you are contacted concerning these options at the time termination occurs or your work hours are reduced. Human Resources will contact your qualified beneficiaries in the event of your death.

More specific information about continuation of coverage is available by contacting Human Resources.
Tuition Assistance Program

Tuition assistance may be available for those employees desiring to further their formal education in areas deemed beneficial to the Company. It is the policy of the Company to encourage employees to further their education and increase their skills by providing education benefits for approved tuition expenses that meet all requirements of the Tuition Assistance Program as described in this policy.

Policy:

1. In order to participate in the Tuition Assistance Program, employees must be full-time and must have completed two years of continuous service by the time the course of study begins.

2. Courses eligible for assistance must be at an accredited school, college, university or graduate school and be part of a program that leads to a job-related associate, bachelor, masters or doctorate degree. In addition, the course of study must strictly relate to the employee's present position or be considered of value to the employee's future development within the company.

3. Courses must be taken outside of business hours.

4. Employees must receive a grade of "B" or better (or equivalent grade point rating) and be granted credits in order to receive tuition assistance for courses taken. For those courses in which pass/fail ratings are standard, a pass is required.

5. After completion of approved courses, the Company will reimburse 100% of tuition expenses for no more than two courses, per semester.


7. Costs of transportation, books, student fees, registration fees, lab fees and late registration fees are not covered by this policy. In addition, employees qualifying for education benefits from sources outside the company, (i.e. veteran’s benefits, state aid programs, etc.) are expected to apply for and accept such assistance. In such cases, the Company will only pay for approved costs not covered by outside assistance.

8. Participation in the Tuition Assistance Program does not in any way guarantee continued employment, career advancement or promotion as factors beyond education are also considered in these decisions. In addition, employees participating in the program will not receive any special consideration in job assignments or other conditions of employment.
9. If an employee participating in the program resigns or is terminated prior to completion of a course, the employee is responsible for payment of tuition. If resignation or termination occurs within twenty-four months after having received tuition assistance, the employee will be required to reimburse the Company any tuition assistance received in the previous twenty-four months.

10. The Company reserves the right to modify, temporarily suspend or terminate the Program at any time, and the Company is not obligated to approve all requests for tuition assistance.

11. Questions or comments regarding this policy are to be directed to Human Resources.

Procedure:

1. An employee must submit a written request
   a. Addressed to his/her Supervisor and Manager seeking tuition assistance, with a copy being forwarded to Human Resources.
   b. The request must include the employee’s reason for pursuing the education
   c. The specific educational degree being sought
   d. The educational institution’s name
   e. The pertinent information regarding the required courses to complete the education and the cost of tuition.

2. The employee’s Supervisor and Manager will make a recommendation to the Officers of the Company within one week of receiving the written request. This recommendation will be based upon consideration of the cost of tuition and the immediate and future benefits of the education to the organization.

3. The Officers of the Company will consider the request and inform Human Resources of their decision within two weeks of the Manager’s recommendation.

4. The employee must enroll with the requested educational institution and begin classes within 90 days of approval of tuition assistance. If enrollment is not completed within 90 days of approval, the employee will have to begin the approval process over.

5. Upon completion of the requested education, the employee will submit proof of payment, and passing grades on the educational institution’s letterhead to Human Resources.

6. Human Resources will submit reimbursement information to payroll upon receipt of all the necessary documentation for reimbursement.
The Employee Assistance Program (EAP) is a professional program, the Company offers, to help employees address personal problems including financial, marital, legal and/or substance abuse.

We all have problems; however, sometimes our problems can become unmanageable and affect our lives in many ways, including interfering with our job performance. When an employee receives assistance in the form of professional counseling and advice, both the employee and the Company benefit.

All employees and members of their immediate family are eligible. Self referral is encouraged. Simply contact the EAP at 1-866-757-3271 any time 24 hrs/day weekends and holidays included.

Counseling is confidential. No one in the Company will know the content of the discussion or the employee’s name. Your confidentiality is assured. After careful assessment, you and the EAP counselor will establish a plan for further assistance. You decide if you want help.
The Company will reimburse our employees up to $50.00 per month for membership in a health club or recreation center of your choice if the following requirements are met:

- You must submit a copy of the health club or recreation contract to accounting to set up the reimbursement routine.

- You must submit proof of eight or more visits per month from the health club or recreation center. This would consist of a document signed by a health club or recreation center official.

- To receive reimbursement by the 10th of the month, you must submit proof of eight visits by the 5th of the month, otherwise you will be reimbursed the following month.
**Paid Professional Dues**

The Company will pay 100% of the dues to the Charleston Association of Insurance Professionals, as well as full state convention expenses under the following conditions:

- The employee must be employed by the Company for a) one year or b) six months if they have at least one year of insurance experience previous to employment with the Company.

- The employee must attend at least **seven** of the monthly local meetings.

Additionally, if the employee has met the above conditions, the Company will sponsor the individual at the state convention (including double occupancy).

For CPIW’s, the regional and national conventions may be reimbursed partially, to be decided each year.
Employee Lounge

The Company has provided a kitchen with appliances for the convenience of employees who wish to have lunch on the premises or the availability of fresh coffee and soft drinks. However this carries with it the responsibility of maintaining the facility in a neat and clean condition.

Maintaining a neat and clean Employee Lounge is the shared responsibility of everyone using the area.

Kitchen cleaning tasks are as follows:

- Keep the counter clear of dirty dishes and wipe up any spills
- Keep the sink clear of dirty dishes by putting dirty dishes in the dishwasher to be washed nightly
- Wipe off the table top after eating
- Place all trash in proper trash receptacles (recycle or trash bins)

Refrigerator maintenance tasks are as follows:

- The first Friday of each month the janitor service will clean the refrigerators
- Human Resources will notify the staff to dispose of all items in the refrigerators before the first Friday of each month
Employee of the Month & Employee of the Year

Criteria for Employee of the Month:

- Quality of work must be accurate, neat and complete
- Merits confidence, follows through on task, requires minimal supervision, knows what it takes to get the job done and show initiative
- Sets high goals, strives to achieve them
- Never late and never leaves work early for the month
- Friendly, helpful, seeks to facilitate activities or department (Positive Attitude)
- Produces above standard output and does not require overtime to maintain work production
- Promotes team concept by working well with others, both in their department and company in whole
- Supervisors, Managers, and Officers are not eligible

Benefits for the Employee of the Month:

- One half day vacation
- Free boat rental from Toler’s Cove
- The name of Employee of the Month will be posted on the intranet
- Certificate of acknowledgement (Framed)
- Eligible for Employee of the Year
- Picture displayed in the Employee of the Month section of the directory on the Company website
- A luncheon party for the entire department
- $50

Benefits for the Employee of the Year:

- Cash award of $500
- Free Harbor Cruise on the Seafix with 5 guests
- Name of the employee on the Employee of the Year Plaque
- Personalized Plaque for the Employee
- Picture displayed in the Employee of the Year section of the directory on the Company website
- Additional vacation day
- A luncheon party for the entire department
Personal Appearance

Discretion in style of dress, grooming and behavior is essential to the success of the Company. During daily business hours, employees may dress casually but neatly and conservatively. Employees who prefer to dress more formally should feel free to do so.

Employees failing to adhere to proper Company standards with respect to their personal appearance are subject to disciplinary action. Employees appearing improperly dressed or groomed may be sent home to return properly dressed. The time lost from work must be made up.

If you have a question about your attire, please ask your Supervisor. Improper dress at anytime may include but is not limited to the following:

<table>
<thead>
<tr>
<th>T-shirts</th>
<th>Backless or Midriff shirts or dress</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jean slacks</td>
<td>Sloppy, Wrinkled or Torn Clothing</td>
</tr>
<tr>
<td>Sweat Suits</td>
<td>Hats</td>
</tr>
<tr>
<td>Athletic Wear</td>
<td>Tennis shoes, sneakers or Flip Flop Sandals</td>
</tr>
<tr>
<td>Mini Skirts</td>
<td>Unusual Hair Color/Style</td>
</tr>
<tr>
<td>Shorts</td>
<td>Excessively Long Fingernails</td>
</tr>
<tr>
<td>Spandex or leggings</td>
<td>Inappropriate Fingernail Polish</td>
</tr>
<tr>
<td>Tank Tops with less than 2” wide straps</td>
<td>Body Piercing Ornaments with the Exception of Earrings (limit to three per ear)</td>
</tr>
<tr>
<td>Muscle Shirts</td>
<td>Any garment that is distracting or revealing</td>
</tr>
<tr>
<td>Overalls &amp; Shortalls</td>
<td></td>
</tr>
</tbody>
</table>

Excessive tattoos must be covered with clothing. Hair must be combed and neat, beards must be trimmed, and personal cleanliness must be of the utmost standard as a consideration to your co-workers and visitors.

Special Occasions

From time to time clients or other important individuals will visit our office. These visits will be announced by management in advance and each employee will be required to “dress up” on that day. This requires coats and ties for the men and appropriate business attire for the women. Under these conditions, the same sanctions apply for improper dress.

There are also occasion where we allow employees to have a casual day. A casual day will be announced by Human Resources and employees are allowed to wear more casual attire such as: jeans, t-shirts, shorts, and sneakers. On a casual day employees are expected to “dress down” appropriately for the business environment and not wear anything revealing, distracting, torn or unkempt.
Standards for Appropriate Conduct

As an employee of the Company, you will be expected to accept responsibility, uphold sound business principles and exhibit a high degree of integrity.

This involves respect for the rights and feelings of others. Please refrain from behavior that might be harmful to yourself or your co-workers, as well as actions that might be viewed unfavorably by the public at large.

Examples of inappropriate behavior include but are not limited to the following:
1. Falsifying employment or other organizational records
2. Violation of the Company's nondiscrimination and/or harassment policy
3. Excessive, unnecessary, or unauthorized use of Company supplies
4. Reporting to work intoxicated or under the influence of drugs, or calling in sick from over indulgence of alcoholic beverages or drugs
5. Manufacturing, possessing, using, selling, distributing, or transporting illegal substances
6. Bringing or using alcoholic beverages on Company premises or while on duty unless authorized
7. Fighting or using obscene, abusive, or threatening language or gestures
8. Theft or embezzlement of any property
9. Possession of weapons on Company premises
10. Disregarding safety or security regulations
11. Insubordination
12. Compromising confidential information
13. Sleeping on the job

Unsatisfactory performance, work habits, attitude or conduct may result in disciplinary action, including termination.
Attendance

Punctual and regular attendance is an essential function of each employee’s job at the Company. Any tardiness or absence causes problems for fellow employees and supervision. When an employee is absent, others must perform his or her work.

Employees are expected to report to work as scheduled, on time and prepared to start work. Employees also are expected to remain at work for their entire work schedule, except for break periods or when required to leave on authorized company business. Late arrival, early departure, or other absences from scheduled hours are disruptive and must be avoided.

In all cases of absence or tardiness, employees must provide their Supervisor with an honest reason or explanation. Documentation of the reason may be required. Employees also must inform their Supervisor of the expected duration of any absence. An employee must call his or her Supervisor in advance of his or her regular starting time on any day on which the employee is scheduled to work and will not report to work. If you cannot personally telephone, you should have someone else do so.

Excessive absenteeism (excused or not) may be grounds for discipline up to and including termination of employment. Each situation of excessive absenteeism or tardiness will be evaluated on a case-by-case basis. However, even one unexcused absence may be considered excessive, depending on the circumstances.

Any employee who fails to report to work without notification to his or her Supervisor for a period of two days or more will be considered to have voluntarily terminated the employment relationship.
Workplace Searches

During the course of business, employees often keep personal items in or upon their desks, filing cabinets etc. Pictures, personal notebooks, keys and other items of a personal nature are a normal part of the working environment. However, the desks, filing cabinets and other office furniture belong to the Company and are provided for the employee’s business use. Employees are not permitted to store or possess unauthorized alcohol, illegal drugs or other illegal, non-business items on or in the Company’s facilities.

The Company, upon reasonable suspicion, has the right to make random and unannounced searches of its property and premises in order to maintain it’s legitimate business operations. Under the same circumstances, it may also ask to inspect personal packages, handbags or question employees or visitors to the premises.

IN ORDER TO MAINTAIN ITS LEGITIMATE BUSINESS INTERESTS, EMPLOYEES WHO REFUSE TO COOPERATE IN THESE SEARCHES MAY BE SUBJECT TO DISCIPLINARY PROCEDURES INCLUDING TERMINATION OF EMPLOYMENT.
Solicitation & Distribution of Literature

In an effort to assure a productive and harmonious work environment, persons not employed by the Company may not solicit products or distribute literature in the workplace at any time for any purpose unless there is prior approval by management.

The Company recognizes that employees may have interests in events and organizations outside the workplace. However, employees must still obtain prior approval from management.

Intranet

The Intranet is an electronic internal website to relate current information to everyone within the organization. The Company Intranet will be displayed when you start up your system. There are many segments to the Intranet for your convenience. Below are a few of the segments you should be aware of.

Labor Posters and new Company Employment Policies are posted on the Intranet for everyone’s accessibility. If you have a question regarding any notice or policy, please contact Human Resources.

Classified - there is a classified section of the Intranet for individuals to post notices for everyone to review. All classified notices will be reviewed and approved by Human Resources before being posted.

Forms - This section of the Intranet will have lots of forms you may use regularly. For instance, this Information Manual is posted in this section, along with the Travel Policy, Expense Reimbursement form, some benefits reimbursement forms.
Smoking

In keeping with the Company’s intent to provide a safe and healthful work environment, smoking is prohibited throughout the workplace.

Smoking is not permitted within 100 feet of the proximity of the building entrances.
Automobiles
The Company assumes no responsibility for damage to or loss of employee’s automobiles or other personal property in the parking area. However if there is an incident of loss, please notify the Company.

Company Name and Letterhead
The Company name is registered with the Secretary of State's office in South Carolina. Only the Officers of the Company, or their designees have the authority to authorize the use of our name or Company information in any printed or broadcasted report, prospectus, document, brochure, letter, appeal, or any other communication.

The Company letterhead is not to be used for personal correspondence.

Cost Control
Our future growth and continued revenue is directly related to each individual's efficient performance of their designated duties and responsibilities as well as their contributions, directly and indirectly, to the overall efficient operation of our Company.

A continuing revenue stream enables our Company to survive during tough economic conditions and to continue to invest in new equipment and facilities to ensure future growth. Even in favorable economic times, the Company will always study ways to control costs. It is important that each employee realize cost savings may be generated from any area whether materials, electricity, paper, other supplies or even procedural changes that save time.

Each employee should work to reduce expenses in all areas and improve efficiency. Please make use of the suggestion box or talk directly to your Supervisor. If you do not receive a response to your suggestion or see a change in operations, contact the department Manager or one of the Officers.
Credit Cards

The Company provides credit cards to some Supervisors, as a convenience to purchase business related items. Credit cards are never for personal use. If you are issued a credit card, you are personally responsible for charges and/or its loss. Abuse of this privilege may be cause for disciplinary action, up to and including termination and legal action.

Housekeeping

Work areas should be maintained in a clean and organized condition. You are expected to keep your own work area neat and organized. Please keep only necessary materials pertaining to your tasks in your work area.

Keys, Security Devices And/Or Equipment

Supervisors who are issued Company keys, security devices or equipment must sign a “Receipt of Equipment or Security Device” form. Security devices such as keys are Company property, and as such, are not to be duplicated or loaned to someone else without management's approval. All security devices and/or equipment are to be returned upon separation from the Company.

Duplication or improper distribution of Company security devices may result in serious consequences.

Personal Telephone Calls

We understand the need to accept an emergency call or place an occasional brief personal call at work. However, excessive personal calls tie up Company lines, delay important business matters and interrupt your job responsibilities. Please keep them to a minimum. Non-business related cell phone use is to adhere to the same practice as personal utilization of the company telephone.

If you must place a personal long distance call, please inform your Supervisor of the length of the call and the date. Personal long distance calls will be deducted from the employee’s paycheck.
Protection of Personal Property

You are responsible for safeguarding your personal effects while at work. We carry no insurance on these items and accept no responsibility for any loss of personal effects, including cash.

Return of Property

Employees are responsible for items issued to them by the Company. These items may include but are not limited to:

1. Pagers, telephones or other electronic equipment
2. Keys
3. Employee Information Manual or other manuals
4. Tools, Equipment
5. Written materials
6. Credit cards
7. Company vehicles.
8. Computers and software

Employees must return all Company property immediately upon request or upon termination of employment. Where permitted by law, the Company may withhold from the employee’s paycheck or final paycheck the cost of any items that are not returned in good working order as required. The Company may also take any action deemed appropriate to recover or protect its property.

Parking

The parking lot is a shared lot with the other buildings adjacent to ours. Employees may park throughout the lot, but be mindful of marked spaces for handicapped parking.
Drug & Alcohol Test Consent Form

I have been clearly advised of the Company’s Substance Abuse and the Drug and Alcohol Testing Policies. I understand that I may be asked to provide a urine and/or saliva and/or blood specimen that will be tested for the presence of drugs and/or alcohol, based upon incidents described within the Company’s policies.

I hereby release, the Company, its subsidiaries, its affiliates, Officers, employees, agents and other representatives from any and all liability for claims, losses and/or expenses which I or my heirs or successors might now, or in the future, have as a direct or indirect result of any testing performed, or the communication or disclosure of such test results, whether I agree or disagree with the test results.

I understand that if I disagree with the results of the screening, I may immediately be re-tested at my expense. I also understand that refusal to comply with the testing procedure may result in my termination.

I acknowledge that I have read this Consent Form and understand that I have had the opportunity to have it explained to me to my satisfaction and accept all the provisions.

Employee Name: ________________________________  (Print Full Name)

Employee Signature: ____________________________  Date: ________________
Authorization for Release of Employment Records

I hereby authorize the Company to supply my employment record, in whole or in part, and in confidence to any prospective employer, government agency or other party, having a legal and proper interest.

I understand the Company will only verify my dates of employment via telephone. A request for other pertinent information regarding my employment from a prospective employer must be submitted in writing. The Company will then have my approval to release such other requested information in writing.

Employee’s Signature: __________________ Date: _________________

Witness’ Signature: _________________ Date: _________________
Electronic Communications Agreement

I understand that all electronic communication systems including voice mail are the property of the Company. All information transmitted, received or stored in these systems is subject to scrutiny by the Company. I also understand that these systems are to be used solely for job-related purposes and that I have no expectation of privacy in connection with the use of this equipment or with the transmission, receipt, or storage of information in this equipment.

I agree not to use a code, access a file, or retrieve any stored communication unless authorized. I acknowledge and consent to the Company monitoring information on this equipment at any time at its discretion. Such monitoring may include printing and/or reading all e-mail or playing back voice mail stored in these systems.

__________________________________  ________________________
Name of Employee (Please print)       Employee's Signature

Date: ____________________________
Receipt of Company Equipment and/or Security Devices

I have been issued a KEY, and/or a COMBINATION TO A LOCK that will provide access to the Company property or facilities at any time.

I understand that the key or device belongs to the Company and is not to be duplicated or given to anyone without Management’s approval. I understand too, any combination to locks is privileged and confidential information not to be disclosed to anyone without permission. I further agree to return any security devices or equipment entrusted to me either upon the request of Management or the termination of my employment.

Item Issued:_______  Date Issued:______  Date Returned:______  Rec’d By:______________

Item Issued:_______  Date Issued:______  Date Returned:______  Rec’d By:______________

Item Issued:_______  Date Issued:______  Date Returned:______  Rec’d By:______________

Item Issued:_______  Date Issued:______  Date Returned:______  Rec’d By:______________

Item Issued:_______  Date Issued:______  Date Returned:______  Rec’d By:______________

Employee Name:  ____________________________

(Print Full Name)

Employee Signature: __________________________
EMPLOYMENT AT WILL

ACKNOWLEDGEMENT

It is the desire of the Company that the employment relationship be a long and rewarding one. However, the Company recognizes that circumstances change with the passage of time. An employee may leave at any time with or without notice. In some instances, it may be necessary for the Company to end the relationship.

ALL EMPLOYEES OF THE COMPANY ARE EMPLOYEES AT-WILL. YOU MAY TERMINATE YOUR EMPLOYMENT AT ANY TIME AND FOR ANY REASON. LIKewise, THE COMPANY RESERVES THE RIGHT TO TERMINATE YOUR EMPLOYMENT WITH OR WITHOUT NOTICE AND WITH OR WITHOUT CAUSE.

An employee may be separated from employment by either voluntary resignation or involuntary termination. Notice of a voluntary resignation is not required. However, the Company would appreciate as much notice as practical under the circumstances.

An involuntary termination can result from any one of many factors. Some factors, such as lack of work, may be beyond either the employee’s or the company’s control. The company exclusively controls other factors, such as organization or manning level, but the employee controls some of the most important factors, such as attitude and performance.

____________________________________________________________________________________________________
Employee Signature
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
Employee Name (printed)

_____________________________________________________________________
Date
Donated Paid Time Off Request Form

Name of Employee Donating PTO:

________________________________________________________________________

Name of Employee Receiving donated PTO:

________________________________________________________________________

I hereby voluntarily authorize _______ hours of PTO to be donated to the PTO bank of the above named recipient employee.

This donation will be deducted from my PTO bank of hours and will leave me with at least 37.50 hours of earned PTO.

I further understand that I am responsible for obtaining my supervisor's authorization and then forwarding this form to Human Resources for processing.

___________________________________________________________  Date

Employee Signature

___________________________________________________________  Date

Supervisor's Approval & Signature

___________________________________________________________  Date
Payroll Advance or Loan Request Form

Employee Name: _________________________________________ Date of Hire: __________________________

Date of Advance/Loan Request: __________________________ Amount Requested: _______________________

Name of Employee's Supervisor: __________________________ Total # of Previous Loans/Advances: ______

I, the undersigned employee, in consideration of the amount of the advance pay/loan given to me by Johnson & Johnson, Inc., I hereby irrevocably authorize the Johnson & Johnson, Inc., Payroll Department to deduct the advance/loan amount in equal installments from the net earnings payable to me for the next __________ pay periods beginning __________________. I understand that each deduction shall be________________. I fully understand and agree that the total of all payroll deductions for repayment of this advance/loan shall be equal to the total amount advanced/loaned in accordance with the above schedule.

I further understand and agree that my acceptance of the advance/loan amount and this related authorization for payroll deduction shall in no way be construed for my continued employment with Johnson & Johnson, Inc., whether voluntary or involuntary, prior to the total recovery by Johnson & Johnson, Inc. of the amount advanced/loaned to me. I authorize Johnson & Johnson, Inc. to deduct the full remaining balance of this advance/loan from my final paycheck. In the event my final paycheck is insufficient to repay the advance/loan, I recognize my absolute and irrevocable obligation to fully repay any remaining balance to Johnson & Johnson, Inc. after my final paycheck has been credited against the advance/loan amount owed.

Financial Counseling Required ______ Yes

_______ No

Approval & Signatures:

_____________________________________________ __________________________
Employee Date

_____________________________________________ __________________________
Supervisor Date

_____________________________________________ __________________________
Human Resources Date
ACCIDENT/INJURY REPORT

Supervisor must complete report and return to the Human Resource Department within 24 hours.

Name: ___________________________ SSN: _______ - _______ - _______

Date of Accident: Day______ Mo.______ Yr._______ Time of Accident: ______________________am/pm

Place of Accident: ______________________________________________________________

Witnesses: (if any) First Aid Given? _____Yes _____No

Name _________________________________________ By Whom? ____________________________

Address: ________________________________________________________________

Hospitalized? _____Yes _____No Physician: ____________________________

Phone No.: ____________________________

Nature and extent of injuries:  __________________________________________________

____________________________________________________________________________

How did accident/injury occur? (Be specific; use extra sheet if necessary): ________________

____________________________________________________________________________

Job or activity engaged in at time of injury (Be specific): _______________________________

____________________________________________________________________________

Describe any unsafe conditions, methods or practices related to the accident:________

____________________________________________________________________________

____________________________________________________________________________

Employee’s Signature ___________________________ Date ___________________

Supervisor’s Signature ___________________________ Date ___________________

Department/Company ___________________________ Location __________________________