

Dunn Police Athletic/Activities League, Inc. Employee Policy and Procedure Manual

Effective June 23, 2014



www.dunnpal.org
Filling Playgrounds, Not Prison's

This manual is merely a summary of current policies of Dunn Police Athletic/Activities League, Inc.. Nothing in this manual alters the fact that all employees of the company are employed “at will”. Employment may be terminated with or without cause or notice at the will of either the employee or company. Neither this manual nor any of its contents is an employment contract, an offer to enter an employment contract, or provides employees with any contract rights.

WELCOME TO DUNN POLICE ATHLETIC/ACTIVITIES LEAGUE, INC.

Welcome to Dunn Police Athletic/Activities League, Inc.. At Dunn Police Athletic/Activities League, Inc., we are optimistic about the future and hope that your employment with us will be mutually rewarding. We look forward to an enjoyable and productive working relationship with you.

It is our goal at Dunn Police Athletic/Activities League, Inc. to outperform the competition in the areas of employment, service and safety. Pursuant to this goal, we strive to provide high quality products and services to our clients and customers. The work and attitude of our employees is important to the success of our company.

This manual has been prepared for employees of Dunn Police Athletic/Activities League, Inc.. As an employee of Dunn Police Athletic/Activities League, Inc., you should review the manual and become familiar with all of the policies. Following your review of the manual, you are to sign and return an Acknowledgement Form that will be provided to you. (A copy of the form can be found at the last page of this manual.)

This manual is only a summary of current personnel policies of Dunn Police Athletic/Activities League, Inc. compiled for convenient reference. Neither the manual nor any policy set forth herein is a contract of employment, an offer to enter into a contract of employment, or provides employees any contract rights. No contract of employment is being offered or implied. No contract of employment is valid and binding on the Company unless it is in writing and signed by the Rodney Rowland.

The employees of Dunn Police Athletic/Activities League, Inc. are “at will” employees. This means that Dunn Police Athletic/Activities League, Inc. may terminate the employment of any employee at any time for any reason, or no reason at all, and the employee may terminate their employment at any time for any reason, or no reason at all. Employment is for an indefinite period and is subject to change in conditions, benefits, and operating policies.

The information contained in this document is in summary form and is intended to give you an overview of what is expected. Many items covered here may be covered in more detail in other company documents, which documents are controlling. Dunn Police Athletic/Activities League, Inc. reserves the right to at any time supplement, revise, revoke or rescind any part or all of this manual or any or all of the benefits or policies set forth herein.

Dunn Police Athletic/Activities League, Inc. reserves sole discretion to interpret this manual or any policy or benefit contained in this manual.

EMPLOYMENT POLICIES

Statement of Equal Opportunity

Dunn Police Athletic/Activities League, Inc. is an equal opportunity employer and will not discriminate in recruiting, hiring, training, promotion, transfer, discharge, compensation or any other term or condition of employment on the basis of race, religion, color, age (over age 39), sex, national origin, or on the basis of disability if the employee can perform the essential functions of the job, with a reasonable accommodation if necessary. Any employee who is aware of discriminatory conduct or who has any concern about a possible violation of this policy should immediately report the conduct or concern to his or her supervisor, designated human resource personnel or any corporate officer.

Discrimination and Harassment

Dunn Police Athletic/Activities League, Inc. disapproves of and strictly prohibits comments or actions by anyone that may create an offensive or hostile work environment for any employee because of the employee's race, color, religion, age, sex, marital status, national origin, disability, ancestry, or medical condition. This policy extends not only to prohibiting unwelcome sexual advances and offensive sexual jokes, innuendos, or behaviors, but also prohibits offensive conduct related to or based upon factors other than sex.

Employees who believe they are victims of harassment or who are aware of harassment should immediately report the situation to a supervisor, the director of human resources, a designated human resources representative or any manager or corporate officer. An employee who thinks he or she is a victim of harassment may discuss the offensive conduct with the offender(s) before reporting it to management, but is not required to do so.

Dunn Police Athletic/Activities League, Inc. will promptly investigate complaints or reports of harassment. The investigation will be conducted, and complaints will be handled in a confidential manner to the extent realistically feasible. When warranted by the investigation, Dunn Police Athletic/Activities League, Inc. will take immediate and appropriate corrective action. Such action may include disciplinary action against the offender(s), which may range up to and include dismissal, depending on the severity of the conduct as assessed by Dunn Police Athletic/Activities League, Inc..

No retaliation will be permitted against an employee who registers a complaint or reports a harassment incident, or against any employee who provides testimony as a witness or who otherwise provides assistance to any complaining or reporting employee, or who provides assistance to Dunn Police Athletic/Activities League, Inc. in connection with the investigation of any complaint or report.

After Dunn Police Athletic/Activities League, Inc. has taken appropriate corrective action to resolve a complaint or report of harassment, Dunn Police Athletic/Activities League, Inc. will make follow-up inquiries after an appropriate interval to insure that the harassment has not

resumed and retaliation has not been suffered. However, victims and witnesses are not required to wait for follow-up. If harassment resumes or retaliation occurs, the victim or witness is encouraged to contact an appropriate Dunn Police Athletic/Activities League, Inc. supervisor, human resources representative, officer or other company manager immediately so Dunn Police Athletic/Activities League, Inc. may promptly and effectively act.

Immigration Law Compliance

Dunn Police Athletic/Activities League, Inc. is required by federal immigration laws to verify the identity and work authorization of all new employees. In keeping with the obligation, documentation that shows each person's identity and legal authority to work must be inspected. Each new employee must also attest to his/her identity and legal authority to work on an I-9 Form provided by the federal government. This verification must be completed as soon as possible after an offer of employment is made and in no event more than three (3) business days after an individual is hired and before the individual begins work. A copy of this form will be provided to you for your completion. All offers of employment with Dunn Police Athletic/Activities League, Inc. are conditioned upon furnishing evidence of identity and legal authority to work in the United States in compliance with the federal law. Providing falsified documents of identity and eligibility to work in the United States will result in cancellation of your consideration for employment or dismissal if employed. Every rehired employee must also satisfy this requirement. It is the employee's responsibility to ensure that the work authorization on file is current. The Department of Homeland Security recommendation is to apply for renewed authorization a minimum of ninety (90) days in advance of expiration. Inability to provide renewed authorization on or prior to the expiration date of the original document will result in the employee's immediate termination.

Health Requirements

All employees shall be of sufficient good health to properly discharge their duties. Employees who have an infectious disease shall not be permitted to work for the duration of communicability. If an employee becomes ill or injured while on duty, it is his/her responsibility to report such illness or injury to his/her supervisor immediately. Failure to do so may result in a loss of potential benefits for that illness or injury. If an employee has excessive absences from work due to illness, his/her physical condition may be reviewed to determine the ability to continue in that position, and a physician's release that he/she is able to work may be required.

Drug-Free Workplace

Dunn Police Athletic/Activities League, Inc. is committed to providing a work environment that is free from alcohol and illegal drugs, and prescription or over-the-counter drugs that impair the performance of essential job functions or increase risk of injury, death, or property loss. The costs of alcohol and drug abuse are staggering and are manifested by accidents, tardiness, absenteeism, property damage, increased occupational injury costs, increased health insurance costs, decreased productivity, the cost of replacing and retraining new employees, and employee

theft. In an effort to minimize the effects of alcohol and drugs in the workplace, Dunn Police Athletic/Activities League, Inc. has adopted the following policy.

A. The following are prohibited:

- i. Purchase, use, possession, distribution or being under the influence of alcohol on Dunn Police Athletic/Activities League, Inc. or client property, during working hours or at any time while on Dunn Police Athletic/Activities League, Inc. business.
- ii. Purchase, sale, possession, use, manufacture, distribution or being under the influence of any illegal drug at any time during your employment by Dunn Police Athletic/Activities League, Inc.; or
- iii. Use or being under the influence of any prescription or non-prescription (over the counter) drug that may adversely affect your performance of the essential functions of your job or increase the risk of injury, death or property loss of you or others.
- iv. Purchase, sale, use, distribution or possession, during working hours or while on company business, of any drug paraphernalia, including, but not limited to, any tools, equipment, supplies or materials used, designed or intended for the illegal or improper use of any drug.
- v. Reporting to or being at work with a measurable quantity of any alcohol, drug, intoxicant or narcotic in the blood or urine (except for any prescribed or over-the-counter drug of the type and at a level determined in the sole opinion of Dunn Police Athletic/Activities League, Inc. or its designee as neither interfering with performance of essential job functions nor increasing the risk of injury, death or property loss of you or others).

B. Any employee of Dunn Police Athletic/Activities League, Inc. who at any time during his or her employment with Dunn Police Athletic/Activities League, Inc. is charged with, or convicted of, violating any law, the basis of which violation in any way involves the use or being under the influence of alcohol or any drug shall immediately report the charge or conviction to his or her immediate supervisor or any company official and in all cases, no later than the beginning of the next work day.

No employee may report to work with illegal drugs (or their metabolites) or alcohol in his or her bodily system. The only exception to this rule is that employees may engage in moderate consumption of alcohol that may be served and/or consumed as part of an authorized Dunn Police Athletic/Activities League, Inc. social or business event. "Illegal drug" means any drug that is not legally obtainable or that is legally obtainable but has not been legally obtained. It includes prescription drugs not being used for prescribed purposes or by the person to whom it is prescribed or in prescribed amounts. It also includes any substance a person holds out to another as an illegal drug.

As part of our efforts to keep this environment safe and free of illegal drug use, we will conduct random and intermittent drug tests of all employees in positions where the safety or security of the employee or others is an issue.

In addition, we may ask any employee, regardless of job responsibilities, to submit to a drug test in the following circumstances:

- When we suspect that the employee is under the influence of illegal drugs
- When we suspect that the employee has been involved in the sale, purchase, use, or distribution of illegal drugs on the worksite or while performing job duties
- When the employee has been involved in a workplace accident or incident
- When the employee has been involved in an accident or incident offsite but while on company business, or
- When the employee has violated a safety rule

Any employee who feels he or she has developed an addiction to, dependence upon, or problem with alcohol or drugs, legal or illegal, is strongly encouraged to seek assistance before a violation of this policy occurs. Any employee who requests time off to participate in a rehabilitation program will be reasonably accommodated. However, employees may not avoid disciplinary action, up to and including termination, by entering a rehabilitation program after a violation of this policy is suspected or discovered. When, in the Dunn Police Athletic/Activities League, Inc.'s sole and absolute discretion, the Dunn Police Athletic/Activities League, Inc. determines it is appropriate, an employee may be offered the option of participating in and satisfactorily completing a Company-approved drug and/or alcohol rehabilitation program in lieu of termination.

Violation of any part of this policy (or any charge or conviction described in “B”) may result in disciplinary action, up to and including termination of employment.

Smoking

Smoking is only permitted in those places and at those times designated by Dunn Police Athletic/Activities League, Inc.. Do not smoke near any area where flammable or combustible materials, such as solvents, are used or stored. Other rules regarding smoking may apply depending on your work location. If you have any questions, ask your supervisor.

Confidentiality of Information

Confidential information of Dunn Police Athletic/Activities League, Inc., of any nature and in any form whatsoever, including, but not limited to, all data or information that is competitively sensitive or is not generally known or available to the public, client lists and files, and personnel records and data, shall be kept confidential and private and shall not be removed from Dunn Police Athletic/Activities League, Inc. premises without the prior written authorization of Dunn Police Athletic/Activities League, Inc.. Such confidential information shall only be used for the benefit of Dunn Police Athletic/Activities League, Inc. and its interests. Employees will be required to sign a confidentiality agreement, non-solicitation agreement and/or agreement not to compete containing such provisions as Dunn Police Athletic/Activities League, Inc. deems appropriate.

Employee Investigations

Dunn Police Athletic/Activities League, Inc. recognizes the importance of employees who are honest, trustworthy, qualified, and reliable. For purposes of furthering these concerns and interests, before hiring an individual, Dunn Police Athletic/Activities League, Inc. reserves the right to investigate the individual's prior employment history, personal and/or business references, educational background, and or other relevant information that is reasonably available. In hiring for certain positions, Dunn Police Athletic/Activities League, Inc. may review an applicant's credit report and criminal background, if any. Consistent with these practices, all job applicants will be asked to sign a Release of Information Authorization, which will include a release of liability for disclosure of information by a third party. To the extent permitted by law, Dunn Police Athletic/Activities League, Inc. reserves the right to exclude any applicant from consideration for employment, where the applicant refuses to sign the Release of Information Authorization form as requested.

In addition, Dunn Police Athletic/Activities League, Inc. may find it necessary from time-to-time to investigate current employees, where behavior or other relevant circumstances raise legitimate questions concerning work performance, reliability, honesty, trustworthiness, or potential threat to the safety of co-employees or others. Where appropriate, these investigations may include credit reports and criminal records, including appropriate inquiries about any criminal investigation or arrest that is pending further proceedings. Employees subject to such investigations are required to reasonably cooperate with Dunn Police Athletic/Activities League, Inc. to obtain relevant information, and may be subject to disciplinary action, up to and including termination, for failure to do so.

All employees are strongly encouraged to immediately report any incidents of potentially threatening, harmful, or criminal behavior of co-employees, supervisors, customers, clients, vendors, or visitors.

Workplace Violence

The following are prohibited and will not be tolerated of any employee on Dunn Police Athletic/Activities League, Inc. premises or while on Dunn Police Athletic/Activities League, Inc. business:

- a. Any direct or indirect harassing, intimidating, abusive or threatening language, actions or behavior.
- b. Any direct or indirect plan, threat or act of violence, injury, death or property damage (including, but not limited to fistfights, wrestling or other forms of physical fighting with or without weapons).
- c. Possession, use or display of a weapon on company premises or while on company business.

Any employee violating this policy will be subject to disciplinary action, up to and including termination of employment.

Safety Policy

Dunn Police Athletic/Activities League, Inc. wants every employee to enjoy a safe workplace. Employees must comply with all safety rules and policies (and rules and policies of clients when on client premises) and all requirements of OSHA- the Occupational Safety and Health Act.

In accordance with applicable law, Dunn Police Athletic/Activities League, Inc. has established a safety committee to constitute and have such duties as defined by applicable state law. Employee members of the safety committee will be paid for their time while attending committee meetings or while otherwise engaged in committee duties. Employees must comply with the injury prevention program adopted by the safety committee.

Please observe Dunn Police Athletic/Activities League, Inc. safety rules in every phase of your work, with particular emphasis on proper lifting techniques when handling heavy objects. You are required to participate in the safety effort of Dunn Police Athletic/Activities League, Inc. by working safely and attending safety sessions when offered. Incidents involving personnel are reviewed on a regular basis to identify safety hazards. If you should have an incident or injury or observe an unsafe condition, report it to your supervisor immediately, no matter how insignificant it may seem. Your particular job requirements may include additional specific safety guidelines, which you are required to observe and practice with no exceptions. You will not be subject to reprisal or retaliation for reporting unsafe conditions to management or outside enforcement authorities.

The following guidelines have been established as a part of Dunn Police Athletic/Activities League, Inc.'s safety policy:

- The safe way is the right way to do each job. Shortcuts are not the way.
- Know your job procedures. If in doubt, ask your supervisor.
- Operate equipment only as authorized and with all safety guards in place.
- Report unsafe acts to your supervisor before someone is injured.
- Report unsafe conditions immediately to your supervisor.
- Report unsafe equipment to your supervisor right away. Do not attempt repairs no matter how skilled you feel you are.
- Report any incident right away (**even if no injury**) to your supervisor.
- At the scene of an incident, be helpful, courteous, and avoid argument or discussion of the situation. Get your supervisor immediately (documenting conditions helps us help you).
- Get medical aid even for small injuries. Delay can make it worse.
- Arrive at work rested, clean, and in good health. Be able to give full attention to your job.
- Report infections to your supervisor (which can be evidenced by conditions such as: skin eruption, boil, sore throat, vomiting, fever, etc.).
- If you feel ill at work, report to your supervisor. Get medical aid to protect yourself and others. Keep health tests up to date.

- Follow guidelines for health in the prevention of communicable diseases. These guidelines are for your health and safety and those with whom you work.
- Warning signs help you prevent incidents. Obey them! Remind others, too.
- If using chemicals, read labels carefully to follow safety warnings, mixing instructions, etc.
- Horseplay is NOT allowed. Practical jokes can cause serious injury.
- You are required to observe all safety notices posted and any specific safety requirements for your particular job.
- Violent acts in the workplace, including threats and intimidation are NOT allowed. This includes all threats, verbal or physical. Any such occurrences should be immediately reported to management.

Reporting Injuries

To ensure that proper attention is given and appropriate action taken when an injury occurs within the workplace, please follow these procedures:

1. Report the injury to your on-site supervisor immediately. If your supervisor is not immediately available, report to the manager or other authorized person. Seek or obtain medical attention if required.
2. Report the injury to your Dunn Police Athletic/Activities League, Inc. supervisor and/or designated human resources representative within 24 hours, or as soon as practical. Worker's Compensation laws require the processing of claims within reasonable time frames. All injuries/accidents MUST be reported promptly for claim submission.
3. If you are involved in or are a witness to an incident, you should provide information in order for the appropriate report to be completed. Please be aware of the importance of immediate action in recording all details of the incident.

Incident Reports

An incident report must be filled out and signed by any employees who witness an incident or injury immediately following the occurrence. Failure to do so may result in disciplinary action. This policy is important to the safety and well being of all our employees.

Hazardous Chemicals

Introduction

OSHA developed the hazard communication standard with the goal of reducing the chance of chemically caused illnesses and injuries to workers by providing you, as an employee, with information regarding the hazards or chemicals you may be exposed to in your work. The standard requires that we have a written hazard communication program, which includes information on container labeling, Material Safety Data Sheets (MSDS), and an employee-training program.

Although the standard uses the word "Hazardous" to describe the chemicals in question, it also includes items we use everyday that many of you would not consider hazardous such as: motor

oil, coolants, paint, solvents, and glues. These items are commonly used, sometimes daily, and rarely with any problems. However, they should be treated as hazardous chemicals. Knowing more about chemicals we use will make you aware of potential problems and help reduce or eliminate health and safety problems when you use these chemicals.

There are three areas you should be familiar with about chemical products to which you may be exposed:

- Container Labeling
- Listing of Chemical Products in Use
- Material Safety Data Sheets (MSDS)

Container Labeling

Chemical containers cannot be shipped from the manufacturers or distributors unless they are properly labeled with the identity of the chemical. The label should tell you what chemical is in the container, what hazard that chemical may present and name and address of the manufacturer. Labels should not be defaced or removed and no chemical shipments should be accepted, even on a trial basis, without the proper label.

When transferring chemicals from large containers to a smaller container a label should be applied to the new container, unless the product is to be immediately and completely used by the person who transferred the chemical, and he or she knows the new container's content and that the transfer to the new container is appropriate.

The basic purpose of labeling requirements are to give an immediate warning of the chemical inside the container and to remind you that more detailed information is available from Material Safety Data Sheets. If a chemical container has no label, immediately inform your supervisor so that the contents can be labeled appropriately. Do not use the contents of any container that does not have a label.

Chemical Product List

Each jobsite and office location has a list of chemical products used in our company's operation. This list is alphabetized by product name and also by manufacturer's name. Should you have questions on any of the chemicals on this list, you can request a copy of the Material Data Safety Sheet for your information. Make your request through your supervisor.

Material Safety Data Sheets (MSDS)

These are technical bulletins prepared by companies who make chemicals. They should contain the following information:

- The identity of the chemical, including the chemical and common names.
- Physical and chemical characteristics of the chemical.
- Known acute and chronic health effects and related health information on the chemical.
- Exposure limit.
- Whether chemical is considered carcinogenic.
- Precaution measures to take when using the product.
- Name and address of the person who prepared the information.

- Emergency and first aid procedures.

The safe use of chemicals depends on:

- Recognizing the hazard: Know the product you are using, read the MSDS, become familiar with precautions to be taken, and heed warnings by the manufacturer. Use only in accordance with label instructions.
- Evaluating your use: Look at yourself and what you are trying to accomplish with the chemical.
- Controlling your exposure: Personal protection should be used as recommended, proper ventilation is required, and follow appropriate storage requirements.

Always consider these three elements when working with any chemicals.

Chemical Exposure

The MSDS should provide information on chemical exposure threshold limits and routes of entry, as these terms are described below.

Threshold limits - How much of a product you can be exposed to without it being hazardous. Example: fumes from solvents, adhesives, welding, etc. A small amount of fumes inhaled over a short period of time may or may not affect you. A small amount breathed continually for 8 hours a day or a 40-hour week will increase the overall dose and could have ill effects. On the other hand, a large amount of fumes for a few minutes may be irritating and may or may not have lasting effects.

Routes of entry - How chemicals get into our system: inhalation (breathing fumes or vapors), absorption (through skin pores after handling or getting on clothing), ingestion (swallowing or eating). Though you would not think of eating a chemical product, if you eat lunch, a snack at break time, or smoke a cigarette without washing your hands, you may be eating the chemical that is on your hands.

Types of Chemicals - Some examples and how they can affect us:

- Corrosives - Such as battery acid and sulfuric acid, corrode or eat away at metals and steel and can do the same to your hands and face.
- Irritants – Such as solvents, do as they say, they irritate the skin or membranes and can cause a rash or dermatitis.
- Sensitizers – Such as epoxy and lacquers, affect the nervous system, coordination, muscle control, and thinking (brain).
- Toxins – Such as carbon monoxide, enter the blood stream and are carried to the brain and nervous system. In excessive amounts, will shut them down.
- Carcinogens – Such as asbestos fibers, are proven cancer causing to lungs and cell tissue.

Conclusion

Hazard communication is common sense thinking about what you are doing, informing yourself, preparing for the task, and taking the necessary precautions. What you do not know **CAN HURT YOU**. By knowing, checking the MSDS, evaluating your use, and controlling your exposure you can make chemical products work for you successfully and safely.

During Work Activities

You must observe and comply with the following:

1. Use CAUTION when lifting any item. A two-person team must handle packaged or heavy items. Lifting heavy items requires a two-person lift. Remember, lift with your legs, not your back! Use assistive equipment, such as a dolly, when transporting heavy objects. If in doubt, consult your supervisor.
2. Observe all safety precautions and/or manufacturer's specifications prescribed for use of equipment. Always consult your supervisor if in doubt.

Fire Emergency Procedures

The most frequent causes of fires are chemicals, grease, and careless smoking. In these conditions, a major fire can be only three minutes away from the "flashover" It is vital that you utilize the three major tactics: **RESCUE, CONFINE, AND ALERT!**

- First, **RESCUE** anyone in the immediate path of a fire.
- Second, **CONFINE** the fire. Shut doors and/or windows in the room or area where the fire is erupting. This will keep it from spreading into other areas, etc.
- Third, **ALERT**. Utilize your fire alarm system to tell the fire department about the fire.

After you have completed the above steps, only then can you consider fighting the fire. Make sure you use the correct extinguisher for the type of fire that you are fighting. Do not place your safety in jeopardy. If you cannot RESCUE, CONFINE or ALERT without unreasonable danger or risk, then don't!

Severe Weather

In the event of severe weather or a severe weather warning, take shelter in a designated severe weather shelter. Ensure that you are aware of the location of designated shelter areas.

Employment-At-Will

Employment with the Dunn Police Athletic/Activities League, Inc. is on an at-will basis, unless otherwise specified in a written employment agreement. You are free to resign at any time, for any reason, with or without notice. Similarly, the Dunn Police Athletic/Activities League, Inc. is free to conclude the employment relationship at any time for any lawful reason, with or without cause, and with or without notice.

Nothing in this Handbook will limit the right of either party to terminate an at-will employment. No section of this Handbook is meant to be construed, nor should be construed, as establishing anything other than an employment-at-will relationship. This Handbook does not limit

management's discretion to make personnel decisions such as reassignment, change of wages and benefits, demotion, etc. No person other than the President and Executive Board has the authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment other than at-will terms. Only the President and Executive Board of the Dunn Police Athletic/Activities League, Inc. has the authority to make any such agreement, which is only binding if it is in writing and signed by the President of the Dunn Police Athletic/Activities League, Inc.

Arbitration Policy

In consideration of your employment with Dunn Police Athletic/Activities League, Inc., its promise to arbitrate all employment-related disputes, and your receipt of the compensation, pay raises, and other benefits paid to you by the company, at present and in the future, you agree that any and all controversies, claims, or disputes with anyone (including the company and any employee, officer, director, or benefit plan of the company, in their capacity as such or otherwise), whether brought on an individual, group, or class basis, arising out of, relating to, or resulting from your employment with Dunn Police Athletic/Activities League, Inc. or the termination of your employment with the company, including any breach of this agreement, shall be subject to binding arbitration under the terms and conditions set forth in the at-will employment, confidential information, invention assignment, and arbitration agreement between you and Dunn Police Athletic/Activities League, Inc. (or such other confidentiality agreement between you and the company, each the "confidentiality agreement"). In the event the confidentiality agreement between you and Dunn Police Athletic/Activities League, Inc. does not contain an arbitration provision, then you nevertheless agree to arbitrate any and all claims set forth above in a neutral, mutually agreeable forum according to the applicable minimum standards for arbitration.

Employee Classifications

The following terms are used to describe employees and their employment status:

Exempt Employees - Employees whose positions meet specific tests established by the Federal Labor Standards Act ("FLSA") and North Carolina state law. In general, exempt employees are those engaged in executive, managerial, high-level administrative and professional jobs who are paid a fixed salary and perform certain duties. In addition, certain commissioned sales employees and highly paid computer professionals are exempt. Exempt employees are not subject to the minimum wage and overtime laws.

Nonexempt Employees - Employees whose positions do not meet specific tests established by the FLSA and North Carolina state law. All employees who are covered by the federal or state minimum wage and overtime laws are considered nonexempt. Employees working in nonexempt jobs are entitled to be paid at least the minimum wage per hour and a premium for overtime.

Regular Employee - Employees who are hired to work on a regular schedule. Such employees can be either full-time or part-time. The distinction between full-time and part-time depends upon the number of hours that an employee works.

Full-Time - Employees who are not temporary employees, independent contractors, or independent consultants and who are regularly scheduled to work a schedule of 30 hours per work week.

Part-Time - Employees who are not temporary employees, independent contractors, or independent consultants and who are regularly scheduled to work less than 30 hours per work week.

Temporary Employees - Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project. Employment assignments in this category are of limited duration and the temporary employee can be let go before the end of the defined period. Short term assignments generally are periods of three (3) months or less, however, such assignments may be extended. All Temporary employees are at-will regardless of the anticipated duration of the assignment (see Employment-at-Will Policy). Temporary employees retain that status unless and until notified in writing of a change.

Independent Contractor or Consultant - These individuals are not employees of the Company and are self-employed. An independent contractor or consultant is engaged to perform a task according to his/her own methods and is subject to control and direction only as to the results to be accomplished. Independent contractor or consultants are not entitled to benefits.

Each employee will be advised of his or her status at the time of hire and any change in status. Regardless of the employee's status, the employee is employed at-will and the employment relationship can be terminated by the Company or the employee at any time, with or without cause.

Confidentiality

In the course of employment with the Dunn Police Athletic/Activities League, Inc., employees may have access to "Confidential Information" regarding the Dunn Police Athletic/Activities League, Inc., which may include its business strategy, future plans, financial information, contracts, suppliers, customers, personnel information or other information that the Dunn Police Athletic/Activities League, Inc. considers proprietary and confidential. Maintaining the confidentiality of this information is vital to the Dunn Police Athletic/Activities League, Inc. competitive position in the industry and, ultimately, to its ability to achieve financial success and stability. Employees must protect this information by safeguarding it when in use, using it only for the business of the Dunn Police Athletic/Activities League, Inc. and disclosing it only when authorized to do so and to those who have a legitimate business need to know about it. This duty of confidentiality applies whether the employee is on or off the Dunn Police Athletic/Activities League, Inc. premises, and during and even after the end of the employee's employment with the

Dunn Police Athletic/Activities League, Inc.. This duty of confidentiality also applies to communications transmitted by the Dunn Police Athletic/Activities League, Inc. electronic communications. See Internet, Email and Computer Use policy, below.

As a condition of employment with the Dunn Police Athletic/Activities League, Inc., all employees must sign a Non-Disclosure Agreement.

Employment of Minors

The Dunn Police Athletic/Activities League, Inc. strictly adheres to the FLSA in regards to the employment of minors. Generally speaking, the FLSA sets the minimum age for employment (14 years for non-agricultural jobs), restricts the hours youth under the age of 16 may work, and prohibits youth under the age of 18 from being employed in hazardous occupations. In addition, the FLSA establishes subminimum wage standards for certain employees who are less than 20 years of age, full-time students, student learners, apprentices, and workers with disabilities. Employers generally must have authorization from the U.S. Department of Labor's Wage and Hour Division (WHD) in order to pay sub-minimum wage rates.

The FLSA's child labor provisions are designed to protect the educational opportunities of youth and prohibit their employment in jobs that are detrimental to their health and safety.

Employment of Relatives

The Dunn Police Athletic/Activities League, Inc. recognizes that the employment of relatives in certain circumstances, such as when they will work in the same department, or supervise or manage the other, or have access to confidential or sensitive information regarding the other, can cause problems related to supervision, safety, security or morale, or create conflicts of interest that materially and substantially disrupt the Dunn Police Athletic/Activities League, Inc. operations. When the Dunn Police Athletic/Activities League, Inc. determines any of these problems will be present, it will decline to hire an individual to work in the same department as a relative of an existing employee. Relatives subject to this policy include: father, mother, sister, brother, current spouse or domestic partner, child (natural, foster, or adopted), current mother-in-law, current father-in-law, grandparent, or grandchild.

If present employees become relatives during employment, the Dunn Police Athletic/Activities League, Inc. should be notified so that we may determine whether a problem involving supervision, safety, security or morale, or a conflict of interest that would materially and substantially disrupt the Dunn Police Athletic/Activities League, Inc. operations exists. If the Dunn Police Athletic/Activities League, Inc. determines that such a problem exists, the Dunn Police Athletic/Activities League, Inc. will take appropriate steps to resolve the problem, which may include reassignment of one relative (if feasible) or asking for the resignation of one of the relatives.

Introductory Period

The first 180 days of employment are considered an introductory period for all newly hired employees. During this time, you will learn your new responsibilities, get acquainted with fellow employees, and determine whether you are happy with the position. Also, during this time, your manager will monitor your performance. Upon completion of the introductory period, your manager will review your performance. If the Dunn Police Athletic/Activities League, Inc. finds your performance satisfactory and decides to continue your employment, you will be advised of any improvements expected. This is also an opportunity for you to make suggestions to improve the Dunn Police Athletic/Activities League, Inc. efficiency and operations. Completion of the introductory period does not entitle you to remain employed by the Dunn Police Athletic/Activities League, Inc. for any definite period of time, but instead allows both you and the Dunn Police Athletic/Activities League, Inc. to evaluate whether or not you are right for the position. Your status as an at-will employee does not change-the employment relationship may be terminated with or without cause and with or without advance notice, at any time by you or the Dunn Police Athletic/Activities League, Inc..

Personnel Records and Employee References

The Dunn Police Athletic/Activities League, Inc. maintains a personnel file and payroll records for each employee as required by law. Personnel files and payroll records are the property of the Dunn Police Athletic/Activities League, Inc. and may not be removed from Dunn Police Athletic/Activities League, Inc. premises without written authorization. Because personnel files and payroll records are confidential, access to the records is restricted. Generally, only those who have a legitimate reason to review information in an employee's file are allowed to do so. Disclosure of personnel information to outside sources will be limited. However, the Dunn Police Athletic/Activities League, Inc. will cooperate with requests from authorized law enforcement or local, state, or federal agencies conducting official investigations and as otherwise legally required.

Employees may contact a Human Resources representative to request a time to review their payroll records and/or personnel file. With reasonable advance notice, an employee may review his or her own records in the Dunn Police Athletic/Activities League, Inc. offices during regular business hours and in the presence of an individual appointed by the Dunn Police Athletic/Activities League, Inc. to maintain the records. No copies of documents in your file may be made, with the exception of documents that you have previously signed. You may add your comments to any disputed item in the file.

By policy, the Dunn Police Athletic/Activities League, Inc. will provide only the former or present employee's dates of employment and position(s) held with the Dunn Police Athletic/Activities League, Inc. and eligibility for rehire, if asked. Compensation information may also be verified if written authorization is provided by the employee.

Privacy

The Dunn Police Athletic/Activities League, Inc. is respectful of employee privacy. All employee demographic and personal information will be shared only as required in the normal course of business. Healthcare enrollment information is kept in a separate folder from other

human resources forms. Workers' Compensation information is not considered private healthcare information; however, this information will be released only on a need-to-know basis.

The Dunn Police Athletic/Activities League, Inc. does not make or receive any private healthcare information through the course of normal work. If any employee voluntarily shares private healthcare information with a member of management, this information will be kept confidential. If applicable, the Company will set up guidelines for employees and management to follow to ensure that Dunn Police Athletic/Activities League, Inc. employees conform to the requirements of the Health Insurance Portability and Accountability Act (HIPAA).

Political Neutrality

Maintenance of individual freedom and our political institutions necessitates broad scale participation by citizens concerning the selection, nomination and election of our public office holders. The Dunn Police Athletic/Activities League, Inc. will not discriminate against any employee because of identification with and support of any lawful political activity. Dunn Police Athletic/Activities League, Inc. employees are entitled to their own personal political position. The Dunn Police Athletic/Activities League, Inc. will not discriminate against employees based on their lawful political activity engaged in outside of work. If you are engaging in political activity, however, you should always make it clear that your actions and opinions are your own and not necessarily those of the Dunn Police Athletic/Activities League, Inc., and that you are not representing the Dunn Police Athletic/Activities League, Inc.

EMPLOYEE RESPONSIBILITIES

Anti- Harassment and Discrimination

The Dunn Police Athletic/Activities League, Inc. is committed to providing a work environment free of sexual or any form of unlawful harassment or discrimination. Harassment or unlawful discrimination against individuals on the basis of race, religion, creed, color, national origin, sex, sexual orientation, gender identity, age, ancestry, physical or mental disability, medical condition including medical characteristics, marital status or any other classification protected by local, state or federal laws is illegal and prohibited by Dunn Police Athletic/Activities League, Inc. policy. Such conduct by or towards any employee, contract worker, customer, vendor or anyone else who does business with the Dunn Police Athletic/Activities League, Inc. will not be tolerated. Any employee or contract worker who violates this policy will be subject to disciplinary action, up to and including termination of his or her employment or engagement. To the extent a customer, vendor or other person with whom the Dunn Police Athletic/Activities League, Inc. does business engages in unlawful harassment or discrimination, the Dunn Police Athletic/Activities League, Inc. will take appropriate corrective action.

Prohibited Conduct:

Prohibited harassment or discrimination includes any verbal, physical or visual conduct based on sex, race, age, national origin, disability or any other legally protected basis if:

- a. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or engagement;
- b. submission to or rejection of such conduct by an individual is used as a basis for decisions concerning that individual's employment or engagement; or
- c. it creates a hostile or offensive work environment.

Prohibited harassment includes unwelcome sexual advances, requests for sexual favors and lewd, vulgar or obscene remarks, jokes, posters or cartoons, and any unwelcome touching, pinching or other physical contact. Other forms of unlawful harassment or discrimination may include racial epithets, slurs and derogatory remarks, stereotypes, jokes, posters or cartoons based on race, national origin, age, disability, marital status or other legally protected categories. Prohibited harassment might also be transmitted using the Dunn Police Athletic/Activities League, Inc.'s electronic communications system, or through other on-line conduct.

Complaint Procedure:

Employees or contract workers who feel that they have been harassed or discriminated against, or who witness any harassment or discrimination by an employee, contract worker, customer, vendor or anyone else who does business with the Dunn Police Athletic/Activities League, Inc., should immediately report such conduct to their supervisor or any other member of management.

Do not allow an inappropriate situation to continue by not reporting it, regardless of who is creating the situation. No employee, contract worker, customer, vendor or other person who does business with this organization is exempt from the prohibitions in this policy. In response to every complaint, the Dunn Police Athletic/Activities League, Inc. will conduct an investigation and, if improper conduct is found, take appropriate corrective action.

To the extent that an employee or contract worker is not satisfied with the Dunn Police Athletic/Activities League, Inc.'s handling of a harassment or discrimination complaint, he or she may also contact the appropriate state or federal enforcement agency for legal relief.

Hours of Work Schedule

The hours of your scheduled work shift will largely be determined by the operational needs of the department in which you are assigned. Some departments will have regular schedules, which rarely change from week to week, and other departments will have schedules that vary to meet the needs of the department or Dunn Police Athletic/Activities League, Inc.. If an employee has a specific schedule request, efforts may be made to accommodate that request, taking into account the operational needs of the department or Dunn Police Athletic/Activities League, Inc. as a whole. However, in all events, work schedule and schedule changes are determined at the sole discretion of the Dunn Police Athletic/Activities League, Inc..

Every employee is responsible for knowing and following his or her work schedule, including, but not limited to, reading the schedule and schedule updates or changes, knowing start and end times or workdays, shifts, and breaks, complying with such times, and knowing when meetings are and attending such meetings on time. It is your responsibility to, if applicable, clock in and out at the designated times on your schedule. Any desired schedule changes must receive prior approval from your supervisor.

Pay Periods and Paydays

Employees are paid on a bi-monthly basis. All employees will be paid 8th and 23rd. All employees are paid by check or direct deposit on the above-mentioned payday. If the regular payday falls on a weekend or Dunn Police Athletic/Activities League, Inc. holiday, employees will be paid on the last business day before the holiday and/or weekend.

Overtime

Nonexempt employees will be paid in accordance with federal and North Carolina state law.

In North Carolina, with some exceptions, the standard work week for employees should not exceed 40 hours per week, or 45 hours per week for seasonal amusement or recreational establishments. Should the Dunn Police Athletic/Activities League, Inc. find it necessary to employ an employee in excess of this standard, overtime hours shall be compensated at the rate of one and one-half times the regular rate of pay.

All overtime work by non-exempt employees must be authorized in advance by their manager. Only hours actually worked will be used to calculate overtime pay.

Rest and Meal Periods

All rest and meal periods will be in accordance with North Carolina state law.

To the extent North Carolina state law does not require rest and meal breaks, nonexempt employees will be provided a 10-minute rest break for every four hour period of work. This time is counted and paid as time worked. Nonexempt employees scheduled to work more than a five hour period will be provided a 30-minute unpaid meal period.

Time Cards

Nonexempt employees are required to keep an accurate and complete record of their attendance and hours worked. Time cards are official business records and may not be altered without the employee's supervisor's approval and may not be falsified in any way.

Payroll Deductions

Various payroll deductions are made each payday to comply with federal and state laws pertaining to taxes and insurance. Deductions will be made for the following: Federal and State Income Tax Withholding, Social Security, Medicare, State Disability Insurance & Family Temporary Disability Insurance, and other items designated by you or required by law (including a valid court order). You can adjust your federal and state income tax withholding by completing the proper federal or state form and submitting it to Accounting or Human Resources. At the start of each calendar year, you will be supplied with your Wage and Tax Statement (W-2) form for the prior year. This statement summarizes your income and deductions for the year.

Wage Garnishment

A garnishment is a court order requiring an employer to remit part of an employee's wages to a third party to satisfy a just debt. Once the Dunn Police Athletic/Activities League, Inc. receives the legal papers ordering a garnishment, we are required by law to continue making deductions from your check until we have withheld the full amount or until we receive legal papers from the court to stop the garnishment. Even if you have already paid the debt, we still need the legal papers to stop the garnishment.

Direct Deposit

All employees are encouraged, but not required, to use direct deposit and have their paychecks deposited into a bank account of an accredited participating bank or credit union.

Attendance and Punctuality

When you accept a position with Dunn Police Athletic/Activities League, Inc. you assume obligations. One of those obligations is to perform the duties of your position during the times specified. You are expected to be punctual and keep absences to a minimum. Failure to report, unjustified or excessive absence or tardiness may result in discipline, up to and including discharge from employment. Additionally, punctuality and attendance are factors that may be taken into account when determining promotions, salary increases and qualification for other benefits.

Absenteeism

Definition of Absence: Absence is any time (other than tardiness described below) that you are scheduled to work and you fail to be present at the designated work location for all of the scheduled time or shift or if you fail to report to your workstation more than 15 minutes late. It includes time off for sickness, but does not include pre-approved time off for vacation, or leaves of absence, or for designated holidays when you are not scheduled to work.

Reporting Procedure: In case of an absence, you must first notify your supervisor, department manager or facility manager. Notification must be given each day you do not report to work at least one (1) hour prior to the beginning of your scheduled shift. If you must be absent after you report to work, notification must be given when you first learn that you must leave work, but (except in an emergency) no later than one hour before you must leave work. It is your responsibility to personally make the contact unless you are physically unable to do so, in which case, you should have someone else make the contact for you. You must give the reason for your absence and the expected date of your return.

One or more unreported or unjustified absences within any 12-month period may result in disciplinary action, (up to and including termination of employment). If you are absent for 3 consecutive days without reporting to work or contacting your supervisor, you will be considered to have voluntarily resigned without notice at the end of the third day and your position may be filled.

Note: If you can provide an acceptable explanation, this policy may not apply. Such explanation may require substantiation and/or verification from sources other than you.

Excessive Absenteeism: Even if an absence is reported, you may be subject to disciplinary action (up to and including termination of employment) if you miss work too often. Examples of excessive absenteeism include, but are not limited to:

- a. Twelve full or partial days absent, consecutive or not, in any 12-month period.
- b. Three full or partial days absent, consecutive or not, in a 30-day period.
- c. Five full or partial days absent, consecutive or not, in any 6-month period.

Dunn Police Athletic/Activities League, Inc., in its sole discretion, will determine excessive absenteeism. Unless determined by Dunn Police Athletic/Activities League, Inc. to be an abuse,

time off for medical/dental appointments, school activities (for you or your children), or other personal business will not be counted as excessive absenteeism if your supervisor approves it at least three business days in advance. However, this time off will be documented as an absence.

Tardiness

Definition of Tardiness: You are tardy any time you arrive at your workstation, or are not appropriately groomed, dressed and ready to work, at the beginning of your scheduled shift. Tardiness also includes returning late from breaks or meal periods. If you are more than 15 minutes late, it will be considered an absence.

Reporting Procedure: If you must be late for work, it is your responsibility to personally contact your supervisor at least one (1) hour prior to the beginning of your scheduled work shift unless you are physically unable to do so. If you cannot call, have someone call for you. Failure to report your tardiness will count toward excessive absenteeism or excessive tardiness, as the case may be.

Excessive Tardiness: Even if tardiness is reported, excessive tardiness will result in disciplinary action, up to and including termination. Examples of excessive tardiness include, but are not limited to:

- a. Any tardiness on any three days in any 30-day period.
- b. Any tardiness on any five days in any 3-month period.
- c. Any tardiness on any twelve days in any 12-month period.

Conduct

The maintenance of extremely high standards of honesty, integrity, performance and conduct is essential to the proper performance of our business, the satisfaction of our clients and the maintenance of our clients' trust. Dunn Police Athletic/Activities League, Inc. expects its employees to have careful regard for our standards and avoid even the appearance of dishonesty or misconduct. Our employees are expected to conduct themselves at all times in a professional and courteous manner, to exercise good judgment in the discharge of their responsibilities, and to conduct themselves in a manner that can be supported by management.

Any misconduct or violation of the policies in this manual or otherwise of Dunn Police Athletic/Activities League, Inc. may result in disciplinary action up to and including termination of employment. Following are examples of conduct that may result in such disciplinary action:

1. Unsatisfactory or careless performance or neglect of duties.
2. Failure to use or maintain Dunn Police Athletic/Activities League, Inc. or client property in a proper manner.
3. Altering, removing or destroying Dunn Police Athletic/Activities League, Inc. or client records and/or property.

4. Deliberate or careless damage to Dunn Police Athletic/Activities League, Inc. or client property.
5. Inappropriate, malicious, disparaging or derogatory oral or written statements concerning Dunn Police Athletic/Activities League, Inc., or any of its clients, employees or representatives.
6. Falsifying personal, client or Dunn Police Athletic/Activities League, Inc. records, including any employment application or other employment information, or any other records or documents related to the Dunn Police Athletic/Activities League, Inc., its business or any of its clients, employees or representatives.
7. Excessive tardiness, absenteeism or abuse of any paid time off policy.
8. Failure to give proper notice of an expected absence.
9. Dishonesty of any kind, including theft or misappropriation of property of Dunn Police Athletic/Activities League, Inc., its employees, or past, current or prospective clients or representatives.
10. Possession, use or display of any weapon on Dunn Police Athletic/Activities League, Inc. premises or while on Dunn Police Athletic/Activities League, Inc. business.
11. Possession, use or being under the influence of drugs or alcohol on the premises or while on Dunn Police Athletic/Activities League, Inc. business.
12. Any conduct endangering, or any verbal or nonverbal threat to endanger, property, life, safety or health.
13. Disrespect for management, or any supervisor or employee or client of Dunn Police Athletic/Activities League, Inc., including insubordination, failure to perform any reasonable assignment, or obscene or abusive language or behavior.
14. Willful violation of HIPAA privacy laws.
15. Violations of Dunn Police Athletic/Activities League, Inc. harassment policy or any other form of unlawful or unethical conduct, harassment or discrimination.
16. Off-duty or pre-employment conduct that reflects or may adversely reflect on Dunn Police Athletic/Activities League, Inc. if the employee were to remain employed.
17. Fighting, engaging in threats of violence or violence, use of vulgar or abusive language, horseplay, practical jokes or other disorderly conduct that may endanger others or damage property.
18. Insubordination, failure to perform assigned duties or failure to comply with the Company's health, safety or other rules.
19. Lack of teamwork, poor communication, unsatisfactory performance, unprofessional conduct, or conduct improper for the workplace.
20. Sexual or other illegal harassment or discrimination.
21. Unauthorized use or disclosure of the Company's confidential information.
22. Violation of any Company policy.

These examples are not all-inclusive, but merely illustrate the kind of conduct that may be detrimental to Dunn Police Athletic/Activities League, Inc., its clients or employees. Employees may be discharged or disciplined for conduct not specifically mentioned in this manual, as determined in the sole discretion of the Dunn Police Athletic/Activities League, Inc.

Customer Relations

As an employee, you make a major contribution to our business growth. Your honesty, integrity, and competence in performing your job are necessary for customer satisfaction. Your ability to develop positive customer relations is essential to our job performance. If your duties include a support role, other employees should be treated as customers.

Dress Code

A neat professional appearance is a requirement at Dunn Police Athletic/Activities League, Inc.. It is expected that all employees will exercise good judgment and dress appropriately for their jobs. Any employee not dressed appropriately will be subject to discipline.

Appearance

Your personal appearance is an important part of the way you represent Dunn Police Athletic/Activities League, Inc. to the public. Customers form an opinion of Dunn Police Athletic/Activities League, Inc. from your appearance and attitude. Neat and conservative attire creates a favorable impression. Please refrain from eating, smoking, or chewing gum in the presence of customers. Such actions may be offensive to customers and portray an unacceptable image.

These are the factors you should consider:

1. Maintaining the highest standards relating to personal hygiene, including regular bathing and use of deodorant, brushing of teeth and using mouthwash as necessary, maintaining clean hands and fingernails at all times and the moderate use of cosmetics.
2. The nature of the work.
3. Safety considerations, such as necessary precautions when working near machinery.
4. The nature of the employee's public contact, if any, and the normal expectations of outside parties with whom the employee will work.
5. The prevailing practices of other workers in similar jobs.
6. The requirement of the Dunn Police Athletic/Activities League, Inc.'s management that all employees are expected to exercise good judgment and dress appropriately for their jobs.
7. Any bandage worn must be kept clean and changed as often as necessary or appropriate. An employee with an open sore or wound is not permitted to handle any food products and may be restricted from other activities, especially in the health care area.

Please note: Your particular job may include more specific requirements, which will be provided by your supervisor.

Work Area

Dunn Police Athletic/Activities League, Inc. strives to make your working conditions as pleasant as possible. We ask your cooperation in keeping your work area neat and company equipment in good working order. The need for repairs or adjustments to mechanical equipment should be reported immediately to your supervisor. Secure confidential work papers and computer files away before leaving your office or work area for the day.

Telephone Courtesy and Usage

A large portion of Dunn Police Athletic/Activities League, Inc. business is conducted over the telephone. All telephone calls, whether from customers, fellow employees, or outside business associates should be handled promptly and courteously.

You may make necessary local personal telephone calls during the workday as long as they do not interfere with daily business or your performance of your work. Personal calls must be short in duration and very limited in number. Personal long distance telephone calls generally are not permitted. Your supervisor must approve long distance telephone calls in advance and payment arrangements must be made prior to placing the call.

Please make note that all telephone calls are subject to monitoring for training, or other Dunn Police Athletic/Activities League, Inc. purposes.

Use of Dunn Police Athletic/Activities League, Inc. Equipment

Equipment and resources such as copier, fax, computers, laptops, smart phones, postage machines, e-mail, internet access, telephone, pagers, and voice mail systems are in place to facilitate effective day-to-day business operations. Employees may not use Dunn Police Athletic/Activities League, Inc. equipment or resources for personal use or benefit without prior supervisor approval.

Desks, Lockers, and File Cabinets

The Dunn Police Athletic/Activities League, Inc. or its clients may from time to time provide office space, desks, computers or file cabinets for employee use in the performance of employment responsibilities, or locker space for employee use while at work. Dunn Police Athletic/Activities League, Inc. does not guarantee the security of any locker and employees are responsible for furnishing their own locks. Any lock will be voluntarily and immediately removed at the direction of Dunn Police Athletic/Activities League, Inc.. Dunn Police Athletic/Activities League, Inc. is not responsible for any article or item placed in any office space, locker, desk, file cabinet or computer, or otherwise brought on Dunn Police Athletic/Activities League, Inc. or client premises or on Dunn Police Athletic/Activities League, Inc. business, that is lost, damaged, stolen or destroyed. Weapons, explosives, alcohol and drugs are prohibited on Dunn Police Athletic/Activities League, Inc. premises, client premises or Dunn Police Athletic/Activities League, Inc. business and may not be placed in any office space, locker, desk or file cabinet. Employees have no privacy rights in any office space, locker, desk,

file cabinet or computer (or their contents) on Dunn Police Athletic/Activities League, Inc. or client property, or provided by the Dunn Police Athletic/Activities League, Inc. or a client of the Dunn Police Athletic/Activities League, Inc., for or on Dunn Police Athletic/Activities League, Inc. business. The Dunn Police Athletic/Activities League, Inc. reserves the right to inspect any such office space, locker, desk, file cabinet, computer, and their contents, and any other place or item on Dunn Police Athletic/Activities League, Inc. or client property, with or without advance notice or consent of any employee. Any person designated by the company or client may conduct such an inspection. Any employee who, upon request, fails or refuses to cooperate with any such inspection may be subject to disciplinary action, up to and including termination of employment.

Personal Property

All employees are cautioned not to bring valuables or large amounts of cash to work. Purses and wallets should be kept with you or stored in a locked place at all times. Dunn Police Athletic/Activities League, Inc. is not responsible for personal property that is lost, stolen, damaged, or destroyed; this includes your personal vehicle or other means of transportation. If you ride a bicycle to work, be sure to securely lock it in the designated space. Employees are responsible for providing their own locking devices.

Packages

Supervisors, department managers, administrative officers, and security personnel have the authority to request that any employee open for inspection any package or other container brought, carried, in possession or found on, or taken from, Dunn Police Athletic/Activities League, Inc. premises. Any employee who refuses to comply with a request for inspection will be subject to discipline up to and including termination of employment.

Gifts

To avoid a conflict of interest between what's good for our customers and what might be personally advantageous for an employee, we have set the following policy on accepting gifts:

1. Samples, T-shirts, hats, and desk accessories may be accepted, up to a total estimated value of all gifts from a particular customer or vendor at one time of \$15.00 without prior approval of your supervisor. You must report all such gifts to your supervisor.
2. All other vendor or customer gifts, including activities, travel, merchandise, and contests, must be approved by your supervisor through use of a special form provided by him or her. Oral pre-approval is acceptable for meals only.
3. Solicitation of vendors or customers for any gift or money is not allowed.

Acceptance of any non-approved or non-qualifying vendor or customer gift may result in disciplinary action, up to and including immediate termination of employment.

Outside Employment

Subject to other policies, including Conflict of Interest below, Dunn Police Athletic/Activities League, Inc. has no objection to an employee holding another job (in addition to his or her employment with Dunn Police Athletic/Activities League, Inc.) as long as he or she can effectively meet the performance standards for his or her position with Dunn Police Athletic/Activities League, Inc.. However, we ask employees to think seriously about the effects that another job may have on their endurance, personal health and well being, performance, and effectiveness with Dunn Police Athletic/Activities League, Inc.. Employees holding another job must remember that Dunn Police Athletic/Activities League, Inc. is the primary employer and is entitled to the loyalty and primary efforts of the employee while employed with Dunn Police Athletic/Activities League, Inc..

All employees will be held to the same scheduling demands and standards of performance. We cannot make exceptions for those who also hold outside jobs. If an outside position interferes with the employee's ability to work for this Dunn Police Athletic/Activities League, Inc., that employee will be subject to disciplinary action for tardiness and unsatisfactory attendance or work performance in accordance with normal disciplinary policy.

Conflict of Interest

During your employment with Dunn Police Athletic/Activities League, Inc., you are prohibited from directly or indirectly competing with Dunn Police Athletic/Activities League, Inc., including, but not limited to, providing, owning an interest in, or assisting any other person or entity that is in competition with Dunn Police Athletic/Activities League, Inc. or that provides any product, service or offering of a type that is the same or similar to that provided by Dunn Police Athletic/Activities League, Inc. from time to time. Additionally, during your employment with Dunn Police Athletic/Activities League, Inc., you are prohibited from at any time directly or indirectly working for, assisting or owning an interest in any business or venture that constitutes a conflict of interest. Dunn Police Athletic/Activities League, Inc. will determine in its sole discretion whether any work or interest constitutes a violation of this policy. Before you begin to directly or indirectly work for, assist or own an interest in any other business or venture other than Dunn Police Athletic/Activities League, Inc., you must notify your supervisor.

Supervisors

Questions about your job, pay, benefits, relations with your co-worker, policies and procedures or Dunn Police Athletic/Activities League, Inc. in general should be directed to your supervisor. Look to your supervisor for guidance and seek his/her assistance when you encounter difficulties. Cooperation and communication with your supervisor will promote a mutually beneficial work environment.

Each employee must follow the directions of his/her supervisor. Your supervisor is responsible for directing your work throughout your shift; evaluating your performance, providing instruction and guidance in your job, and taking any disciplinary action that may be necessary; though others at Dunn Police Athletic/Activities League, Inc. from time to time also may exercise one or more of these responsibilities. Disrespect of management or a supervisor, or

disregard of the authority of either, will not be tolerated and may result in disciplinary action, up to and including termination of employment.

Workplace Searches

To protect Dunn Police Athletic/Activities League, Inc. property and to ensure the safety of all employees, the Dunn Police Athletic/Activities League, Inc. reserves the right to inspect and search any employee's office, desk, drawers, cabinets, files, locker, equipment, including computers, e-mail and voice mail, Dunn Police Athletic/Activities League, Inc. vehicles, and any area on Dunn Police Athletic/Activities League, Inc. premises. In this regard, it should be noted that all offices, desks, file drawers, cabinets, lockers, and other Dunn Police Athletic/Activities League, Inc. equipment and facilities are the property of the Dunn Police Athletic/Activities League, Inc., and are intended for business use. Employees should have no expectation of privacy with respect to items brought onto Dunn Police Athletic/Activities League, Inc. property and/or stored in Dunn Police Athletic/Activities League, Inc. facilities. Inspection may be conducted at any time, without notice, at the discretion of the Dunn Police Athletic/Activities League, Inc..

In addition, when the Dunn Police Athletic/Activities League, Inc. deems appropriate, employees may be required to submit to searches of their personal vehicles, parcels, purses, handbags, backpacks, brief cases, lunch boxes or any other possessions or articles brought on to the Dunn Police Athletic/Activities League, Inc.'s property.

Persons entering the premises who refuse to cooperate in an inspection conducted pursuant to this policy may not be permitted to enter the premises. All employees must cooperate in an inspection; failure to do so is insubordination and will result in disciplinary action, up to and including termination.

Internet, Email and Computer Use Policy

The Dunn Police Athletic/Activities League, Inc. uses various forms of electronic communication including, but not limited to: computers, email, telephones, voicemail, instant message, text message, Internet, cell phones and smart phones (hereafter referred to as "electronic communications"). The electronic communications, including all software, databases, hardware, and digital files, remain the sole property of the Dunn Police Athletic/Activities League, Inc. and is to be used only for Dunn Police Athletic/Activities League, Inc. business and not for personal use.

The following rules apply to all forms of electronic communications and media that are: (1) accessed on or from the Dunn Police Athletic/Activities League, Inc. premises; (2) accessed using the Dunn Police Athletic/Activities League, Inc. computer or telecommunications equipment, or via Company-paid access methods; and/or (3) used in a manner which identifies the Dunn Police Athletic/Activities League, Inc.. The following list is not exhaustive and the Dunn Police Athletic/Activities League, Inc. may implement additional rules from time to time.

a. Electronic communication and media may not be used in any manner that would be discriminatory, harassing, or obscene, or for any other purpose that is illegal, against Dunn Police Athletic/Activities League, Inc. policy, or not in the best interest of the Dunn Police Athletic/Activities League, Inc. Employees who misuse electronic communications and engage in defamation, copyright or trademark infringement, misappropriation of trade secrets, discrimination, harassment, or related actions will be subject to discipline and/or immediate termination. Employees may not install personal software on Dunn Police Athletic/Activities League, Inc. computer systems.

b. Employee's own electronic media may only be used during breaks. All other Dunn Police Athletic/Activities League, Inc. policies, including the Dunn Police Athletic/Activities League, Inc.'s no tolerance for discrimination, harassment, or retaliation in the workplace apply. The Dunn Police Athletic/Activities League, Inc. reserves the right to adjust this policy on a case by case basis as it deems appropriate.

c. All electronic information created by any employee on Dunn Police Athletic/Activities League, Inc. premises or transmitted to Dunn Police Athletic/Activities League, Inc. property using any means of electronic communication is the property of the Dunn Police Athletic/Activities League, Inc. and remains the property of the Dunn Police Athletic/Activities League, Inc.. You should not assume that any electronic communications are private or confidential and should transmit personal sensitive information in other ways. Personal passwords may be used for purposes of security, but the use of a personal password does not affect the Dunn Police Athletic/Activities League, Inc.'s ownership of the electronic information. The Dunn Police Athletic/Activities League, Inc. will override all personal passwords if necessary for any reason.

d. The Dunn Police Athletic/Activities League, Inc. reserves the right to access and review electronic files, messages, internet use, blogs, "tweets", instant messages, text messages, email, voice mail, and other digital archives, and to monitor the use of electronic communications as necessary to ensure that no misuse or violation of Dunn Police Athletic/Activities League, Inc. policy or any law occurs. All such information may be used and/or disclosed to others, in accordance with business needs and the law. The Dunn Police Athletic/Activities League, Inc. reserves the right to keep a record of all passwords and codes used and/or may be able to override any such password system

e. Employees are not permitted to access the electronic communications of other employees or third parties unless directed to do so by Dunn Police Athletic/Activities League, Inc. management. No employee may install or use anonymous e-mail transmission programs or encryption of e-mail communications.

f. Employees who use devices on which information may be received and/or stored, including but not limited to cell phones, cordless phones, portable computers, fax machines, and voice mail communications are required to use these methods in strict compliance with the Confidentiality section of this Manual. These communications tools should not be used for communicating confidential or sensitive information or any trade secrets.

g. Access to the Internet, websites, and other types of Company-paid computer access are to be used for Company-related business only. Any information about Dunn Police Athletic/Activities League, Inc., its products or services, or other types of information that will appear in the electronic media about the Dunn Police Athletic/Activities League, Inc. must be approved before the information is placed on any electronic information resource that is accessible to others.

Social Media Policy

Dunn Police Athletic/Activities League, Inc. is committed to utilizing social media to enhance its profile and reputation, to listen and respond to customer opinions and feedback, and to drive revenue, loyalty and advocacy. We encourage employees to support our activities through their personal social networking channels while adhering to the guidelines outlined in this section.

For the purpose of this section, social media and networking refers to the use of web-based and mobile applications for social interaction and the exchange of user-generated content. Social media channels can include, but are not limited to: Facebook, Twitter, LinkedIn, YouTube, blogs, review sites, forums, online communities and any similar online platforms.

Employees are expected to conduct themselves in a professional manner, to respect the views and opinions of others, and to demonstrate respect for the company, its ownership, clients, guests, vendors, employees and competitors. The Dunn Police Athletic/Activities League, Inc. and its employees are committed to conducting ourselves in accordance with best industry practices in social networking, to being responsible citizens and community members, to listening and responding to feedback, and to communicating in a courteous and professional manner. Behavior and content that may be deemed disrespectful, dishonest, offensive, harassing or damaging to the Dunn Police Athletic/Activities League, Inc.'s interests or reputation are not permitted. The use of social media channels on company time for personal purposes is not allowed.

Any social media contacts, including "followers" or "friends," that are acquired through accounts (including but not limited to email addresses, blogs, Twitter, Facebook, YouTube, LinkedIn, or other social media networks) created on behalf of the Dunn Police Athletic/Activities League, Inc. will be the property of the Dunn Police Athletic/Activities League, Inc.

Employees must not disclose private or confidential information about the Dunn Police Athletic/Activities League, Inc., its employees, clients, suppliers or customers on social networks. Employees must respect trademarks, copyrights, intellectual property and proprietary information. No third-party content should be published without prior permission from the owner.

The Dunn Police Athletic/Activities League, Inc. maintains the right to monitor company-related employee activity in social networks. Violation of policy guidelines is grounds for discipline, up to and including termination.

Cell Phone Policy

The use of personal cell phones at work is discouraged because it can interfere with work and be disruptive to others. Therefore, employees who bring personal cell phones to work are required to keep the ringer shut off or placed on vibrate mode when they are in the office, and to keep cell phone use confined to breaks and meal periods. Conversations should be had away from areas where other employees are working. When cell phone use interferes with the satisfactory performance of an employee's duties or disturbs others, the privilege of using a personal cell phone at work may be taken away and other disciplinary action, up to and including termination, may be imposed.

The Dunn Police Athletic/Activities League, Inc. may provide cell phone allowances to employees in certain positions in an effort to improve efficiency and effectiveness. When cell phones are used for Company business, employees must comply with all Dunn Police Athletic/Activities League, Inc. policies governing conduct, including our policies prohibiting discrimination, harassment, and violence in the workplace. When using the cell phone in a public place, please remember to maintain the confidentiality of any private or confidential business information. As a courtesy to others, please shut cell phones off or place on vibrate mode during meetings.

Employee Benefits and Services

Generally

The Company provides insurance programs as mandated by state and federal regulations for all employees. From time to time, benefits may be added or deleted from the benefits package. The Company reserves the right to make such changes.

This Manual does not contain any terms and/or conditions of any of the Company's current benefit plans. It is intended only to provide general explanations. Currently there are no benefits offered by the Dunn Police Athletic/Activities League, Inc.

Worker's Compensation

All states have Workers' Compensation laws whose purpose is to promote the general welfare of people by providing compensation for accidental injuries or death suffered in the course of employment. These laws are designed to provide protection to workers suffering occupational disabilities through accidents arising out of, and in the course of employment. Dunn Police Athletic/Activities League, Inc. carries Workers' Compensation Insurance for all employees and pays the entire cost of the insurance program. An employee who suffers an injury or illness in connection with the job is usually eligible to receive payment through the insurance company for lost wages. In addition to disability payments, necessary hospital, medical and surgical expenses are covered under Workers' Compensation, with payments being made directly to the hospital or physician. Workers' Compensation benefits to injured workers also includes assistance to help qualified injured employees return to suitable employment.

Social Security Benefits (FICA)

During your employment, you and the Dunn Police Athletic/Activities League, Inc. both contribute funds to the Federal government to support the Social Security Program. This program is intended to provide you with retirement benefit payments and medical coverage once you reach retirement age.

Unemployment Insurance

The Dunn Police Athletic/Activities League, Inc. pays a state and federal tax to provide employees with unemployment insurance coverage in the event they become unemployed through no fault of their own or due to circumstances described by law. This insurance is administered by applicable state agencies, who determine eligibility for benefits, the amount of benefits (if any), and duration of benefits.

Employee Leaves of Absence and Time Off

Generally

While regular attendance is crucial to maintain business operations, the Dunn Police Athletic/Activities League, Inc. recognizes that, for a variety of reasons, employees may need time off from work. The Dunn Police Athletic/Activities League, Inc. has available a number of types of leaves of absence. Some are governed by law and others are discretionary. For all planned leaves, however, employees must submit a request at least 5 days in advance; in case of emergencies, employees should submit the request as soon as they become aware of the need for leave. All leaves must have the approval of the Dunn Police Athletic/Activities League, Inc. management. If, during a leave, an employee accepts another job, engages in other employment or consulting outside of the Dunn Police Athletic/Activities League, Inc., or applies for unemployment insurance benefits, the employee may be considered to have voluntarily resigned from employment with the Dunn Police Athletic/Activities League, Inc..

All requests for a leave of absence will be considered in light of their effect on the Dunn Police Athletic/Activities League, Inc. and its work requirements, as determined by the Dunn Police Athletic/Activities League, Inc. management, which reserves the right to approve or deny such requests in its sole discretion, unless otherwise required by law. For disability-related leave requests, the Dunn Police Athletic/Activities League, Inc. will engage in an interactive process with the employee to determine if a leave is the most appropriate accommodation. The employee must provide a certification from his or her health care provider to the Dunn Police Athletic/Activities League, Inc. to support a leave for medical reasons. Failure to provide the required certification to the Dunn Police Athletic/Activities League, Inc. in a timely manner will result in delay or denial of leave. If an employee requires an extension of leave, the employee must request such extension and have it approved before the expiration of the currently approved leave.

While the Dunn Police Athletic/Activities League, Inc. will make a reasonable effort to return the employee to his or her former position or a comparable position following an approved leave

of absence, there is no guarantee that the employee will be reinstated to his or her position, or any position, except as required by law.

Family and Medical Leave

Because of the Dunn Police Athletic/Activities League, Inc.'s small size, we are not required to comply with the federal Family and Medical Leave Act ("FMLA"). However, we recognize that our employees may occasionally need to take unpaid leave to care for a new child, to care for a seriously ill family member, to handle an employee's own medical issues, or to handle issues relating to a family member's military service, possibly including caring for a family member who is injured while serving in the military.

If you anticipate that you might need time off to deal with family and medical issues, please speak with your supervisor. We will seriously consider every request on a case-by-case basis.

Workers' Compensation Leave

Any employee who is unable to work due to a work related injury or illness and who is eligible for Workers' Compensation benefits will be provided an unpaid leave for the period required. The first 12 weeks will be treated concurrently as a family and medical leave under the federal Family Medical Leave Act ("FMLA") for eligible employees.

Jury Duty

U.S. citizens have a civic obligation to provide jury duty service when called.

The employee must bring in the jury duty notice as soon as it is received so that appropriate arrangements can be made to cover his or her duties. Employees are required to call in or report for work on those days or parts of days when their presence in court is not required.

GENERAL PAYROLL INFORMATION

Employment Categories and Classifications

Each employee is categorized as either exempt or non-exempt. Ask your supervisor if you are not certain of your classification.

In addition, each employee is classified as either a full-time or part-time employee.

A *full-time employee* is defined as a common law employee employed in a category designated by management and scheduled to work at least 35 hours per week, or 1,820 hours per year. Full-time classification does not include part-time, temporary or occasional employees.

A *part-time employee* is defined as a common law employee employed in a category designated by management and scheduled to work less than 35 hours per week, normally averaging 18-25

hours per week. Part-time classification does not include full-time, temporary or occasional employees.

Time Cards

Certain employees must record their time on time cards. Your supervisor will provide you with time cards for you to keep a current record of your time at work. You are responsible for maintaining an accurate current record of your working hours. Accordingly, you must use the time card to record the time you begin and end work each day, and the beginning and end of any split shift. You also must record on your time card when you are absent from work, for any reason whatsoever.

Your time card is the record on which you (and in some cases Dunn Police Athletic/Activities League, Inc.) are paid. Consequently, it is important that your time card be accurate and complete and not be lost, falsified, or mutilated. If your time card is lost you may not be paid. If you become aware of a mistake on your time card, you must immediately inform your supervisor and/or the payroll liaison with the necessary correction.

Falsification of your time card (including, but not limited to hours) will result in immediate termination.

Payroll

Different categories of employees are paid on different schedules. Most Dunn Police Athletic/Activities League, Inc. employees are paid on a twice monthly basis on the 8th and 23rd days of each month.

In addition, direct deposit of your payroll check is available and is strongly suggested.

Please contact your supervisor with any questions concerning the payroll process and your pay.

Payroll Deductions

Certain deductions are required by law to be taken from everyone's pay while others are employee authorized. Deductions required by law include federal withholding tax, social security and Medicare contributions, and in most states, state withholding tax. Deductions from pay also will be made in accordance with any legally binding order or garnishment. Employees also may voluntarily elect to make certain deductions from pay for certain employee benefits offered from time to time by Dunn Police Athletic/Activities League, Inc.. Employee authorized deductions are those which may include premium payments for benefits.

Performance Reviews

Your performance is reviewed in writing by your supervisor at least annually. It may also be reviewed at any time at your supervisor's discretion or upon your request. The reviews are designed to provide an opportunity to discuss your position, review performance, and set goals

and objectives for future performance. Any adjustments to compensation are made based on a number of considerations, including performance.

Generally, your compensation is reviewed in conjunction with your annual review. More frequent evaluations do not include a review of, or adjustments to, compensation.

Change of Personal Status

Notify your supervisor or Client Support Department of any changes in your name, address, telephone number, or marital status. This insures your benefit and employment records are current.

BENEFITS

NOTE: Any benefits or benefit plans described in these policies are convenient summaries only. An employee's eligibility for or rights to any benefits will be subject to and governed by the governing benefit plan documents and applicable law, as either may be amended from time to time. Dunn Police Athletic/Activities League, Inc. reserves to itself and to any administrator or fiduciary of any benefit or benefit plan described or referred to in this manual (or any other benefit or benefit plan of Dunn Police Athletic/Activities League, Inc.), the discretionary authority to determine eligibility of any employee or claimant for or under any such benefit or plan, pursuant to the terms of the relevant plan document and applicable law, as either may be amended from time to time, and to interpret and construe the terms of any such benefit or plan. Dunn Police Athletic/Activities League, Inc. further reserves the right to at any time add, amend, modify, supplement or terminate any benefit, benefit plan or employee benefit. For answers to any questions you may have regarding any benefit or benefit plan, first refer to the applicable plan documents. For additional assistance, you may contact the plan administrator listed in the plan documents.

ACKNOWLEDGEMENT FORM

By my signature below, I acknowledge that I have received and read the Policy and Procedure Manual for Dunn Police Athletic/Activities League, Inc., that I have been given the adequate opportunity to ask questions and receive clarification, regarding the policies and procedures set forth in the Policy and Procedure Manual, and that I understand its contents.

I understand that I am required to abide by, and agree to abide by, Dunn Police Athletic/Activities League, Inc.'s policies as set forth in the Manual or as otherwise adopted or implemented by the Company from time to time. I understand that there may be other policies or procedures in effect at Dunn Police Athletic/Activities League, Inc. from time to time that are not included in the Policy and Procedure Manual, and I agree to abide by those policies and procedures.

Unless otherwise agreed in writing by the Chief Executive Officer, Chief Operating Officer, or Chief Financial Officer of Dunn Police Athletic/Activities League, Inc. (or a designee of any such Officer), I understand that I have no contract of employment with Dunn Police Athletic/Activities League, Inc. for any definite period of time, either oral or written, and that either I or Dunn Police Athletic/Activities League, Inc. may terminate my employment at any time with or without cause or notice. I understand that I am an "at will" employee of Dunn Police Athletic/Activities League, Inc. and that no agent or employee of Dunn Police Athletic/Activities League, Inc., other than the officers listed in the preceding sentence has any authority to alter or make any agreement other than the "at will" relationship. I understand that neither this manual nor any provision herein constitutes an employment contract, an offer to enter a contract of employment or part of an employment contract, or confers any contract rights.

I understand that Dunn Police Athletic/Activities League, Inc. may rescind, modify, change, or deviate from the Policy and Procedure Manual or any of its policies or procedures at any time, and any such rescission, modification, change, or deviation may become effective regardless whether the Policy and Procedure Manual has been revised or I have been notified.

I understand that this signed acknowledgement will be inserted in my personnel file.

Date

Employee Signature

Print Employee Name