



The Redwoods a Community of Seniors

Code of Conduct

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Employee Responsibilities and Conduct

Table of Contents

Employee Responsibilities and Conduct.....	2
Progressive Discipline	2
Alcohol and Drug-Free Workplace	3
Policy Against Violence in the Workplace.....	6
House Rules - Standards of Conduct and Behavior	7
Attendance and Punctuality	9
Confidential Information / Health Insurance Portability and Accountability Act (HIPAA) / Private Health Information (PHI) / Personal Identifiable Information (PII).....	9
Conducting Personal Business	10
Conflicts of Interest.....	10
Dress Codes and Other Personal Standards	11
Name Tags.....	12
Earbuds and headphones	12
Fragrance Policy	12
Gratuities	12
Guests and Visitors	13
Lockers	13
Parking	13
Relations with the Public	13
News Media Contacts	13
Relations with Residents.....	13
Electronic and Social Media.....	14
Ownership.....	14
Business Use	14
Social Media.....	15
Use of Cellular Phones or Mobile Communication Devices.....	15
Employee Owned Devices	15
Cell Phone Policy	16
Employers Owned Devices and Systems	17
Solicitation	17

Employee Responsibilities and Conduct

Employee Responsibilities and Conduct

Progressive Discipline

Every employee has the duty and the responsibility to be aware of and abide by rules and policies. Employees also have the responsibility to perform his/her duties to the best of his/her ability and to the standards as set forth in his/her job description or as otherwise established.

The Redwoods supports the use of progressive discipline to address issues such as poor work performance or misconduct. Our progressive discipline policy is designed to provide a corrective action process to improve and prevent a recurrence of undesirable behavior and/or performance issues. Our progressive discipline policy has been designed to be consistent with The Redwoods' HEART values (see Addendum), HR best practices and employment laws.

Outlined below are the steps of our progressive discipline policy and procedure. The Redwoods reserves the right to combine or skip steps in this process depending on the facts of each situation and the nature of the offense.

Examples of when a progressive disciplinary step may be skipped include the following:

- Patient/Resident Neglect and/or Abuse
- Fighting.
- Assault.
- Theft from anyone, regardless of the amount involved.
- Serious insubordination, such as refusing a direct work order.
- Dishonesty, including fraudulent use of sick time or Organization benefits.
- Willful destruction of property.
- Being under the influence of drugs or alcohol.
- Falsification of records including COVID-19 attestation falsification.
- Egregious misconduct.

The Redwoods reserves the right to discharge any employee for just cause and without prior warning for serious transgressions such as proven:

1. Patient/resident abuse.
2. Violence of any type.
3. Dishonesty.
4. Willful negligence.

Employee Responsibilities and Conduct

5. Insubordination, insobriety.

Factors that will be considered in disciplinary actions include:

1. Previously completed training or coaching.
2. Employee's past work record and performance reviews.
3. Impact of the employee's conduct on The Redwoods Organization including residents, employees, vendors, resident families and resident caregivers.

The following outlines The Redwood's progressive discipline process:

Verbal warning: A supervisor verbally counsels an employee about an issue of concern, and a written record of the discussion is placed in the employee's file for future reference.

Written warning: Written warnings are used for behavior or violations that a supervisor considers serious or in situations when a verbal warning has not helped change unacceptable behavior. Written warnings are placed in an employee's personnel file. Employees should recognize the serious nature of the written warning.

Performance improvement plan/Final Warning: Whenever an employee has been involved in a disciplinary situation that has not been readily resolved or when he/she has demonstrated an inability to perform assigned work responsibilities efficiently, the employee may be given a final warning or placed on a performance improvement plan (PIP). PIP status will last for a predetermined amount of time not to exceed 90 days. Within this time period, the employee must demonstrate a willingness and ability to meet and maintain the conduct and/or work requirements as specified by the supervisor and the organization. At the end of the performance improvement period, the performance improvement plan may be closed or, if established goals are not met, dismissal may occur.

The Redwoods reserves the right to determine the appropriate level of discipline for any inappropriate conduct, including oral and written warnings, suspension with or without pay, demotion, suspension and discharge.

Union Employees will be held to the Discipline procedures described in the SEIU Collective Bargaining Agreement (CBA).

Alcohol and Drug-Free Workplace:

The Redwoods is concerned about the use of alcohol, marijuana, illegal drugs, or controlled substances as it affects the workplace. Use of these substances, whether on or off the job can detract from an employee's work performance, efficiency, safety, and health. In addition, the use or possession of these substances on the job constitutes a potential danger to the welfare and safety of the residents, other employees and exposes the organization to the risks of property

Employee Responsibilities and Conduct

loss or damage, or injury to other persons.

The following rules and standards of conduct apply to all employees either on the property of The Redwoods or during the workday (including meals and rest periods). Behavior that violates Redwoods policy includes:

- Possession or use of an illegal or controlled substance, or being under the influence of an illegal or controlled substance while on the job;
- Driving an Organization vehicle while under the influence of alcohol; or other ability altering substances and
- Distribution, sale, or purchase of an illegal or controlled substance while on the job.

Violation of these rules and standards of conduct will not be tolerated. The Redwoods also may bring the matter to the attention of appropriate law enforcement authorities.

In order to enforce this policy, The Redwoods reserves the right to conduct searches of Redwoods property or employees and/or their personal property, and to implement other measures necessary to deter and detect abuse of this policy.

An employee's conviction on a charge of illegal sale or possession of any controlled substance while off Redwoods property will not be tolerated because such conduct, even though off duty, reflects adversely on The Redwoods. In addition, The Redwoods must keep people who sell or possess controlled substances off the premises in order to keep the controlled substances themselves off the premises.

Any employee who is using prescription or over-the-counter drugs that may impair the employee's ability to safely perform the job, or affect the safety or well-being of others, must notify a supervisor of such use immediately and not work if unsafe.

In the instance of a workplace injury, The Redwoods may conduct post-accident alcohol and/or drug testing if there is reasonable suspicion that alcohol and/or drug usage was a factor for a workplace injury or accident. All employees who could have contributed to the incident may be tested.

The Redwoods will encourage and reasonably accommodate employees with alcohol or drug dependencies to seek treatment and/or rehabilitation. Employees desiring such assistance should request a treatment or rehabilitation leave. The Redwoods is not obligated, however, to continue to employ any person whose performance of essential job duties is impaired because of alcohol and/or drug use, nor is the Redwoods obligated to re-employ any person who has participated in treatment and/or rehabilitation if that person's job performance remains impaired as a result of dependency. Additionally, employees who are given the opportunity to

Employee Responsibilities and Conduct

seek treatment and/or rehabilitation, but fail to successfully overcome their dependency or problem, will not automatically be given a second opportunity to seek treatment and/or rehabilitation. This policy on treatment and rehabilitation is not intended to affect the Redwood's treatment of employees who violate the regulations described previously. Rather, rehabilitation is an option for an employee who acknowledges a chemical dependency and voluntarily seeks treatment to end that dependency.

Employee Responsibilities and Conduct

Policy Against Violence in the Workplace

The Redwoods has adopted the following workplace violence policy to ensure a safe working environment for all employees.

The Redwoods has zero tolerance for acts of violence and threats of violence. Without exception, acts and threats of violence are not permitted. All such acts and threats, even those made in apparent jest, will be taken seriously, and will lead to discipline up to and including termination.

Possession of non-work-related weapons (definition of work-related weapon examples consists of tools needed to do your job, i.e. cooks using knives, facilities with Leatherman tool containing a knife, etc.) on Redwoods premises and at Redwoods-sponsored events shall constitute a threat of violence.

It is every employee's responsibility to assist in establishing and maintaining a violence-free work environment. Therefore, each employee is expected and encouraged to report any incident which may be threatening to you or your co-workers or any event which you reasonably believe is threatening or violent.

You may report an incident to any supervisor or manager.

A threat includes, but is not limited to, any indication of intent to harm a person or damage Redwoods property. Threats may be direct or indirect, and they may be communicated verbally or nonverbally. The following are examples of threats and acts that shall be considered violent - this list is in no way all-inclusive:

Example	Type of Threat
Saying, "Do you want to see your next birthday?"	Indirect
Writing, "Employees who kill their supervisors have the right idea."	Indirect
Saying, "I'm going to punch your lights out."	Direct
Making a hitting motion or obscene gesture	Nonverbal
Displaying weapons	Extreme
Stalking or otherwise forcing undue attention on someone, whether romantic or hostile	Extreme
Taking actions likely to cause bodily harm or property damage	Acts of violence

Employee Responsibilities and Conduct

House Rules - Standards of Conduct and Behavior

Employees are expected to conduct themselves in a manner to further The Redwoods mission, values and objectives. The following conduct is not allowed and will not be tolerated by The Redwoods. This list of prohibited conduct is illustrative and not all inclusive; other types of conduct that threaten security, personal safety, resident safety or well-being, employee welfare and Organization operations also may be prohibited and will result in disciplinary action up to and including termination.

- Physical, mental or verbal cruelty, violence, bullying behavior, or abuse toward a resident, visitor or employee. Use of profane, obscene, or abusive language. Creating a hostile work environment.
- Harassment, sexual harassment, rudeness or disrespect to residents, visitors or fellow employees. Violating The Redwood's anti-harassment or equal employment opportunity policies.
- Fighting, verbally or physically.
- Defacing, destroying, removing or stealing property of The Redwoods, its residents, visitors or employees.
- Manufacturing, distributing, dispensing, possessing or using illegal or controlled substances; reporting to work or working while under the influence of intoxicants or illegal drugs, or being drunk or disorderly while on duty.
- Gambling on the premises.
- Smoking on the premises, including e-cigarettes and vaping devices.
- Soliciting or accepting tips, gifts, loans or other gratuities.
- Insubordination – disobedience to authority. Refusal to comply with supervisor's requests that are within the scope of job duties. Questioning authority, disrespecting managers or coworkers in open meetings, and making rude and negative comments in front of residents, visitors, or staff.
- False or misleading information or omission of material information on employment application, employment information, or other Organization records.
- Proven dishonesty, fraudulent use of sick time, leave of absence, workers compensation or other paid time off.
- Falsification of time cards; recording time cards for another employee or allowing another employee to record your timecard.
- Willful or negligent conduct that causes or risks causing injury to persons or damage to property; violation of safety rules.
- Sleeping on the job.
- Failure to reasonably assist in an emergency or to take immediate action to correct and/or report a hazardous condition, accident or injury.
- Failure to perform work as required or instructed, including sleeping or malingering on the job.
- Excessive or habitual absenteeism, tardiness, or failure to notify supervisor of impending

Employee Responsibilities and Conduct

tardiness or absence. Leaving the work area of facility during working hours without permission of the supervisor. Changing work schedules without authorization from supervisor.

- Repeated abuse of rest or meal periods, including taking longer break or meal times than allowed, taking breaks in unauthorized areas, leaving the premises for rest periods without permission, combining rest periods with meal periods or not clocking out for meal periods.
- Unauthorized release of confidential information concerning residents, fellow employees or their families.
- Engaging in unauthorized business during work hours, including non-emergency personal calls, texts, emails or fax transmissions.
- Unauthorized posting of notices, distribution of literature, solicitation of funds, or sale of merchandise.
- Sales of items to employees or residents at The Redwoods facility or via telephone or electronic communications.
- Repeatedly causing disorder or uncleanness in work areas, break rooms or other employee areas.
- Refusal to meet on-going employment requirements, including job required certifications, annual physical exam or tuberculosis or alternate method (chest x-ray) test, and refusal to comply with required PPE.
- Repeated or multiple garnishments other than child support.
- Failure to report accidental damage to the property of The Redwoods, or to report accidental damage to the property of residents, employees or visitors.

This statement of prohibited conduct does not alter the Organization's policy of at-will employment for non-union employees. Either you or The Redwoods remain free to terminate the employment relationship at any time, with or without reason or advance notice.

Employee Responsibilities and Conduct

Attendance and Punctuality: Employees are expected to be punctual and regular in attendance. **Excessive absenteeism or tardiness, providing false information or abuse of leave laws will not be tolerated.** Patterns of absenteeism or tardiness may result in discipline even if you have not yet exhausted available paid time off. The definition of absences includes full day absences, tardiness, leaving in the middle of the workday, and leaving early.

- If you know you are going to be late or absent, in all but the most extenuating circumstances, you must contact your supervisor as soon as possible before the start of a shift (hourly) or workday (salaried) using your supervisor's preferred method of contact (eg. text, voicemail or speak directly).
- An unauthorized absence occurs when the employee's supervisor/department has not been properly notified that an employee will be late or absent.

Employees are expected to follow the established guidelines for recording their actual hours worked.

- Not reporting to work and not calling to report the absence is a no-call/no-show and is a serious matter. A no call/no show lasting more than three days may be considered job abandonment and may be deemed an employee's voluntary resignation of employment.
- Attendance issues will result in progressive disciplinary action up to and including termination.

Vacation and personal time off must be scheduled with one's supervisor in advance according to department and The Redwoods guidelines.

Confidential Information / Health Insurance Portability and Accountability Act (HIPAA) / Private Health Information (PHI) / Personal Identifiable Information (PII)

Each employee is responsible for safeguarding the confidential information obtained during employment.

Employees are not allowed to reveal confidential information about residents, or their families or about current or former employees, even to known family members or friends.

Under no circumstances will you give out protected basis information, such as medical information, HIV-positive tests or the telephone number or address of current or former residents, or employees, or their families.

Access to confidential information is on a "need-to-know" basis and must be authorized in advance by your supervisor. If you are asked for confidential information, politely but firmly decline and refer the questioner to your supervisor. This policy does not prevent you from answering general or routine questions about residents or employees.

Employee Responsibilities and Conduct

Conducting Personal Business

Employees are to conduct only The Redwoods business while at work. Employees may not conduct personal business or business for another employer during their scheduled working hours or on the premises of The Redwoods. This includes making or receiving personal calls or messages during work hours except in emergencies, or receiving personal mail in care of The Redwoods, or sending or receiving personal fax or email/test messages or running a side-business such as Avon, jewelry, or other personal business.

Conflicts of Interest

All employees and contractors must avoid situations involving conflict of interest. A conflict of interest exists when the employee's loyalties or actions are divided between The Redwoods' interests and those of another, such as a competitor, supplier, or customer.

Employees and listed contractors must avoid any relationship or activity that might impair, or even appear to impair, their ability to make objective and fair decisions when performing their jobs. At times, an employee may be faced with situations in which business actions taken on behalf of The Redwoods may conflict with the employee's own personal interests. Redwoods property, information or business opportunities may not be used for personal gain.

Employees with a conflict-of-interest question should seek advice from management. Before engaging in any activity, transaction or relationship that might give rise to a conflict of interest, employees should immediately and fully disclose the relevant circumstances to his or her immediate supervisor, or Human Resources or senior management, for a determination about whether an actual conflict exists. If an actual conflict is determined, The Redwoods may take whatever corrective action appears appropriate according to the circumstances.

Examples of situation where conflicts of interest could arise include:

- Being employed by, or acting as a consultant to, a competitor or potential competitor, supplier or contractor, regardless of the nature of the employment, while employed with The Redwoods. Non-exempt employees working at other Skilled Nursing locations, please contact your manager or Human Resources to check if this is a conflict of interest.
- Hiring or supervising family members or closely related persons.
- Owning or having a substantial interest in a competitor, supplier or contractor.
- Accepting gifts, discounts, favors or services from a customer/potential customer, competitor or supplier, unless equally available to all Organization employees.

Employee Responsibilities and Conduct

- Personal or romantic involvement with a competitor, supplier, or subordinate employee of The Redwoods, which impairs an employee's ability to exercise good judgment on behalf of the Organization.

Dress Codes and Other Personal Standards

The Redwoods has a business casual dress code. Casual business wear encompasses many looks but it really means casual business attire that is appropriate for a professional work environment. It is clothing that allows you to be comfortable at work yet always look neat and professional. Avoid clothes that are distracting and revealing. No dress code can cover all contingencies so employees must exert a certain amount of judgment in their choice of clothing to wear to work, dependent on the duties you perform. If you experience an uncertainty about acceptable, professional business casual attire for work, please ask your supervisor or your Human Resources team.

Slacks, Pants, Colored Jeans:

Slacks that are similar to Dockers, dressy capris, and nice-looking dress pants provided they are clean and wrinkle free, are acceptable. Inappropriate slacks or pants include blue jeans (except on Fridays), sweatpants, exercise pants (unless you work in Programs and conduct activities), shorts, bib overalls. Leggings if covered by a dress, long top or long jacket are acceptable.

Skirts, Dresses:

Casual dresses and skirts are acceptable. Dress and skirt length should be at a length at which you can sit comfortably in public. Short and/or tight skirts are inappropriate for work. Mini-skirts, skorts, sundresses, beach dresses, and spaghetti-strap dresses are inappropriate.

Shirts, Tops, Blouses:

Dress shirts (button-up), sweaters, tops, polo-type shirts, and turtlenecks are acceptable attire for work. Inappropriate attire for work includes tank tops; midriff tops; shirts with potentially offensive words, terms, logos, pictures, cartoons, or slogans; halter-tops; tops with bare shoulders; sweatshirts, and t-shirts unless worn under another blouse, shirt, jacket, or dress. Any shirt that would reveal undergarments or cleavage are not appropriate.

Shoes and Footwear:

Conservative athletic or walking shoes, loafers, clogs, sneakers, boots, flats, dress heels, and leather deck-type shoes are acceptable for work. Flip-flops, and slippers are not appropriate footwear. Closed-toe and closed-heel shoes maybe required in your work area. Please ask your supervisor or Human Resources for more information.

Dress Down Fridays:

Employee Responsibilities and Conduct

Fridays are casual or dress down days, employees may wear more casual attire on Fridays, this includes blue jeans. Please refer to the above list for clothing that is appropriate to wear.

Revealing attire is not acceptable even on dress down days.

The Redwoods recognizes that personal appearance is an important element of self-expression and strives not to control or dictate appropriate employee appearance, specifically with regard to jewelry or tattoos worn as a matter of personal choice.

In keeping with this approach, The Redwoods allows reasonable self-expression through personal appearance, unless:

- a. it conflicts with an employee's ability to perform his or her position effectively or with his or her specific work environment, or
- b. it is regarded as offensive or harassing toward co-workers or others with whom The Redwoods conducts business and has contact with employees.

Employees who need a reasonable accommodation because of religious beliefs, observances or practices should contact Human Resources and discuss the need for accommodation.

Name Tags

Employees are required to wear a visible name tag, provided by The Redwoods, at all times while at work and on the premises, as job appropriate (e.g. kitchen staff may not have a magnetic name tag on while cooking for safety purposes but could wear a name tag that is attached to clothing with a secure pin).

Earbuds and Headphones

Employees are prohibited from using earbuds, headphones or similar items in resident community areas, when working in the kitchen, parking lots or with any type of outdoor machinery.

Fragrance Policy

The Redwoods maintains a fragrance-free workplace, regardless of job or location. Examples of fragrances include cologne, after shave lotion, perfume, perfumed hand lotion, fragranced hair products, and/or similar products.

Gratuities

No employee may accept or solicit gratuities, loans or gifts from residents, families, friends of residents, or other employees. Offer of gratuities, loans, gifts or favors must be graciously but firmly declined. Residents are informed when they enter the Redwoods that gratuities are not permitted. Report any such offer to your supervisor.

Employee Responsibilities and Conduct

Employees are also prohibited from accepting gratuities or gifts from vendors or suppliers or other persons doing business with The Redwoods. Small gifts given to an employee group or classification, such as a box of chocolates shared by everyone, may be exempt from this rule, if approved by your supervisor.

Guests and Visitors

Employees are not allowed to have personal visitors while on duty, including friends and family and off-duty employees, without the advance approval of the supervisor.

Lockers

A limited number of lockers are available. Employees must provide their own lock and The Redwoods is not responsible for theft or loss. The employer has the right to inspect lockers if needed.

Parking

Employees may park their vehicles in designated areas, if space permits and only with The Redwoods parking permit displayed visibly on the rear window. If space is unavailable, employees must park in permissible public areas in the vicinity of The Redwoods property. The Redwoods is not responsible for damage or theft to your vehicle.

Relations with the Public

The Redwoods is a customer service focused organization and employees represent The Redwoods to each member of the public met on the job. Employees are expected to be courteous and professional at all times. This applies to in-person, phone, or written communications. When an employee encounters an uncomfortable situation with a member of the public that he or she does not feel capable of handling, a supervisor should be called immediately.

News Media Contacts

Only contact people designated by the CEO may comment to news reporters on The Redwoods policy or events relevant to The Redwoods.

This policy does not limit an employee's right to discuss the terms and conditions of his or her employment.

Relations with Residents

Employees are expected to be courteous and considerate of residents at all times. Occasionally you may encounter residents who are discourteous or impolite. Do not respond to rudeness with rudeness. You should remove yourself from the situation as diplomatically as possible and report the incident to your supervisor.

Employee Responsibilities and Conduct

Employees are not allowed to become involved in the personal or business affairs of residents and are not allowed to witness personal legal documents of residents.

Designated employees who are notary publics are exempt from this rule.

Employees are not allowed to make special arrangements for personal services to residents or to work off-hours for individual residents.

Electronic and Social Media

The Redwoods supports the use of electronic communications, which include but are not limited to electronic mail, voice mail, facsimiles, telephones, computers, databases, and the Internet. The Redwoods will only provide access to electronic communication to employees who have a clear business requirement for such access. The Redwoods reserves the right to monitor all employee computer use including electronic mail and Internet access to ensure that employees use the Internet and electronic mail only for appropriate business purposes. Inappropriate and unauthorized posting and sharing of resident, staff, and company information is not permitted and will be subject to disciplinary action including termination.

Ownership

The Redwood's electronic communications systems and all information stored on them are the property of the Organization. All information and messages created, sent, received, accessed, or stored on this system are The Redwoods' business records.

Information stored in The Redwoods computers and file servers, including without limitation any information considered confidential to the operations of the Redwoods, including resident information, employee information, vendor lists, donor information, etc. is the property of the Organization and may not be distributed outside the Organization in any form whatsoever without the written permission of the CEO.

Confidential, proprietary, or other private Organizational information must not be sent over the Internet via electronic mail unless sent via secure transmittal procedures, and pre-authorized by The Redwood's CEO, for designated business purposes.

Employee passwords may be used for purposes of security but the use of a password does not affect the Organization's ownership of the electronic information or ability to monitor the information. The Organization may override an employee's password for any reason. User IDs or passwords for access to The Redwoods network or Internet sites must be kept confidential and sharing of user IDs or passwords is prohibited.

Business Use

The Redwoods' electronic communications are to be used to conduct Organization business.

Employee Responsibilities and Conduct

Prohibited Use

It is a violation of The Redwoods policy to use computers, electronic communications, electronic information, or the Internet, in a manner that: is discriminatory harassing or obscene; constitutes copyright or trademark infringement; violates software licensing rules; is illegal; or is against The Redwoods policy. It is also a violation of policy to use computers, electronic communications, electronic information, or the Internet to communicate confidential or sensitive information or trade secrets.

The display of any kind of sexually explicit multimedia content, message, or document on any Organization computer owned by the organization is a violation of The Redwood's policy against sexual harassment. This description of prohibited usage is not exhaustive and it is within the discretion of The Redwoods to determine if there has been a violation of this policy.

This policy is not intended to limit the ability of employees to discuss with other employees the terms and conditions of their employment, including such topics as, job performance, workload, supervisors, or staffing.

Social Media

The Redwoods uses social media in limited circumstances for defined business purposes. Social media is a set of Internet tools that aid in the facilitation of interaction between people online.

Use of Internet based programs (e.g. Facebook, Instagram, LinkedIn, Next Door, TikTok and Twitter (this is not meant to be an exhaustive list) may be used in furtherance of Organization goals. However, only authorized individuals are allowed to speak/write in the name of The Redwoods using the social media tools of the Organization. Your Supervisor will authorize you in writing if you can use these Organization social media tools to perform your job duties.

Employees can use their own personal devices to engage in social media during non-working times, such as breaks and meal periods; however, all other Organization policies against inappropriate usage, including the Organization's no tolerance for discrimination, harassment or retaliation in the workplace, and protection of confidential information apply.

Nothing in The Redwoods social media policy is designed to interfere with, restrain or prevent employee communications regarding condition of employment, such as discussions regarding hours and working conditions.

Use of Cellular Phones or Mobile Communication Devices

Employee-owned Devices

Employee-owned computers or cell phones are to be used during rest breaks or meal times only and are not to be used during work time on the work premises. Use during work periods is not

Employee Responsibilities and Conduct

allowed except for personal emergencies or to assist The Redwoods in some manner such as an elopement drill or other emergency situations, or if requested by your supervisor for necessary contact during the workday and the employee receives reimbursement.

The Redwoods' policies against inappropriate usage, including the organization's no tolerance for discrimination, harassment or retaliation in the workplace, apply.

Cell Phone Policy

A company owned cell phone may be provided to an employee and is primarily for business use and may be used for personal reasons only in emergency circumstances. Business use is any use in the course of performing specific job-related duties on behalf and for the benefit of The Redwoods.

Cell phones provided to employees will be purchased and owned by The Redwoods. Employees are responsible for the safekeeping and care of the cell phones they are assigned. Employees must return cell phones to their Managers when they no longer work for The Redwoods.

All costs associated with cell telephone service are paid for by The Redwoods. Such costs include but are not limited to purchase of equipment; service initiation; monthly fees; per-minute cost of calls in excess of calling plan; roaming fees; maintenance and repair of equipment and replacement of lost or stolen equipment.

According to Internal Revenue Service Code, any personal use of an employer issued phone by the employee may be considered taxable income and subject to withholding taxes. If personal calls are kept to an absolute minimum and the most economical usage plan has been chosen, the employee is not responsible for any portion of the basic, routine monthly charge for service and plan-allotted minutes. If personal usage exceeds the usage allowed by the IRS employees are required to notify the Accounting Department to adjust taxable income and withholding accordingly.

Employees who use their own cell phone for Company business will receive a monthly stipend based upon the requirement of use by the Company. All Managers and Emergency Response Team (ERT) members are required to be reachable 24/7 in the case of an emergency.

Employees who are required to use their personal cell phone during regular business hours or opt-out of The Redwoods' issued cell phone, if approved by their manager, will also receive a monthly stipend. See the attached Addendum for the details of this policy.

Prohibited Use of Organization Cell Phone While Driving

If your job requires that you keep your cell phone turned on while you are driving, you must use a hands-free device and safely pull off the road before conducting Organization business. Under no circumstances should employees place phone calls while operating a motor vehicle while

Employee Responsibilities and Conduct

driving on Organization business and/or Organization time, except while stopped and/or on a break.

Employer-owned Devices and Systems

Organization-maintained systems: voicemail and electronic mail (e-mail) systems are maintained by The Redwoods in order to facilitate Organization business. Therefore, all messages sent, received, composed, and/or stored on these systems are property of The Redwoods.

These systems are to be used by employees in conducting business and are not for employees' personal use. The Organization understands that on occasion immediate family members may need to leave messages on the voice-mail system for an employee and is willing to accommodate such personal use of the system to a limited degree only. However, personal use of the voice-mail system that interferes with an employee's work performance is not allowed. Monitoring of Organization Property

Computers must be kept clean and employees must exercise care to prevent loss and damage. Prior authorization must be obtained before any Organization property may be removed from the premises.

The Redwoods reserves the right to inspect all Organization property to ensure compliance with its rules and regulations, without notice to the employee and at any time, not necessarily in the employee's presence. The Redwoods computers and all electronic communications and electronic information are subject to monitoring and no one should expect privacy regarding such use. The Organization reserves the right to access, review and monitor electronic files, information, messages, text messages, e-mail, Internet history, browser-based webmail systems and other digital archives and to access, review and monitor the use of computers, software, and electronic communications to ensure that no misuse or violation of Organization policy or any law occurs. The Organization may monitor e-mail and there is no expectation of privacy. Assume that e-mail may be accessed, forwarded, read or heard by someone other than the intended recipient, even if marked as "private."

Solicitation

Solicitors are not allowed on the premises at any time. Report anyone attempting to sell or solicit magazines, newspapers, cosmetics, jewelry, kitchenware or any other products or services to employees or others. Occasional exceptions to this policy, approved by management, may include events such as rummage sales, where everyone has equal access to the goods, or through public "for sale" announcements, such as a classified ad or bulletin board. The Union has a bulletin board in the employee break room where Union updates will be posted.