



Clark Land Resources, Inc.

Employee Handbook

CLARK LAND RESOURCES, INC. – INTEGRITY IN ALL THINGS...

INSTRUCTING THE
NEXT GENERATION TO GARNER
TRUST FROM PROPERTY OWNERS, THAT
EMPOWERS OUR EMPLOYEES TO
GUARD OUR CLIENTS' RIGHTS, WHILE EARNING
RESPECT FROM OWNERS THROUGH
INFORMING AND
TRAINING THEM IN THEIR RIGHTS, WHICH THEN
YIELDS FAIRNESS FOR ALL PARTIES.

Welcome!



Linda L. Clark, RWP

President/Chief Executive Officer

Fred W. Clark, Sr., SR/WA

Vice President/Chief of Operations

Clark Land Resources (Clark Land) provides public agencies and private utility companies right-of-way consulting, property acquisition, land management, relocation assistance and property rights records research services for water, gas, fiber optic and electrical transmission projects.

Our staff have diverse backgrounds and knowledge in a wide range of infrastructure arenas. We greatly emphasize the importance of ethics and education to our staff. We are forward thinking by training up the next generation in ethical right-of-way practices to better serve utilities and municipalities with integrity. We are happy to welcome you to the team!

We won the 2014 Small Company of the Year Award, from the San Diego Chapter of the International Right of Way Association, and we were nominated for the 2015 National Award because of our commitment to educating and training our staff.

We are a CPUC-Certified Women Business Enterprise (WBE), Emerging Small Business Enterprise (ESBE), Small Business Enterprise (SBE) and Small Local Business Enterprise (SLBE).



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Essential Legal Provisions

Introductory Statement

Welcome aboard! As an employee of Clark Land Resources, Inc. (Clark Land) (the “Company”), you are an important member of our team. We hope that you will find your position with us rewarding, challenging, and productive.

Because our success depends upon the dedication of our employees, we are highly selective in choosing them. We look to you and your fellow employees to contribute to our success as a company.

This employee handbook is intended to explain the terms and conditions of employment of all full-time and part-time employees and supervisors.

This handbook summarizes the policies and practices in effect at the time of publication. This handbook supersedes all previously issued handbooks and any policy or benefit statements or memoranda that are inconsistent with the policies described herein.

If you have any questions regarding this handbook or the policies within, please contact:

Linda Clark, President/Chief Executive Officer (760) 941-8122

OR

Sue Cope, General Manager/Corporate Secretary (760) 468-3464

OR

Sabrina Boothe, Human Resources Manager (442) 224-7944

Office hours are:

Monday through Friday 8:00 am to 4:00 pm
We are closed for business on weekends.

The Corporate Office Number is (760) 758-1562

For life threatening emergencies call **911**.

At-Will Employment Status

Company personnel are employed on an at-will basis. Employment “at-will” means that the employment relationship may be terminated with or without cause and with or without notice at any time by the employee or the Company. Nothing in this handbook shall limit the right to terminate at-will employment.

No manager, supervisor, or employee of the Company has any authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment on other than at-

will terms.

Only Linda Clark, President/CEO of Clark Land Resources, Inc., has the authority to make any such agreement, which is binding only if it is in writing. In her absence, combined authority may be given to Fred Clark, Sr., Vice President/Chief of Operations and Sue Cope, General Manager/Corporate Secretary.

Right to Revise

This employee handbook contains the employment policies and practices of the Company in effect at the time of publication. This handbook supersedes all previously issued handbooks and any inconsistent policy statements or memoranda.

The Company reserves the right to revise, modify, delete, or add to any and all policies, procedures, work rules, or benefits stated in this handbook or in any other document, except for the policy of at-will employment. However, any such changes must be in writing and must be signed by or authorized by the President of the Company.

Any written changes to this handbook will be distributed to all employees so that employees will be aware of the new policies or procedures. No oral statements or representations can in any way alter the provisions of this handbook.

This handbook sets forth the employment policies of the Company as to the duration of employment and the circumstances under which employment may be terminated. Nothing in this employee handbook or in any other personnel document, including benefit plan descriptions, creates or is intended to create a promise or representation of continued employment for any employee.

Documented Workers

The Company requires employees to submit Form I-9. All new employees must complete Section 1 of the I-9 Form no later than close of business on his/her first day of work. The employee's signature holds him/her responsible for the accuracy of the information provided.

By the end of business on the employee's first day of work, employee must allow the Company to review the necessary verification documents required by Section 2 of the I-9 Form.

The Company reserves the right to revise this policy without notice to comply with state and federal law.

Equal Opportunity

Company policy prohibits unlawful discrimination based on race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin or ancestry, age (40 or older), disability or genetic information, marital status, registered domestic partner status, or any other consideration made unlawful by federal, state, or local laws. It also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics or is associated with a person who has or is perceived as having any of those characteristics. All such discrimination is unlawful.

The Company is committed to compliance with all applicable laws providing [equal employment opportunities](#). This commitment applies to all persons involved in the operations of the Company and prohibits unlawful discrimination by any employee of the Company, including officers, supervisors and coworkers.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, the Company will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee, unless undue hardship would result.

Any applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact the Senior Manager/Project Director or other designated employee with day-to-day personnel responsibilities and request such an accommodation. The individual with the disability should specify what accommodation he or she needs to perform the job. The Company will then investigate to identify the barriers that interfere with the equal opportunity of the applicant or employee to perform his or her job. The Company will identify possible accommodations, if any, that will help eliminate the limitation. If the accommodation is reasonable and will not impose an undue hardship, the Company will make the accommodation.

If you believe you have been subjected to any form of unlawful discrimination, submit a [written complaint](#) to the Senior Manager/Project Director. If for any reason you are uncomfortable submitting the written complaint to the Senior Manager/Project Director, you may submit your complaint to Fred or Linda Clark. Your complaint should be specific and should include the names of the individuals involved and the names of any witnesses. If you need assistance with your complaint, or if you prefer to make a complaint in person, contact the Human Resources Department at hr@clarklandresources.com or Fred or Linda Clark. The Company will immediately undertake an effective, thorough, and objective investigation and attempt to resolve the situation.

If the Company determines that unlawful discrimination has occurred, effective remedial action will be taken commensurate with the severity of the offense. Appropriate action also will be taken to deter any future discrimination. The Company will not retaliate against you for filing a complaint and will not knowingly permit retaliation by management, employees or clients.

Unlawful Harassment

The Company is committed to providing a work environment free of unlawful harassment. Company policy prohibits unlawful discrimination based on race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin or ancestry, age (40 or older), disability or genetic information, marital status, registered domestic partner status, or any other consideration made unlawful by federal, state, or local laws.

All such harassment is unlawful. The Company's anti-harassment policy applies to all persons involved in the operation of the Company and prohibits unlawful harassment by any employee of the Company, including officers, supervisors and coworkers, as well as vendors, clients, independent contractors and any other persons. It also prohibits unlawful harassment based on the perception that anyone has any of those characteristics or is associated with a person who has or is perceived as having any of those characteristics.

Prohibited unlawful harassment includes, but is not limited to, the following behavior:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations, or comments;
- Visual displays such as derogatory and/or sexually-oriented posters, photography, cartoons, drawings, or gestures;
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of sex, race, or any other protected basis;
- Threats and demands to submit to sexual requests as a condition of continued employment, or to avoid some other loss, and offers of employment benefits in return for sexual favors;
- Retaliation for reporting or threatening to report harassment; and
- Communication via electronic media of any type that includes any conduct that is prohibited by state and/or federal law, or by Company policy.

If you believe that you have been unlawfully harassed, submit a [written complaint](#) to the Senior Manager/Project Director, or Fred Clark or Linda Clark as soon as possible after the incident. Your complaint should include details of the incident or incidents, name(s) of the individual(s) involved, and names of any witnesses.

The Company will immediately undertake an effective, thorough, and objective investigation of the harassment allegations.

If the Company determines that unlawful harassment has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any employee determined by the Company to be responsible for unlawful harassment will be subject to appropriate disciplinary action, up to, and including termination.

A Company representative will advise all parties concerned of the results of the investigation. The Company will not retaliate against you for filing a complaint and will not tolerate or permit retaliation by management, employees or co-workers.

The Company encourages all employees to [report](#) any incidents of harassment forbidden by this policy **immediately** so that complaints can be quickly and fairly resolved. You also should be aware that the Federal Equal Employment Opportunity Commission and the California Department of Fair Employment and Housing investigate and prosecute complaints of prohibited harassment in employment.

If you think you have been harassed or that you have been retaliated against for resisting or complaining, you may file a complaint with the appropriate agency. The address and contact information for the nearest office can be searched for and located on the internet.

Employment Policies and Practices

Background Checks and Drug-Testing

The Company believes that employing qualified individuals contributes to our overall strategic success. Background checks serve as an important part of the evaluation process. Background checks also help us obtain information necessary to determine an applicant's overall employability and to ensure the protection of Clark Land's physical property, proprietary information and client assets. The information we collect helps the Company promote a safe work environment for our current and future employees.

In view of the Company's interest in providing a safe workplace and in retaining its consulting clients, it will hereby enhance its background check policy and implement a drug testing policy for its employees and its future applicants.

Clark Land complies with all applicable federal, state and local laws, including fair employment practices and equal employment opportunity, when conducting background checks and drug testing.

The results of all background checks and drug tests will be kept confidential. No unauthorized personnel at Clark Land will have access to the results; however, the results are subject to review by government regulatory authorities and authorized client audit staff.

Background Check Policy Initiative – Third-Party Providers

The Company will conduct background checks on applicants and current employees with their signed consent.

For Applicants [Initial Background Check]

The background check will consist of prior employment verification (for the three-year period before the date of hire), valid driver's license and clean driving record, court records for the area(s) of residence for the seven-year period prior to the date of hire, including criminal background or other information, as permitted by law. Third-party services, such as provided by the [GoodHire Company](#), will be used to perform these checks at the Company's expense. All offers of employment are contingent upon a satisfactory background check.

For Current Employees [Continuous Check Policy]

The background check will consist of prior employment verification (for the three-year period before the date of hire), valid driver's license and clean driving record, court records for the area(s) of residence for the seven-year period prior to the date of hire, including criminal background or other information, as permitted by law. Third-party services, such as provided by the [GoodHire Company](#), will be used to perform these checks at the Company's expense. All offers of continued employment are contingent upon a satisfactory background check.

Refusal to consent to a background check may result in discipline, up to or including termination.

Drug Testing Procedures [To Be Implemented on July 19, 2019]

The Company is committed to preserving a positive Company image with the public and clients and is dedicated to providing employees with a safe workplace that is free of illegal drugs and of alcohol. In addition, many of the Company's clients require the Company to verify that its employees have passed drug screenings; consequently, it is a business necessity for the Company to administer drug tests to job applicants and current employees.

Therefore, all offers of employment are contingent upon a satisfactory drug test result. Refusal to consent to a drug test may result in an adverse employment decision.

The Company requests that current staff consent to an initial drug test. Refusal to consent to an initial drug test may result in discipline, up to or including termination.

While on Company premises, whether during work time or non-work time, employees are prohibited from being under the influence of drugs or alcohol. There are limited exceptions for the use of prescription drugs (not including marijuana), if they do not create safety issues or impair an employee's ability to do his or her job, and the moderate use of alcohol at company-sponsored or sanctioned events.

Employees are strictly prohibited from possessing illegal drugs, marijuana, or excessive quantities of prescription or over-the-counter drugs while on Company premises, performing Company-related duties, or operating any Company equipment.

Employees taking medication should consult a medical professional to determine whether the drug may affect their personal safety or ability to perform their job and should advise their manager of any resulting job limitations. Once notified, the Company will make reasonable efforts to accommodate the limitation.

The Company reserves the right to test any employee for the use of illegal drugs, marijuana, or alcohol, in accordance with applicable law. Employees in safety-sensitive positions may be subject to regular or random drug testing.

Drug or alcohol tests may also be conducted on any employee after an accident in which drugs or alcohol could reasonably be suspected of being involved, or when behavior or impairment on the job creates a reasonable suspicion of use. Under those circumstances, the employee may be driven to a certified lab for testing at the Company's expense. Refusal to be tested for drugs or alcohol will be treated the same as a positive test result.

Violation of this policy will result in disciplinary action up to and potentially including termination.

To the extent that any federal, state, or local law or regulation limits or prohibits the application of any provision of this policy, then that particular provision will be ineffective in that jurisdiction only, while the remainder of the policy remains in effect.

For the Period Post-Implementation of this Policy:

The Consequences of Using Drugs or Alcohol While on Duty

An employee who has engaged in prohibited drug or alcohol use during the performance of his/her duties will be immediately removed from duty. Further, the employee will be subject to disciplinary action, such as suspension without pay until s/he tests negative at a Company-designated certified testing facility; or up to and including termination.

Note: if an employee has a PTO or a Sick Leave Balance and if s/he is placed on suspension without pay s/he may use his/her available hours during the period of suspension.

The Consequences of a Verified Positive Drug Test Result

An employee who receives a verified positive drug test result will be immediately removed from duty. Further, the employee will be subject to disciplinary action, such as suspension without pay until s/he tests negative at a Company-designated certified testing facility; or up to and including termination.

Note: if an employee has a PTO or a Sick Leave Balance and if s/he is placed on suspension without pay s/he may use his/her available hours during the period of suspension.

The Consequences of a Positive Alcohol Test Result with a Concentration Greater than .02 but Less than .04

An employee who is found to have an alcohol concentration of .02 or greater but less than .04 will be immediately removed from duty until s/he is retested with a result below .02 or until the start of the employee's next regularly scheduled shift, if it occurs at least 8 hours following administration of the test.

Notwithstanding the foregoing, an employee whose test results indicate an alcohol concentration greater than .02 will be subject to disciplinary action, such as suspension without pay until s/he tests negative at a Company-designated certified testing facility; or up to and including termination.

Note: if an employee has a PTO or a Sick Leave Balance and if s/he is placed on suspension without pay s/he may use his/her available hours during the period of suspension.

The Consequences of a Positive Alcohol Test Result with a Concentration Greater than .04

An employee who receives one (1) alcohol test with a result indicating an alcohol concentration of .04 or greater will be immediately removed from duties. An employee who has a positive alcohol test cannot return to the performance of their duties until and unless the employee successfully completes the return-to-duty process. Notwithstanding the foregoing, an employee whose test results indicate an alcohol concentration greater than .04 will be subject to disciplinary action, up to and including termination.

Note: if an employee has a PTO or a Sick Leave Balance and if s/he is placed on suspension without pay s/he may use his/her available hours during the period of suspension.

The Consequences of Refusing to Submit to a Required Drug and/or Alcohol Test

An employee who refuses to submit to a required drug and/or alcohol test or who receives a verified adulterated or substituted drug test result will be immediately removed from duty. An employee cannot return to the performance of his/her duties until and unless the employee successfully completes the return-to-duty process.

Notwithstanding the foregoing, an employee that refuses to submit to a required drug and/or alcohol test will be subject to disciplinary action, such as suspension without pay until s/he tests negative at a Company-designated certified testing facility; or up to and including termination.

Note: if an employee has a PTO or a Sick Leave Balance and if s/he is placed on suspension without pay s/he may use his/her available hours during the period of suspension.

REFUSAL TO SUBMIT TO A DRUG AND/OR ALCOHOL TEST

You are considered to have refused to take a drug and/or alcohol test if you:

Drug Test

- Fail to appear at a collection site for any test (except a pre-employment test) within a reasonable time, as determined by the Company after being directed to do so by the Company. This includes the failure of the employee to appear for a test when contacted by the Company's third-party administrator (GoodHire.com);
- Fail to remain at the collection site until the testing process is complete; Provided that a person who leaves the testing site before the testing process commences for a pre-employment test is not deemed to have refused to test;
- Fail to cooperate with any part of the specimen collection process;
- Fail to provide a specimen;
- Fail to permit a monitored or observed collection if the Company ordered or if the collector required the collection to be monitored or observed;
- Fail to provide a sufficient amount of urine specimen, provided the Medical Review Officer (MRO) finds there was no medical reason for the employee to provide insufficient amount of urine;
- Possess or wear a prosthetic or other device that could be used to interfere with the collection process if the employee is found to have or wear a prosthetic or other device designed to carry clean urine or a urine substitute;
- Adulterate or substitute a urine specimen; or
- Admit to the collector to having adulterated or substituted the specimen;
- Admit to the MRO to having adulterated or substituted the specimen.
- Fail to sign the certification statement at Step 2 of the Drug Testing Form (DTF); or
- Fail or decline to take an additional drug test that the Company or collector has directed.

Alcohol Test

- Fail to appear at an alcohol test site for any test within a reasonable time, as determined by the Company, after being directed to do so by the Company. This includes the failure of the employee to appear for a test when called by the Company's third-party administrator;
- Fail to cooperate with any part of the testing process.
- Fail to remain at the alcohol test site until the testing process is complete;
- Fail to provide an adequate amount of saliva or breath;
- Fail to provide a sufficient breath specimen, provided the physician finds that there was no medical reason for the employee to provide an insufficient amount of breath;
- Fail to undergo a medical examination or evaluation as the Company has directed as part of the insufficient breath procedures;
- Fail to sign the certification statement at Step 2 of the Alcohol Testing Form (ATF).

Again, an employee who refuses to submit to a required drug and/or alcohol test or who receives a verified adulterated or substituted drug test result will be immediately removed from duty. An employee that refuses to submit to a required drug and/or alcohol test will be subject to disciplinary action, up to and including termination.

Note: if an employee has a PTO or a Sick Leave Balance and if s/he is placed on suspension without pay, s/he may use his/her available hours during the period of suspension.

SEEK PROFESSIONAL HELP

The Company encourages employees who suffer from alcohol or drug abuse to seek professional help either via their medical benefits or through the [Employee Assistance Program \(EAP\)](#) (this is discussed in detail on the next page). It is the responsibility of the employee to seek this help before alcohol or drug problems lead to disciplinary action.

Once a violation occurs, subsequent attempts to seek professional help may have no bearing on the determination of discipline. The employee's decision to seek prior assistance will not be used as the basis of discipline. However, seeking help will not be a defense to imposition of discipline if facts indicating a violation of this Policy exists separate from the seeking of assistance.

Notification Requirements of the Fair Credit Reporting Act

Under the Fair Credit Reporting Act (FCRA), if the Company uses a third-party to conduct a background check, and it does, it must disclose to the person first that it intends to obtain a background check and then get the person's written authorization.

Before taking any adverse employment, action based on information in a consumer report, the Company must provide to that person:

A notice that includes a copy of the consumer report relied on to make the decision; and
a copy of *A Summary of Your Rights Under the Fair Credit Reporting Act*, which the chosen third-party

company that produced the report will provide to the person.

Further, before the Company may take an adverse action such as declining to hire, discharging, laying off, or declining to promote an adversely impacted individual based on conviction history obtained by a source other than the applicant or employee the Company must give the impacted individual notice of the disqualifying conviction and a reasonable opportunity to present evidence that the information is factually inaccurate.

If the applicant or employee establishes that the record is factually inaccurate, then that record cannot be considered in the employment decision.

Background Check and Drug Test Procedures – The Company Uses a Third-Party Provider

The background check and drug testing process may be initiated online or by using paper forms provided by the Company.

- Employees/Applicants will get an email from the [GoodHire Company](#).
- The person must complete a form detailing their name/address/past employers/high school or college (if applicable) and social security number (for identification purposes only).
- The person must consent to the background search.
- The person must consent to the drug test.
- Based on where they live/work they can decide on a location to take the drug test.
- The person may request a copy of the background check and/or drug test results to be sent to him/her electronically.
- Results of the background check and/or drug test are sent to the Company electronically.
- Employees may enroll in the Company's Pull Notice Program with the Department of Motor Vehicles or consent to a third-party check of their valid driver's license and clean driving record.

Clark Land's Employee Assistance Plan [Provided Through [Mutual of Omaha](#)]

The Company offers an [Employee Assistance Program \(EAP\)](#) for full-time employees through [Mutual of Omaha](#). For over 25 years, Mutual of Omaha's in-house EAP has been staffed by licensed, master's level counselors. Their exclusive provider network and personalized provider matching allows them to get employees the help they need. [Click here](#) for a copy of the EAP brochure.

What to Expect

When you call, you will speak directly to an EAP professional to receive support and guidance. You can entrust your EAP professional to assess your needs and handle your concerns in a confidential, respectful manner. The goal is to collaborate with you and find solutions that are responsive to your needs.

Your EAP benefits are provided through Clark Land. There is no cost to you for using EAP services. If additional resources are needed, your EAP professional can assist by locating affordable solutions in your area.

Don't delay – Call today!

An objective point of view can be a good start to working through your concerns. Start today by calling an EAP professional toll-free at (800) 316-2796 for confidential consultation and resource services which are available 24 hours a day, 7 days a week.

Visit the EAP Website at <https://mutualofomaha.com/eap> to read interesting articles. Click on the Resources Tab to view their specialized knowledge and resources on topics including: emotional well-being, healthy lifestyles, substance abuse and addiction, family and relationships, legal and financial issues and work/life transitions.

New Hires

The first 90 days of continuous employment at Clark Land is considered an introductory period. During this time, you will learn your duties, responsibilities and get acquainted with fellow employees at the Company.

Completion of the introductory period does not entitle you to remain employed by the company for any definite period. 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 Company.

Except as otherwise noted, eligible employees will receive the Company-provided benefits described in this handbook pursuant to the rules of the vendor providing the benefit. For details on applicable timelines, please speak with the Human Resources Department.

Regular Non-exempt Employees

Regular non-exempt employees are those non-exempt employees who are hired to work on a regular schedule. Regular non-exempt employees may be classified as full-time or part-time. Non-exempt employees are all Clark Land employees, with the exception of those specifically identified by the Company as exempt. Full-time non-exempt employees are those who are scheduled for and do work at least 30 hours per week. Any non-exempt employee working less than a scheduled 30-hour week is classified as a part-time employee. Following the completion of a 90-day trial period, all full-time non-exempt regular employees are eligible for most of the employee benefits described in this handbook.

Regular Exempt Employees

Regular exempt employees are those exempt employees who are hired to work on a regular basis. Regular exempt employees may be classified as full-time or part-time. Exempt employees are those specifically identified as exempt. Full-time exempt employees are those exempt employees who work without a pre-approved limitation of time per week or month. Any exempt employee working under a pre-approved limitation of time is classified as a part-time exempt employee. Following the completion of a 90-day trial period, all full-time exempt regular employees are eligible for most employee benefits described in this handbook. For details on the timelines when particular benefits become available, please speak with the Human Resources Department.

Part-Time Employee Benefits

The employee benefits listed in this handbook are not available to employees averaging less than 30 hours of work per week during any particular fiscal quarter. Part-time employees receive only those benefits mandated by law.

Temporary Employees

Temporary employees are those employed for short-term assignments and are not considered full-time or part-time employees. Short-term assignments generally are periods of three months or fewer; however, such assignments may be extended. Temporary employees are not eligible for employee benefits except those mandated by applicable law.

Job Duties

During your first 90 days, your supervisor will explain your job responsibilities and the performance standards expected of you. Be aware that your job responsibilities may change at any time during your employment. From time to time, you may be asked to work on special projects, engage in cross-training or to assist with other work necessary or important to the Company. Your cooperation and assistance in performing such additional work is expected.

The Company reserves the right, at any time, with or without notice, to alter or change job responsibilities, reassign or transfer job positions, or assign additional job responsibilities.

Work Schedules

The Company is normally open for business between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday. As to non-exempt employees, the Senior Manager/Project Director or designee will assign your individual work schedule based on Clark Land's clients' needs.

All employees are expected to be at their desks or workstations at the start of their scheduled shifts, ready to work.

Signing In When You Are Working On-Site or at a Remote Location

As part of Clark Land's Safety Program, all employees are required to check-in and check-out with the front office staff upon arrival and departure from a Clark Land office and as required by our clients when visiting their offices.

Please ensure that your whereabouts, during the workday, are known in the event of an emergency or other need to contact you. If you sign in for someone else (only at Clark Land, not at clients' offices), please print their name and then initial in the next column. Your initials will signify that you understand you are being accountable for the fact that the other employee is in the office.

When working remote, employees are required to check in with their supervisors, at least once a day, and to change their Microsoft Teams setting to green (meaning available) at the beginning of each workday. Microsoft Teams will automatically adjust for any meetings or webinars that you are in for the day. Employees should sign out of Teams when they are on a meal break and when they are done for the day.

When you plan to be out of the office, you need to have an "Out of Office" reply turned on and a message of who to contact in your absence. You can arrange this through the **Automatic Replies** section of your Outlook account. This is required even if you are out of the office for just one workday.

Exchanging work schedules with other employees is not allowed without the specific approval of the employee's manager/supervisor/task lead. If you need to exchange schedules, notify your manager/supervisor/task lead, who may authorize an exchange if possible. Work schedule exchanges will not be approved for the mere convenience of an employee or if the exchange interferes with normal operations or results in overtime.

The workweek begins at 12:01 a.m. Sunday and ends at midnight on Saturday.

Overtime

Overtime must be pre-approved. Use the [Overtime Request Form](#) for this purpose. The Company provides compensation for all overtime hours worked by non-exempt employees in accordance with state and federal law as follows:

- ❖ All hours worked in excess of eight hours in one workday or 40 hours in one workweek will be treated as overtime. A workday begins at 12:01 a.m. and ends at midnight 24 hours later.
- ❖ Workweeks begin each Monday at 12:01 am.
- ❖ Compensation for hours in excess of 40 for the workweek, or in excess of eight and not more than 12 for the workday, and for the first eight hours on the seventh consecutive day of work in one workweek, shall be paid at a rate one and one-half times the employee's regular rate of pay.
- ❖ Compensation for hours in excess of 12 in one workday and in excess of eight on the seventh consecutive workday in a workweek shall be paid at double the regular rate of pay.

Exempt employees may have to work hours beyond their normal schedules, as work demands require. No overtime compensation will be paid to exempt employees.

Overtime Request Form

If you must work overtime due to client demands; note that the only project that is allowed any overtime is the FiRM Project. **All overtime** must be approved by the Task Lead/Project Manager or the Project Manager's Supervisor.

To request permission to work overtime fill out the [Overtime Request Form](#), have it approved and signed, then submit it by attaching to your timesheet on the BillQuick website on the day the overtime

was worked. You may also contact your advisor or the Human Resources Department for help with this form.

The [Overtime Request Form](#) is available on the BambooHR website in the Company Links Section of its Home Page. Clark Land Resources does not offer Comp Time as an option.

Meal and Rest Periods

Non-Exempt employees are provided with either a half-hour or one-hour meal period, typically to be taken between the hours of 12:00 p.m. and 1:30 p.m. however, the meal period must start before the end of the fifth hour of your workday. Employees are allowed a 10-minute rest period for every four hours of work or major portion thereof.

Employees cannot exceed their meal and rest periods without approval from their manager/supervisor/task lead. All time used for meal periods (as defined above) and any excess time for meal periods or rest periods will not be paid to the employee and must not be included on the employee's timesheet. Any time not worked but listed for payment by the employee, on their timesheet, could be grounds for disciplinary action and/or termination.

You may leave the premises during your meal period. You may go outside to get some exercise during your rest period as long as you do not exceed the 10-minute limit.

Timekeeping Requirements

For payroll and client billing purposes, all employees are required to use electronic timesheets and expense logs, provided by Clark Land, to record time worked and all expenses (reimbursable and/or billable). Currently, Clark Land uses BillQuick/WebSuite.

Timesheet Procedures

In order to reduce time and cost, and improve accuracy, every employee is expected* to "SUBMIT" their accurate time and expenses **daily**. (Project Managers and Supervisors will need to turn in Project Setup forms before the first day an employee charges to a project.)

All technical task leaders and other time/expense reviewers/approvers are expected* to spend half an hour each workday morning reviewing and either "APPROVING" or "REJECTING" the project hours and expenses charged to their assigned projects. Reviewers will be monitored, at random, to ensure compliance. Reviewers are NOT to correct an employee's incorrect time or expense entry; incorrect entries must be rejected with an explanation in the Memo Box so that the employee knows what to correct.

Approvers/Reviewers are expected* to follow-up on rejected entries to be sure they are corrected in a timely manner.

Employees should create filters in BillQuick/WebSuite that will allow them to receive notifications and view explanation memos when an entry has been rejected. Employees are responsible for correcting rejected entries, or deleting and reentering entries, and resubmitting them in a timely manner.

*Due to the seriousness of Time Keeping, it is imperative that we follow these procedures. Therefore, if your time is not submitted each day, or your approver is constantly having to reject entries, you may be subject to disciplinary action; this could affect future promotions, salary increases and bonuses. The same applies to approvers and reviewers who are responsible for the timely and accurate approval of time and expenses on the projects for which they are responsible.

NOTE: In every contract that we have with a client, Clark Land is required to agree to the random auditing of our timekeeping system. This could be from the client or their governing agency (i.e. SDG&E and their governing agency the California Public Utilities Commission [CPUC]). Every action in BillQuick/WebSuite, our online timekeeping and expense reporting system, is recorded for legacy purposes, meaning that if you submit a timesheet and the memo isn't correct, and then it is changed later, during the invoice stage, an auditor could perceive that as something that looks suspicious.

If the auditor felt Clark Land was blatantly not complying with the contract or standard industry accounting principles, he/she could recommend stiff penalties or require Clark Land to cease working on their project, and then ultimately removing us permanently from working on any contracts for that client.

If you falsify the amount of time that you worked in a day, for example arrived to work late, left early, or took a long lunch and then record on BillQuick/WebSuite that you worked a full shift (i.e., if you work less than 8 hours but record on BillQuick/WebSuite that you worked 8 hours on that day), it would be dishonest, illegal and grounds for corrective action up to and including the termination of your employment.

Remember:

- Overtime must be approved in advance -use the Overtime Approval Form - Upload your approved form to BillQuick/WebSuite on the day that overtime is incurred.
- Expenses other than mileage must be accompanied by a receipt - Upload your receipt to BillQuick/WebSuite.
- Mileage must include Odometer Readings in the Memo as well as starting and ending points (or Maps attachment that shows mileage), and the purpose of the travel.
- Employees should take a meal period and rest periods in accordance with the laws in their state. For example, in California, the law requires employees to take a 30- minute period for every 6 hours of work. The meal period must start before the end of the fifth hour of your workday. The 30-minute meal period is not paid. Employees are allowed a 10-minute rest period for every four hours of work or major portion thereof. The 10-minute rest periods are paid.

- Following these guidelines will assist the Payroll Department in executing their responsibilities.

Your cooperation and commitment to accurate and timely time and expense entry will eliminate hundreds of hours of unnecessary time being spent on correcting timesheets, expenses, and invoices.

Payment of Wages

Paydays are scheduled bi-weekly. If a regular payday falls on a holiday, employees will be paid on the preceding workday. Paystubs will be available to view on payday.

Direct Deposit

The Company offers automatic (direct) payroll deposits for all employees. You may begin and stop your automatic payroll deposit at any time.

To begin (or to change) an automatic payroll direct deposit, you must complete a [Direct Deposit Authorization Form](#) (available from the Human Resources Department – hr@clarklandresources.com) and return it to the Payroll Department at least 21 days before the pay period for which you would like the service to begin. You should carefully monitor your payroll deposit statements for the first two pay periods after the service begins.

To stop (or to change) automatic payroll deposits, please email the Human Resources Department at least 21 days before the pay period for which you would like the service to end. The Human Resources Department will provide you with a blank Direct Deposit Authorization Form for completion. Return the updated direct deposit authorization form to the Payroll Department for processing. Ordinarily, you should receive a regular payroll check on the first pay period after the receipt of the form, provided it is received no later than 21 days before the end of the pay period.

The Consequences of Late Time and Expense Entries

If you record and submit your time and/or expenses in BillQuick/WebSuite *after the regularly scheduled payroll deadline*, which is the end of the business day on the Friday** prior to the week we process payroll, a manual check will be processed by the Payroll Department.

**If you work on Saturday, time must be submitted by the end of that workday.

Your Cooperation is Requested

Your cooperation and compliance with these procedures indicates your commitment to our mission and vision, that is, in part, Integrity in All Things.

Advances

The Company does not permit advances against paychecks.

Computer Purchase Loan Program

The Company has limited funds available to enable employees to purchase a personal laptop computer. The Company makes these funds available with the understanding that the employee will use the laptop computer, in part, to perform employee's employment duties to the Company. Please contact the Human Resources Department for details.

Reimbursement of Expenses

Direct Expenses to be reimbursed by the Company must be approved in writing prior to the expenditure. Purchase orders, travel request forms, etc. may be used to request permission prior to applicable expenditures. For access to these forms, contact the Human Resources Department.

To receive reimbursement, you must furnish the accounting department with receipts for all expenses (other than per diem or mileage) and a properly completed expense form. This may be accomplished by entering the information into the Company's time and expense recording website (BillQuick) and uploading the document(s) onto the website.

Please be aware that "commuter mileage" to and from your home to the job site is not reimbursable mileage.

We appreciate your expenditures on behalf of the Company and will make every effort to reimburse you in a timely fashion.

If you require an advance for expenses, contact your immediate supervisor.

Allowances

In addition to reimbursement for direct expenses, the Company will reimburse employees at a reasonable rate for an eligible employee's use of the employee's personal cell phone and personal laptop computer while performing job duties for the Company. These allowances will be paid with each paycheck. Please see the Human Resources Department for information about the current allowance amounts.

Travel Policy (General)

It is the policy of Clark Land to reimburse staff for reasonable and necessary expenses incurred in connection with approved travel on behalf of the company.

For overnight travel, read and complete the [Travel Request Form](#) and get it approved by your supervisor. Your signature on the form acknowledges that you have read the [Full Travel Policy](#).

The Company's **IRWA Conference Travel Policy** is incorporated in the Addendum of this Handbook.

Travelers seeking reimbursement should incur the lowest reasonable travel expenses and exercise care to avoid impropriety or the appearance of impropriety. If a circumstance arises that is not specifically covered in this travel policy, then the most conservative course of action should be taken.

Business travel policies are aligned with company reimbursement rules. All business-related travel paid

with Company funds must comply with Company expenditure policies.

Authorization and Responsibility

Staff travel must be authorized. Please complete a [Travel Request Form](#) and submit it for approval. Travelers should verify that planned travel is eligible for reimbursement before making travel arrangements. Within the pay period of completion of a trip, the traveler must submit expenses and supporting documentation on the Company's time and expense recording website <https://billquick.clarklandresources.com/> ([BillQuick](#)) to obtain reimbursement of expenses. Designated approval authorities are required to review expenditures and withhold reimbursement if there is reason to believe that the expenditures are inappropriate or extravagant.

Personal Funds

Travelers should review [reimbursement guidelines](#) before spending personal funds for business travel to determine if such expenses are reimbursable. Clark Land reserves the right to deny reimbursement of travel-related expenses for failure to comply with policies and procedures. Travelers who use personal funds to facilitate travel arrangements will not be reimbursed until after the trip occurs and proper documentation is submitted.

Vacation in Conjunction with Business Travel

In cases in which vacation time is added to a business trip, any cost variance in airfare, car rental or lodging must be clearly identified. Clark Land will not reimburse additional, non-business-related personal expenses.

Travel Expenses/Procedures

Authorized business travel for staff that includes prepayments must be pre-approved. Reimbursement of parking, mileage, gasoline in lieu of mileage and ferry or bus passes do not require pre-approval if they are under \$10. Requests for reimbursement of expenses over \$10 are to be submitted on the Company time and expense recording website, ([BillQuick](#)), along with receipts, in a timely manner.

Permissible Prepaid Travel Expenses

Before the travel, Clark Land may issue prepayments for airfare, rail transportation, rental vehicles and conference registration fees. Applicable policies and methods of payments for these prepayments follow.

Airfare: Travelers are expected to obtain the lowest available airfare that reasonably meets business travel needs. Airfare may be prepaid by the business office.

- Travelers are encouraged to book flights at least 30 days in advance to avoid premium airfare pricing. First-class tickets are not reimbursable.
- Coach class or economy tickets must be purchased for domestic or international flights.
- A less-than-first-class ticket (i.e., business class) may be purchased at Clark Land's discretion for domestic or international flights (defined as flight time exceeding five consecutive hours excluding

layovers).

- Rail Transportation: Clark Land will prepay rail transportation provided that the cost does not exceed the cost of the least expensive airfare.
- Rental Vehicles: Clark Land will pay for approved use of a rental vehicle. See the section on reimbursements below in this section.
- Conference Registration Fees: Conference registration fees may be prepaid with a credit card through the business office. Business-related banquets or meals that are considered part of the conference may be paid with the registration fees. These meals will replace the per day allowance for meals as described in the Reimbursable Travel Expenses section.
- Expenses associated with the travel must be reconciled and substantiated within the pay period of the return date. The traveler must repay Clark Land for any advances in excess of the approved reimbursable expenses.

Reimbursements for Non-Prepaid Expenses

- Requests for reimbursements of travel-related expenses are to be submitted on the Company's time and expense recording website, (BillQuick). This information must be accompanied by supporting documentation which should be uploaded to the website as soon as possible within the pay period.
- Reimbursement of travel expenses is based on documentation of reasonable and actual expenses supported by the original, itemized receipts where required.

Reimbursements that may be paid by Clark Land are shown below:

- Airfare: If the airfare was not prepaid by the business office, an original itemized airline receipt, an e-ticket receipt/statement or an Internet receipt/statement is required. The receipt must show the method of payment and indicate that payment was made.
- Travelers are expected to obtain the lowest available airfare that reasonably meets business travel needs. Travelers are encouraged to book flights at least 30 days in advance to avoid premium pricing.
- Coach class or economy tickets must be purchased for domestic or international flights. A higher-priced coach ticket cannot be purchased for a subsequent upgrade in seating.
- A less-than-first-class ticket (i.e. business class) may be purchased for domestic or international flights if the purchase has been pre-approved by Clark Land. First-class tickets are not reimbursable.
- Rail Transportation: Clark Land will pay for rail transportation provided that the cost does not exceed the cost of the least expensive airfare.
- If rail transportation was not prepaid by the business office, an original itemized receipt, original e-ticket receipt/statement or Internet receipt/statement is required. The receipt must show the method of payment and indicate that payment was made.

- Automobile (personally owned – for domestic travel): A valid driver's license issued within the United States and personal automobile insurance are required for expenses to be reimbursed. Drivers should be aware of the extent of coverage (if any) provided by his or her automobile insurance company for travel that is business or not personal in nature. Reimbursement for use of a personal automobile is based on the Clark Land mileage rate.
- Automobile (rental – for domestic travel): Reimbursement for a commercial rental vehicle as a primary mode of transportation is authorized if the rental vehicle is more economical than any other type of public transportation, or if the destination is not otherwise accessible. Vehicle rental at a destination city is reimbursable. Assistance from the business office is recommended. Receipts are required.
- Clark Land authorizes reimbursement for the most economically-priced vehicle available. In certain circumstances larger vehicles may be rented, with supervisory approval. The rental agreement must clearly show the date and the points of departure/arrival, as well as the total cost.
- Drivers must adhere to the rental requirements and restrictions must be followed. Travelers are strongly encouraged to fill the gas tank before returning the vehicle to the rental agency to avoid service fees and more expensive fuel rates.
- Conference Registration Fees: If the conference fee was not prepaid, Clark Land will reimburse these fees, including business-related banquets or meals that are part of the conference registration. Receipts to support the payment are required.
- Registration fees paid directly by an individual will not be reimbursed until the conference is completed.
- Lodging (commercial): The cost of overnight lodging (room rate and tax only) will be reimbursed to the traveler if the authorized travel is 45 miles or more from the traveler's home or primary worksite. Assistance from the business office is recommended. Receipts are required.
- Clark Land will reimburse lodging expenses at reasonable, single occupancy or standard business room rates. When the hotel or motel is the conference or convention site, reimbursement will be limited to the conference rate.
- Only single room rates are authorized for payment or reimbursement unless the second party is an employee and the room is being shared by both employees.
- Business Meals: Travelers are required to follow Clark Land expenditure policies when requesting reimbursement for business meals. Original itemized receipts are required.
- Business Expenses: Business expenses, including faxes, photocopies, Internet charges, data ports and business telephone calls incurred while on travel status, can be reimbursed. Itemized receipts are required.
- Parking: Receipts are required for parking fees (including airport parking) totaling \$25 or more. The lodging bill can be used as a receipt when charges are included as part of the overnight stay.
- Telephone Calls: The costs of personal telephone calls are the responsibility of the individual.
- Tolls: Receipts are required for tolls if you wish to be reimbursed.

Travel for Non-Employees

Additional costs for travel, lodging, meal or other travel expenses for spouses or other family members will not be reimbursed unless the individual has a bona fide company purpose for engaging in the travel or attending the event. Such travel is generally limited to senior management and should occur infrequently.

Reimbursable Expenses

- Employee's travel expenses to and from the event/hotel (e.g., flight, rail, mileage).
- Labor for travel hours travelled during the employees regularly scheduled work hours.
- Employees should plan ahead and perform tasks (checking email, electronic tasks, etc.) while waiting for flights, on planes/trains, etc., during regularly scheduled work hours.
- Car Rental or Uber/Lyft use up to \$35 per day. Car rental should be reserved through our corporate rental account. Whenever possible, carpooling should be utilized.
- Hotel for the day(s) of the event. If the event begins early in the day, then hotel accommodations will be paid for the night before. If the event ends past 3 p.m. on the last day, consideration will be made regarding paying for a hotel that night dependent upon the availability of transportation to travel home.
- If spouses are traveling with employees, then the employee (Grades 1 to 8) is expected to pay for half of the hotel accommodations for the days of the event.
- Maximum hotel rate per day authorized would be the special rate given to attendees of the event or Clark Land's corporate account.
- Meals/groceries up to \$50 per day per employee. Alcohol is not reimbursable.
- For employees Grade 9 and above, Clark Land will pay for both the employee and spouse's travel, their hotel room and meals up to \$75 per day and car rental up to \$50 per day.

Employee Event/Conference Fees:

Note: Since all employees should be cognizant of the fact that expenses affect profits, which in turn, affects profit sharing, then we all benefit from reducing expenses as much as possible. When possible, employees should consider sharing rooms and rental cars.

Non-Reimbursable Expenses:

- Hotel accommodations for before or after the event, except as specified above.
- Car rentals or local transportation over \$35 per day for Grades 1-8, and \$50 per day for Grade 9 and above.
- Meals over \$50 per day for Grades 1-8 and over \$75 per day for Grades 9 and above.
- Alcoholic beverages.
- Labor for travel to and from the conference travelled outside of regularly scheduled work hours.

- Spouse/partner conference fee, except as detailed above.
- Airline club memberships.
- Airline upgrades.
- Business class for domestic flights or first class for all flights.
- Child care, babysitting, house-sitting, or pet-sitting/kennel charges.
- Commuting between home and the primary work location.
- Costs incurred by traveler's failure to cancel travel or hotel reservations in a timely fashion.
- Evening or formal wear expenses.
- Haircuts and personal grooming.
- Laundry and dry cleaning.

- Passports, vaccinations and visas when not required as a specific and necessary condition of the travel assignment.
- Personal entertainment expenses, including in-flight movies, headsets, health club facilities, hotel pay-per-view movies, in-theater movies, social activities and related incidental costs.
- Other expenses not directly related to the business travel.

Changes in Personnel Information

The Company is required by law to keep current all employees' names and addresses. Employees are responsible for notifying the Human Resources Department, by email, in the event of a name or address change. The email address is hr@clarklandresources.com.

You must also notify the Human Resources Department of any changes to income tax withholding, direct deposit information, emergency contacts, or any information that may affect your insurance coverage. Contact them at hr@clarklandresources.com if you need a form, etc.

Personnel Records

You have a right to inspect certain documents in your personnel file, as provided by law, in the presence of a Company representative at a mutually convenient time. No copies of documents in your file may be made, except for documents that you have previously signed. You may add your comments to any disputed item in the file.

The Company will restrict disclosure of your personnel file to authorized individuals within the Company. Any request for information contained in personnel files must be directed to the President. Only the President is authorized to release information about current or former employees.

Disclosure of personnel information to outside sources will be limited. However, the Company will cooperate with requests from authorized law enforcement or local, state, or federal agencies conducting official investigations and as otherwise legally required.

Employee References

All requests for references must be directed to the President. No officer, supervisor, or employee is authorized to release references for current or former employees. By policy Clark Land discloses only the dates of employment and the title of the last position held of former employees. If you authorize the disclosure in writing, the Company also will inform prospective employers of the amount of salary or wage you last earned.

Performance Evaluations

Each employee will receive periodic performance reviews conducted by the Senior Manager/Project Director and/or your assigned manager. Performance evaluations may be conducted annually, on or about the 1st day of the month following the anniversary date of your employment with the Company. The frequency of performance evaluations may vary depending upon length of service, job position, past performance, changes in job duties, or recurring performance problems.

Your performance evaluations may review factors such as the quality and quantity of the work you perform, your knowledge of the job, your initiative, your work attitude, and your attitude toward others. The performance evaluations are intended to make you aware of your progress, areas for improvement, and objectives or goals for future work performance.

Favorable performance evaluations do not guarantee increases in pay or promotions.

Pay increases and promotions are solely within the discretion of the Company and depend upon many factors in addition to performance.

After the review, you may be asked to sign the evaluation report simply to acknowledge that it has been presented to you, that you have discussed it with the Senior Manager/Project Director and/or your assigned manager, and that you are aware of its content.

Employment of Relatives

The Company may refuse to hire relatives of present employees if doing so could result in actual or potential problems in supervision, security, safety, or morale, or if doing so could create potential conflicts of interest. The Company defines "relatives" as spouses, registered domestic partners, children, siblings, parents, in-laws, and step-relatives.

If two employees marry or become related, causing actual or potential problems such as those described above, only one of the employees will be retained, unless reasonable accommodations can be made to eliminate actual or potential problems. The employees will have 30 days to decide which relative will stay. If this decision is not made within the time allowed, the Company will make the decision, taking the employment history and job performance of both employees into account.

Confidentiality and Disclosure

All Company employees must maintain **the highest standards of ethics, loyalty, confidentiality and trust to protect the Company and its clients from disclosure of confidential and privileged information of any kind.** This policy is set forth in more detail in the Company's "Agreement for Protection of Proprietary Information and Non-Solicitation," which is a separate document each employee will be asked to review and sign prior to beginning employment with the Company. Any violation of this policy or the Agreement may result in immediate termination.

All employees must avoid situations involving actual or potential conflict of interest involving the Company and its clients or even the appearance of a conflict. Personal or romantic involvement with a competitor, supplier, or subordinate employee of the Company or a client, which impairs or may compromise an employee's ability to exercise good judgment, creates an actual or potential conflict of interest. Supervisor-subordinate romantic or personal relationships also can lead to supervisory problems, possible claims of sexual harassment, and morale problems.

An employee involved in any of the types of relationships or situations described in this policy should immediately and fully disclose the relevant circumstances to the Human Resources Department for a determination about whether a potential or actual conflict exists.

If an actual or potential conflict is determined, the Company may take whatever corrective action appears appropriate according to the circumstances. Failure to disclose facts shall constitute grounds for disciplinary action, including termination.

Involuntary Termination and Progressive Discipline

Violation of Company policies and rules may warrant disciplinary action. The Company may, in its sole discretion, utilize whatever form of discipline is deemed appropriate under the circumstances, up to, and including, termination of employment. The Company's methods of discipline shall in no way limit or alter the at-will employment relationship.

The Company expects its employees to adhere to Company policies during work hours, even if the employee is at a location other than the Company's offices. The only exception to this rule would be an *express* policy of a Client for whom the employee is working which is contrary to a Company policy. In such a case, the Company would expect the employee to follow the Client's policy while on the Client's property or job site.

Voluntary Termination

Voluntary termination results when an employee voluntarily resigns his or her employment or fails to report to work for three consecutively scheduled workdays without notice to, or approval by, the Senior Manager/Project Director. All Company and all Client-owned property, including company or client files and/or documentation, vehicle, keys, company credit card, security FOBs and keys, all Company-owned electronics (e.g., computers, MiFi Units, Flash Drives, safety equipment, telephone), security badge and building access card, must be returned to the Human Resources Department immediately upon termination of employment.

Standards of Conduct

Prohibited Conduct

The following conduct is prohibited and will not be tolerated by the Company. This list of prohibited conduct is illustrative only; other types of conduct that threaten confidentiality, client privileges, security, personal safety, employee welfare and the Company's operations also may be prohibited.

- Violating the confidentiality, privacy or privileges held by any Employee, Client¹ or property owner;
- Falsifying employment records, employment information, or other Company records (note that employment information includes Social Security Numbers and any other documents used to verify identity and ability to work in the United States);
- Poor work quality or missed deliverables;
- Theft and deliberate or careless damage or destruction of any Company and/or Client property, job sites, or the property of any Employee or Client;
- Removing or borrowing Company and/or Client property without prior authorization;
- Unauthorized use of Company equipment, time, materials, or facilities;
- Provoking a fight or fighting during working hours or on Company and/or Client property;
- Participating in horseplay or practical jokes on Company time or on Company and/or Client premises;
- Carrying firearms or any other dangerous weapons on Company and/or Client premises at any time;
- Engaging in criminal or unethical conduct whether or not related to job performance;
- Causing, creating, or participating in a disruption of any kind during working hours on Company and/or Client property;
- Insubordination, including but not limited to failure or refusal to obey the orders or instructions of an officer, supervisor or member of management, or the use of abusive or threatening language toward an officer, supervisor or member of management;
- Using abusive/foul language at any time on Company and/or on Client premises;
- Failing to notify your manager, or the Senior Manager/Project Director; and Client, if applicable, when unable to report to work;
- Unreported absence of three consecutive scheduled workdays;
- For non-exempt employees failing to obtain permission to leave work for any reason during normal working hours;
- Failing to observe working schedules, including rest and lunch periods;
- Failing to provide a physician's certificate when requested or required to do so;
- Sleeping or malingering on the job;

- Working overtime without authorization or refusing to work assigned overtime;
- Violating any safety, health, security or Company policy, rule, or procedure;
- Committing a fraudulent act or a breach of trust under any circumstances;
- Committing of or involvement in any act of unlawful harassment of another individual;
- Failing to promptly report work-related injury or illness; and
- Should anything in the course of your duties at the Company take you to the personal residence of anyone such as a client, you must always be cautious about entering any such residence. Be certain that you have actually been invited inside. Be cautious and aware of the feelings of anyone present in the residence. Be conscious of your own safety as well. If you do not need to go inside to accomplish your business, then you should remain outside the residence. If it is a delivery, pick up, or similar activity that brings you to the residence, simply do not go inside even if invited.

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

¹ Client means the entity contracting with the Company for Company services. Examples of Clients include water districts, public entities, utilities, etc.

Drug and Alcohol Abuse

The Company is concerned about the use of alcohol, 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, and therefore seriously impair the employee's value to the Company. In addition, the use or possession of these substances on the job constitutes a potential danger to the welfare and safety of other employees and exposes the Company to the risks of property loss or damage, or injury to other persons.

Furthermore, the use of prescription drugs and/or over-the-counter drugs also may affect an employee's job performance and may seriously impair the employee's value to the Company.

The following rules and standards of conduct apply to all employees either on Company or Client property or during the workday (including meals and rest periods). Behavior that violates Company 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 a Company-owned or leased vehicle, and/or personal vehicle for Company use while under the influence of alcohol or drugs; and
- Distribution, sale, or purchase of an illegal or controlled substance while on or off the job.

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

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

Reasonable Suspicion

The Company may order an employee reasonably suspected of being under the influence of drugs or alcohol to take a blood test or urinalysis or other drug or alcohol test, conducted by a professional medical staff and laboratory. The testing will be conducted, without cost to the employee, while the employee is "on the clock."

Transportation will be provided to and from the medical facility either by a company representative or a third-party service. After the test, the employee will be placed on an immediate suspension from work without pay until the results are obtained.

The failure of any employee to consent to testing when requested to do so will be considered insubordination and may result in immediate termination.

If an employee has a positive test result and thereby has been determined to have engaged in prohibited drug or alcohol use during the performance of his/her duties will be subject to disciplinary action, such as the continuation of suspension without pay until s/he tests negative at a Company-designated certified testing facility; or up to and including termination.

Note: if an employee has a PTO or a Sick Leave Balance and if s/he is placed on suspension without pay s/he may use his/her available hours during the period of suspension.

An employee's conviction on a charge of illegal sale or possession of any controlled substance while off Company property will not be tolerated because such conduct, even though off duty, reflects adversely on the Company.

In addition, the Company must keep people who sell or possess controlled substances off the Company's, the Client's, or the property owner's premises in order to keep the controlled substances themselves off these premises.

Any employee who is using prescription or over-the-counter drugs that may impair the employee's ability to safely perform his or her job, or affect the safety or well-being of others, must notify the Senior Manager/Project Director or the Human Resources Department at hr@clarklandresources.com of such use immediately before starting or resuming work.

The Company 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 Company is not obligated, however, to continue to employ any person whose performance of essential job duties is impaired because of drug or alcohol use, nor is the Company 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 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 Company'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.

Off-Duty Conduct

While the Company does not seek to interfere with the off-duty and personal conduct of its employees, certain types of off duty conduct may interfere with the Company's legitimate business and client interests. For this reason, employees are expected to conduct their personal affairs in a manner that does not adversely affect the Company's of their own integrity, reputation or credibility. Illegal or immoral off-duty conduct by an employee that adversely affects the Company's legitimate business and client interests or the employee's ability to perform his or her job will not be tolerated.

Employees with Real Estate Licenses

Employees who hold real estate licenses must comply with State regulations and avoid all conflicts of interest. Employees are permitted to sell their own personal property in accordance within the guidelines of their individual salesperson license.

Real estate sales that involve any client of Clark Land Resources, Inc. or a property owner associated with any of its clients are prohibited. Real estate licenses acquired by staff are to be used for the purpose of easement or fee property acquisitions necessitated by our client's scope of work.

Employees who hold real estate licenses are asked to name Clark Land Resources as their Responsible Broker with the Bureau of Real Estate.

Other Employment

While employed by the Company, employees are expected to devote their energies to their jobs with the Company. For this reason, second jobs are strongly discouraged. The following types of additional employment elsewhere are strictly prohibited:

- Additional employment that conflicts with an employee's work schedule, duties, and responsibilities at the Company;
- Additional employment that creates a direct or potential conflict of interest for the Company or its clients or is incompatible with the employee's position with the Company;
- Additional employment that impairs or has a detrimental effect on the employee's work performance with the Company;
- Additional employment that requires the employee to conduct work or related activities on the Company's property during the employer's working hours or using the Company's facilities and/or equipment; and

- Additional employment that directly or indirectly competes with the business or the interests of the Company or its clients.

Employees who wish to engage in additional employment that may create a real or potential conflict of interest must submit a written request to Fred Clark or Linda Clark explaining the details of the additional employment. If the additional employment is authorized, the Company assumes no responsibility for it.

The Company shall not provide workers' compensation coverage or any other benefit for injuries occurring from or arising out of additional employment, nor will any outside activities be covered under any Company insurance policy. Authorization to engage in additional employment can be revoked at any time.

Punctuality and Attendance

As an employee of the Company, you are expected to be punctual and regular in attendance. Any tardiness or absence causes problems for your fellow employees and your supervisor. When you are absent, others must perform your assigned work.

Non-exempt employees are expected to report to work as scheduled, on time, and prepared to start work. Non-exempt employees also are expected to remain at work for their entire work schedule, except for meal periods or when required to leave on authorized Company business. Late arrival, early departure, or other unanticipated and unapproved absences from scheduled hours and assigned work stations are disruptive and must be avoided.

Although exempt employees are not required to adhere to a set work schedule, it is expected on those workdays when travel outside of the office is not required, exempt employees will fulfill their work assignments at the office and be available for meetings and conferences with supervisors, as needed.

Exempt employees are required to check in and out with the Company Administrative Coordinator or Administrative Manager daily. Make certain the Administrative Coordinator or Administrative Manager knows your whereabouts during the workday, so that you may be contacted if the need is urgent.

Exempt employees should check in no later than 9:00 a.m. each morning. Exempt employees are expected to perform all of the work necessary in order to perform the highest level of right of way, land management services, etc. for the Company and/or its clients.

Absences

If you are unable to report for work on any particular day, you must, under all but the most extenuating circumstances, immediately contact your manager and/or the Senior Manager/Project Director, preferably via email or text.

Non-exempt employees should give notice at least one hour before the time you are scheduled to begin working for that day, or 8 a.m., whichever is earlier. If you make contact less than one hour before your scheduled time to begin work and do not arrive in time for your assigned shift, you will be considered tardy for that day.

In all cases of absence or tardiness that is not preauthorized, employees must provide an honest

reason or explanation. Employees also must inform their manager and/or the Senior Manager/Project Director of the expected duration of any absence. Excessive absenteeism or tardiness, whether excused or not, will not be tolerated.

If you fail to report for work without any notification to your manager and/or the Senior Manager/Project Director and your absence continues for a period of three days, Clark Land Resources, Inc. will consider that you have abandoned your employment.

Parking

Company employees are required to park in unrestricted parking areas. Employees must comply with any parking restrictions of client properties, when applicable.

Dress Code and Other Personal Standards

The Company's [Dress Code Policy](#) serves as a general overview of appropriate business casual attire for the office and when in the presence of clients, visitors, property owners; as well as attire appropriate for safety when out in the field. Items that are not appropriate are listed too. Neither list is all-inclusive.

The lists tell you what is generally acceptable as business casual attire and what is generally not acceptable as business casual attire. No dress code, however, can cover all contingencies.

Employees are expected to exert sound judgment in their choice of clothing to wear to work in compliance with the [Dress Code Policy](#).

Because each employee is a representative of the Company in the eyes of the public, each employee must report to work properly groomed and wearing appropriate clothing. The Dress Code for the Company is business casual. Employees are expected to wear casual business attire appropriate for the nature of our business and the type of work we perform.

Employees of the Company should wear clothing that is comfortable and practical for work, but not distracting or offensive to others; **it must be modest**. Clothing should be neat, clean and tasteful. Any clothing that has words, terms or pictures that may be offensive to other employees is unacceptable.

Employees who report to work inappropriately dressed may be asked to clock out and return in acceptable attire.

Because not all casual clothing is suitable for the office, the following guidelines will help you determine what is appropriate to wear to work:

- A. Whether in the field or in the office, all clothing must be conservatively appropriate. No clothing should reveal any body parts considered a distraction to others including cleavage, backs, chests, stomachs, hips, and thighs.

This includes low cut blouses or shirts for women; shirts that reveal stomachs; short dresses or shorts; see-through clothing; or "low cut on the hip" pants. No sagging pants are allowed, and men should consider wearing a belt with pants. Very tight clothing is also discouraged for both men and women.

Note that clothing for the beach, yard work, dance classes, exercise workouts, and sports contests (such as a marathon) are not appropriate for a professional, casual appearance at work.

- B. In our work environment, clothing should be clean and pressed. **Torn, dirty, or frayed clothing is unacceptable.** In Clark Land's office or in the Client's office:

- i. Pants - Business casual includes khaki slacks/pants or similar such as Dockers, Dickies, etc. Jeans are only allowed if they are dark blue or black, not faded, have no holes, shredding or purposeful aging.
- ii. Shirts - Should be polo or button-down shirts. Please do not wear t-shirts that have any design on them unless it is a Clark Land shirt.
- iii. Shoes - Again Business Casual is your guide here. For safety reasons, flip flops are not allowed. Dressy sandals are okay for women. Shoes or boots must be clean and free from rips and tears. Athletic shoes should look similar to business casual type shoes (i.e. solid color, suede, leather or leather-like). Avoid wearing athletic shoes that are clearly designed for playing sports (i.e. multi-colored, cartoons, flamboyant logos, etc.)

C. In the Field Safety is the Primary Factor.

In the Field:

Employees must wear whatever safety equipment is required to be worn to complete a specific job or task.

- i. Pants - Should be durable. No rips, tears, etc. Jeans are okay in this situation.
- ii. Shirts - Use Clark Land shirts or wear shirts appropriate for protection from sun or to be seen by passing cars. Again, no rips or tears or inappropriate design on the shirts.
- iii. Shoes - Safety boots with steel toes are required for construction sites and are recommended for other site visits.
- iv. Shin Guards - are recommended for those working in the field to protect from snake and possible dog bites.
- v. Hats - Hard hats must be worn on construction sites. Other hats should be appropriate and without design if possible. Hats that promote drinking alcohol or taking drugs are not allowed.
- vi. Hair and Grooming Considerations:
 - a. Safety is the Primary Factor in this Category.
 - b. If you are working in the field or near machinery, hair should be neatly combed, pulled back, rubber-banded, etc. to protect you from being injured.

D. Tattoos and Jewelry

- iv. Tattoos - Many employees also mistakenly believe that they have a right to show tattoos and body piercings in the workplace. While tattoos and piercings may be examples of employee self-expression, they generally are not recognized as indications of religious or racial expression and, therefore, are not protected under federal discrimination laws. Accordingly, the Company policy is that all tattoos and/or body art shall be covered by appropriate clothing and, except for earrings, all body piercings shall be hidden from public view during work hours.
- v. Jewelry – Safety should be considered when selecting jewelry to wear in the office or in the field. Make sure that any jewelry worn does not have the potential to get in the way of your ability to safely do your work. As with clothing, jewelry should not be distracting or offensive to others.

- E. Client Safety Policies - When working for a client, who has their own safety procedures and policies, both Clark Land Resources' and the client's safety policies apply to all employees.

If you experience uncertainty about acceptable casual business attire for work, please ask any of the Human Resources staff to help clarify the policy. The Human Resources Department may be contacted at hr@clarklandresources.com or you may telephone or visit if you are in the same building at the same time.

Business-Related Driver Qualifications

The Company acknowledges that its employees may be required to use their personal vehicles, Company vehicles or in some cases, rental cars for Company purposes. Therefore, the Company requires that its employees meet certain standards to be permitted to drive while on Company business.

The standards are as follows:

1. Maximum moving violations or accidents: 2 moving violations or 2 accidents or combination thereof within a 5-year time period;
2. Suspension or revocation of driving privileges (zero tolerance);
3. Driver has been licensed for more than three years;
4. No serious violations as follows:
 - a. Speeding over 20 MPH of posted speed limit;
 - b. Leaving the scene of an accident;
 - c. Reckless driving;
 - d. Driving under the influence of drugs or alcohol;
 - e. Driving while intoxicated;
 - f. Refusing a drug/alcohol test;
 - g. Negligent homicide arising from the use of a motor vehicle;
 - h. Using a motor vehicle for the commission of a felony;
 - i. Racing on public roads;
 - j. Driving with a suspended license; and
 - k. Fleeing and Eluding

Employees who are requested to drive a Company vehicle or drive their own vehicle on Company business will be required to show proof of a current valid driving license and current effective insurance coverage before the first full day of employment. Verification must be provided periodically thereafter.

Prohibited Use of Cell Phone While Driving on Company Business/Time

In the interest of the safety of our employees and of other drivers, Company employees are prohibited from using cell phones while driving on Company business and/or Company time.

Writing, sending, or reading text-based communication – including text messaging, instant messaging, and email – on a wireless device or cell phone while driving is also prohibited under this policy. Violating this policy is a violation of law and a violation of Company rules.

Employee Enrollment into the DMV Employer Pull Notice Program

For employees who are requested to drive a Company vehicle or drive their own vehicle on Company business please note:

- Pursuant to the California Commercial Motor Vehicle Safety Act of 1988, the Company elected to obtain public driving records through the California Department of Motor Vehicles (DMV) Employer Pull Notice Program for employees whose jobs entail driving Company or personal vehicles or who are required to have a driver's license as a condition of employment. This is in accordance with the Company's Driver Safety Policy and the Company's DMV Employer Pull Notice Program Administrative Policy.
- The review of driver records received by the DMV are limited to essential supervisory staff.
- Applicable employees are requested to give written permission to be enrolled into the program by completing DMV Form INF 1100 which is available from the Human Resources Department.
- The Company retains the right to transfer to an alternative position, suspend, or terminate an employee whose license is revoked, or who fails to maintain personal automobile insurance coverage, who is uninsurable under the Company's policy or fails to maintain the standards which make him or her eligible to drive while on Company business.

Employees who drive their own vehicle on Company business will be reimbursed at the current IRS mileage rate.

Business Conduct and Ethics

No employee may accept a gift or gratuity from any customer, vendor, supplier, or other person doing business with the Company because doing so may give the appearance of influencing business decisions, transactions or service.

Please discuss expenses paid by such persons for business meals or trips with the Company in advance.

No Solicitation of Clients or Employees

The employee agrees that client lists of the Company, to which the employee has or will have access to during the employee's employment, are trade secrets and shall be solely the property of the Company.

The employee agrees that s/he shall neither directly nor indirectly solicit business as to products or services competitive with those of the Company based on information from the client lists.

This policy is set forth in more detail in the Company's "Agreement for Protection of Proprietary Information and Non-Solicitation," which is a separate document each employee will be asked to review and sign prior to beginning employment with the Company.

Client Relations

Employees are expected to be polite, courteous, prompt, and attentive to every person who communicates with the Company. When an employee encounters an uncomfortable situation that he or she does not feel capable of handling, the Senior Manager/Project Director should be called immediately.

Communications are to be treated courteously and given proper attention at all times. Never regard a question or concern as an interruption or an annoyance. You must respond to inquiries from persons who communicate with the Company, whether in person or by telephone, promptly and professionally.

Do not place a telephone caller on hold for an extended period. Direct incoming calls to the appropriate person and make sure the call is received.

Through your conduct, show your desire to assist the person in obtaining the help he or she needs. If you are unable to help, find someone who can.

All correspondence and documents, whether to clients or others, must be neatly prepared and error-free. Attention to accuracy and detail in all paperwork demonstrates your commitment to those with whom we do business.

Never argue with a client. If a problem develops or if a client remains dissatisfied, ask a supervisor and/or the Senior Manager/Project Director to intervene.

Employees are expected to document all contacts with Clients using the Company's project management system. Contacts with Clients include, but are not limited to, conversations, emails, and meetings. For more information on how to document Client contacts properly, please contact your manager or the Senior Manager/Project Director.

Confidentiality

Each employee is responsible for safeguarding the confidential and privileged information obtained during employment. In the course of your work, you may have access to confidential and privileged information regarding the Company, its Clients, or perhaps even fellow employees. You have a responsibility to prevent revealing or divulging any such information unless it is necessary for you to do so in the performance of your duties.

Any breach of this policy will not be tolerated, and the Company may take legal action, if necessary, in order to protect the Company or its Clients.

This policy is set forth in more detail in the Company's "Agreement for Protection of Proprietary Information and Non-Solicitation," which is a separate document each employee will be asked to review and sign prior to beginning employment with the Company.

Employer Property

- Company-owned desks, computers (including all data in the computer), vehicles, and all other Company-owned property must be maintained according to Company rules and regulations.
- Company property must be kept clean and are to be used only for work-related purposes. The Company reserves the right to inspect all Company property to ensure compliance with its rules and regulations, without notice to the employee and at any time; and not necessarily in the employee's presence.

- Company voicemail and/or electronic mail (email) and Internet access are to be used for business purposes only. The Company reserves the right to monitor computer use, voicemail messages and email messages to ensure compliance with this rule, without notice to the employee and at any time, and not necessarily in the employee's presence.
- The Company may periodically need to assign and/or change "passwords" and personal codes for voicemail, email and computers. These communication technologies and related storage media and databases are to be used only for Clark Land's business and they remain the property of Clark Land which will keep a record of all passwords and passcodes used and/or may be able to override any such password system.
- Prior authorization must be obtained before any Company property may be removed from the premises.
- For security reasons, employees should not leave personal belongings of value in the workplace. Personal items are subject to inspection and search, with or without notice, with or without the employee's prior consent.
- Terminated employees should remove any personal items at the time they leave. Personal items left in the workplace are subject to disposal if not claimed at the time of an employee's termination.

Use of Electronic Media

The Company uses various forms of electronic communication including, but not limited to computers, email, telephones and the Internet. All electronic communications, including all software, databases, hardware, and digital files, remain the sole property of the Company and are to be used only for Company business and not for any personal use. If an Employee is using a personal electronic device for work, that use is governed by this policy to the extent it is applicable and by the "Use of Personal Electronic Devices" policy statement [page 40.].

- 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 Company policy, or not in the best interests of the Company.
- 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 any software on Company-owned computer systems, without the specific written authorization by the Senior Manager/Project Director and/or Company Officers.
- All electronic information created for Company use by any employee using any means of electronic communication is the property of the Company and remains the property of the Company.
- The Company will override all personal passwords on Company-owned devices if necessary, for any reason.
- The Company reserves the right to access and review Company electronic files, messages, mail, and other digital archives, and to monitor the use of electronic communications, as necessary, to ensure that no misuse or violation of Company policy or any law occurs.

- Employees are not permitted to access the electronic communications of other employees or third parties unless directed to do so by the Senior Manager/Project Director or Company Officers.
- No employee may install or use anonymous email transmission programs or encryption of email communications, except as specifically authorized by the Senior Manager/Project Director or Company Officers.
- 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 voicemail communications are required to use these methods in strict compliance with the trade secrets and confidential communication policy established by the Company. Except for such uses, these communications tools should not be used for communicating confidential or sensitive information or any trade secrets.
- Access to the Internet, websites, and other types of Company-paid computer access are to be used for Company-related business only. The Senior Manager/Project Director must approve any information about the Company, its products or services, or other types of information that will appear in the electronic media about the Company before the information is placed on an electronic information resource that is accessible to others.

Voicemail, Email and Internet Use

Considering our ever-increasing expansion of the use of voicemail, email communications and the Internet, we have established the following voicemail, email and Internet policy. Beyond these common-sense rules, also ALWAYS keep in mind that we are a Client-focused Company, which means that we always must scrupulously protect the content and confidentiality of client information, our work-product and maintain our professional demeanor. The content of our voicemails and email and our use of the Internet is no exception.

Also, always keep in mind that electronic communications are no substitute for letters and personal phone contact with clients and others. Voicemail and email and the Internet are tools. They are not a substitute for personal human communication.

Company-Maintained Systems

- Voicemail, electronic mail (email) systems and Internet access are maintained by Clark Land to facilitate Company business. Therefore, all messages or information sent, received, composed, and/or stored on these systems are property of Clark Land and are subject to access by Clark Land at any time.
- The Human Resources Department and/or the Company's outside IT Company may periodically need to assign and/or change "passwords" and personal codes for all Company-owned electronic media.
- Electronic media and related storage media and databases are to be used only for Company business and they remain the property of the Company. Clark Land reserves the right to keep a record of all passwords and codes used and/or may be able to override any such password system.

Use of Internet Social Media Platforms such as Facebook, LinkedIn, Twitter and Yammer

(This is not meant to be an exhaustive list – if you have specific questions about which social media platforms the Company will use, consult with the Senior Manager/Project Director).

- Social media is a set of Internet-based tools that aid in the facilitation of communication and interaction between people online. The Company uses select social media platforms, in limited circumstances, for defined business purposes.
- Approved social media platforms may be used in furtherance of Company goals. The Senior Manager/Project Director will provide authorization in writing regarding the use of any of these tools to perform your job duties. Your authorization is limited to business purposes; and personal use of these tools during work hours is prohibited and can result in discipline up to and including termination.

Erasure Not Reliable: Employees should be aware that even when a message or data has been erased, it still might be possible to retrieve it. Therefore, employees should not rely on the erasure of messages or data to assume it has remained private.

Message Access: Messages on the Company voicemail and email systems are to be accessed only by the intended recipient and by others at the direct request of the intended recipient. However, the Company reserves the right to access messages on both systems at any time. Any attempt by persons other than the above to access messages on either system will constitute a serious violation of Company policy.

Harassment, Discrimination or Inappropriate Content: Content on the voicemail and email systems (including all attachments) and any content transmitted or received on the Internet are subject to the same policies regarding harassment and discrimination as are any other workplace communications.

Offensive, harassing, discriminatory, derogatory, sexual, hostile or otherwise inappropriate content of any kind transmitted to or from Clark Land Resources, Inc. via voicemail, email or the Internet will not be tolerated and may subject the employee to immediate termination. If inappropriate content is received or you become aware of its transmission, it should be immediately brought to the attention of the Human Resources Department, or the Senior Manager/Project Director, or a Company Officer.

Use of Personal Electronic Devices

Employees of the Company can use their personal electronic devices for work purposes. Personal electronic devices may include personally owned cell phones, smart phones, tablets, laptops and desktop computers.

Mobile Device Protocols

- To ensure the security of the Company's information, employees are strongly encouraged to have anti-virus software installed on their personal mobile devices.
- It is highly advised to avoid non-secure Internet websites and non-secure WI-FI access.
- Personal mobile devices should be either turned off, set to silent or vibrate mode during

meetings and conferences and in other locations where incoming calls may disrupt normal workflow.

Restrictions on Authorized Use

- While at work, employees are expected to exercise the same discretion in using their personal mobile devices as is expected for the use of Company devices. Company policies pertaining to harassment, discrimination, retaliation, trade secrets, confidential information and ethics apply to employee use of personal devices for work-related activities.
- Excessive personal calls, emails or text messaging during the workday, regardless of the device used, can interfere with employee productivity and be distracting to others.
- Employees must handle personal matters on non-work time and ensure that friends and family members are aware of the policy. Exceptions may be made for emergency situations and as approved in advance by management.
- **Non-exempt employees may not use their personal devices for work purposes outside of their normal work schedule without authorization in advance from management.** This includes reviewing, sending and responding to emails or text messages, responding to phone calls, or making phone calls.
- Employees may not use their personal devices for work purposes during periods of unpaid leave without authorization from management. The Company reserves the right to deactivate the Company's applications and access to employees during periods of unpaid leave.
- Family and friends should not use personal devices that are used for Company purposes.

Privacy/Company Access

- No employee using his or her personal device should expect any privacy except that which is governed by law. The Company has the right, at any time, to monitor and preserve any communications that use the Company's networks in any way, including data, voicemail, telephone logs, Internet use and network traffic, to determine proper use.
- Management reserves the right to review or retain personal and Company-related data on personal devices or to release the data to government agencies or third parties during an investigation or litigation.
- Management may review the activity and analyze use patterns and may choose to publicize the data to ensure that the Company's resources in these areas are being used in accordance with this policy. Furthermore, no employee may knowingly disable any network software or system identified as a monitoring tool.

Company Stipend

Employees using personal electronic devices under this policy may receive a reasonable monthly stipend. If an employee obtains or currently has a plan that exceeds the monthly stipend, the Company will not be liable for the cost difference.

The Safe Use of Electronic Devices

- Employees are expected to follow applicable local, state and federal laws and regulations regarding the use of electronic communication devices at all times.
- Employees whose job responsibilities include regular or occasional driving are expected to refrain from using electronic communication devices while driving. Regardless of the circumstances, including slow or stopped traffic, employees are required to pull off to the side of the road and safely stop the vehicle before placing or accepting a call or texting. Special care should be taken in situations involving traffic, inclement weather or unfamiliar areas.
- Employees who are charged with traffic violations resulting from the use of electronic communication devices while driving will be solely responsible for all liabilities that result from such actions.
- Employees who work in hazardous areas must generally refrain from using electronic communication devices while at work in those areas, as such use can potentially be a major safety hazard.

Lost, Stolen, Hacked or Damaged Equipment

- Employees are expected to protect electronic devices used for work-related purposes from loss, damage or theft.
- The Company will not be responsible for loss or damage of personal applications or data resulting from the use of company applications.
- Employees must immediately notify management in the event their electronic device is lost, stolen or damaged. If IT is unable to repair the device, the employee will be responsible for the cost of replacement.
- Employees may receive disciplinary action up to and including termination of employment for damage to electronic devices caused willfully by the employee.

Termination of Employment

Upon resignation or termination of employment, or at any time on request, the employee may be asked to produce his or her personal electronic device for inspection.

Off-Duty Use of Facilities

Employees are prohibited from remaining on Company premises or making use of Company facilities while not on duty. Employees are expressly prohibited from using Company facilities, Company property, or Company equipment for personal use, unless previously authorized.

Employee Property

An employee's personal property, including but not limited to packages, purses, and backpacks, may be

inspected upon reasonable suspicion of unauthorized possession of Company property.

Security

- Be aware of persons loitering for no apparent reason in parking areas, walkways, entrances and exits, and service areas. Report any suspicious persons or activities to the Human Resources Department or any other person of authority if it is believed an immediate threat exists. This includes calling 911.
- Secure your desk or office at the end of the day. When called away from your work area for an extended length of time, do not leave valuable and/or personal articles in or around your work area that may be accessible.
- The security of facilities as well as the welfare of our employees depends upon the alertness and sensitivity of every individual to potential security risks. You should immediately notify the Human Resources Department or any other person of authority when unknown persons are acting in a suspicious manner in or around the facilities; this includes calling 911.

You should immediately notify the Human Resources Department or any other person of authority or when keys or building access cards are missing.

Workplace Violence

- The Company 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 jest, will be taken seriously, and will lead to discipline up to and including termination.
- Possession of weapons on Company premises and at Company-sponsored events is not permitted and 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 your supervisor or any other person of authority and to the Human Resources Department.
- A threat includes, but is not limited to, any indication of intent to harm a person or damage Company 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 a weapon(s)	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

Health and Safety

All employees are responsible for their own safety, as well as that of others in the workplace. To help us maintain a safe workplace, everyone must be safety-conscious, always. Report all work-related injuries or illnesses immediately to your supervisor or the nearest manager on duty and/or to the Human Resources Department. In compliance with the law, and to promote the concept of a safe workplace, the Company maintains an Injury and Illness Prevention Program (IIPP). All new employees receive a copy of this document. Additional copies of the IIPP are available from the Human Resources Department.

In compliance with California Proposition 65, Clark Land Resources, Inc. will inform employees of any known exposure to a chemical known to cause cancer or reproductive toxicity within its California offices.

Ergonomics

The Company desires to minimize workplace repetitive motion injuries. We will reasonably make necessary adjustments to reduce exposure to ergonomic hazards through modifications to equipment and processes and employee training. The Company encourages safe and proper work procedures and requires all employees to follow safety instructions and guidelines.

The Company believes that the reasonable reduction of ergonomic risk is instrumental in maintaining an environment of personal safety and well-being and is essential to our business. We intend to provide appropriate resources to create a risk-free environment.

If you have any questions about ergonomics or are concerned about a repetitive motion injury or the possibility of one, contact the Human Resources Department.

Smoking

Smoking is not allowed in the office/work station/building and is only allowed outside, as permitted by state and/or local laws.

Housekeeping

All employees are expected to keep their work areas clean and organized. People using common areas such as lunchrooms and restrooms are expected to keep them clean. Food placed in the refrigerator should be removed at the end of each work week or it is subject to disposal.

Please clean up after meals and dispose of trash properly. Food and beverages should be consumed away from electronics and paperwork; any damage to equipment or documents because of food or liquid spills is the sole responsibility of the employee. Employees should always be mindful of potential business visitors within the work area. It is suggested that meals be eaten in a specified eating area.

Conducting Personal Business

Employees are to conduct only Company business while at work. Employees may not conduct personal business or business for another employer during their scheduled working hours.

Information posted on bulletin boards must be appropriate and not offensive to others at the Company.

Personal Phone Use

The personal use of the telephone, including the use of a personal cell phone (*for calls or texting*) or other personal communication devices is limited during work periods and should be for true urgencies or emergency purposes. Personal cell phones should be left on a low ringtone so as not to distract others in the workplace. Cell phones should always be on vibrate during meetings.

Employee Benefits

Holidays

The Company will observe 10 paid holidays per calendar year:

- New Year's Day
- Martin Luther King, Jr. Day
- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day and the Friday after Thanksgiving Day
- Christmas Eve
- Christmas Day

When a holiday falls on a Saturday or Sunday, it is usually observed on the proceeding Friday or the following Monday. However, the Company may close on another day or grant compensating time off instead of closing. Holiday observance will be announced in advance.

The Company will pay eligible employees for each of the observed holidays as follows:

- Eligible employees, who regularly work 40 hours per week, will receive 8 hours of holiday pay.
- Eligible employees, who regularly work less than 40 hours per week, but at least 30 hours per week, will receive 6 hours of holiday pay.
- Each employee's eligibility for holiday pay begins after completion of 90 days of employment.
- Eligible employees are to input their holiday leave hours on BillQuick at the appropriate time.

Paid Time Off (Includes Vacation and Sick Leave)

Eligible full-time employees, Grade Levels 1-6, who have been employed for less than 5 years accrue up to 10 PTO days a year.

An employee who is scheduled to and does work 40 hours per week will normally accrue 3.08 hours of PTO during each two-week pay period.

The maximum number of PTO hours an employee may accumulate is 150. Employees are not required to use PTO, but the Company encourages employees to use PTO as needed and to take annual vacation time. PTO will recommence accumulating once an employee has used any amount of the 150 hours accumulated.

Regular full-time non-exempt employees may use PTO after completion of their first 90 days of employment.

Requesting Time Off

If an employee wishes to use PTO for a **vacation**, the employee must conform to the following:

- Vacations shall be scheduled to provide adequate coverage of job responsibilities and staffing requirements.
- When requesting one (1) week or more, a request sent via the Company's [BambooHR](#) website with a minimum of thirty (30) days' notice must be submitted to your supervisor.
- When requesting one (1) day, a request sent via the Company's [BambooHR](#) website with a minimum of three (3) days' notice must be submitted to your supervisor, except in the event of unanticipated hardship.
- Eligible employees are to input their PTO leave hours on [BillQuick](#) at the appropriate time.

When PTO is used for **sick leave purposes**, the employee may use PTO in minimum increments of 2 hours.

"Sick Leave Purposes" include:

- The diagnosis, care, or treatment of an existing health condition of, or preventive care for, an employee or his/her family member;
- For an employee who is a [victim](#) of domestic violence, sexual assault, or stalking to obtain or attempt to obtain any relief, including, but not limited to, a temporary restraining order, restraining order, or other injunctive relief, to help ensure the health, safety, or welfare of the victim or his/her child;
- To seek medical attention for injuries caused by domestic violence, sexual assault, or stalking;
- To obtain services from a domestic violence shelter, program, or rape crisis center because of domestic violence, sexual assault, or stalking;

- To obtain psychological counseling related to an experience of domestic violence, sexual assault, or stalking;
- To participate in safety planning and take other actions to increase safety from future domestic violence, sexual assault, or stalking, including temporary or permanent relocation; or
- For any other purpose provided for by law.

If the need to use PTO for sick leave purposes is foreseeable, the employee must provide reasonable advance notification, of at least at least three (3) days, via the Company's Human Resources website, BambooHR (<https://clr.bamboohr.com>).

If the need to use PTO for sick leave purposes is unforeseeable, the employee must provide notice to his/her supervisor via telephone call or text, as soon as practicable; ideally before the scheduled start of the employee's workday. The employee must contact his/her supervisor on each additional day of sick leave-related absence. The employee must also submit a leave request in the Company's Human Resources website, BambooHR (<https://clr.bamboohr.com>).

Any time taken off in excess of the employee's accumulated PTO will require the employee to take the time off without pay. In other words, Employees may not use more Personal Time Off (PTO) than they have accumulated before the date(s) of the absence.

Eligible employees are to input the PTO hours that they use on **BillQuick** daily.

Employees on unpaid leave do not accrue PTO. Unused PTO will be paid at termination.

Sick Leave for Part-Time and Temporary Employees

Part-Time (average less than 30 hours per week) and Temporary Employees do not participate in Clark Land's PTO program. However, part-time and temporary employees will receive Sick Leave hours, as required by law, at their date of hire or July 1, 2015, whichever comes last. This amount is reset every 12 months thereafter.

Regular part-time and temporary employees may use Sick Leave upon completion of their first 90 days of employment only for the purposes described on the previous page under the list "**Sick Leave Purposes.**"

If the need for part-time or temporary employees to use sick leave is foreseeable, the employee must provide reasonable advance notification, of at least at least three (3) days, via the Company's Human Resources website, BambooHR (<https://clr.bamboohr.com>).

If the need to use PTO for sick leave purposes is unforeseeable, the employee must provide notice to his/her supervisor via telephone call or text, as soon as practicable; ideally before the scheduled start of the employee's workday.

The employee must contact his/her supervisor on each additional day of sick leave-related absence. The employee must also submit a sick leave request in the Company's Human Resources website, BambooHR (<https://clr.bamboohr.com>).

Part-time and temporary employees are to input their sick leave hours on [BillQuick](#) daily.

Any time taken off in excess of the employee's accumulated Sick Leave Balance will require the employee to take the time off without pay. In other words, Employees may not use more Sick Leave than they have accumulated before the date(s) of the absence.

Unused Sick Leave will **not be paid** at termination.

Professional Development

The Company encourages staff to participate in pre-approved professional associations such as the International Right of Way Association (IRWA), American Association of Public Works, etc. For full-time employees who work at least 30-hours per week, the Company will pay for the employee's annual membership in a pre-approved professional organization. Approval may be obtained from the Senior Manager/Project Director.

If an employee participates on a Committee, or is a Chairperson, etc. they may charge their time in accordance with the following policy:

Marketing Hours Allowed for Professional Association Participation

- 4 hours per week (16 hours per month maximum) if the employee is a local Chapter Chairperson or Officer,
- 1 hour per week (4 hours per month) if the person is on a local Chapter committee (not the Chairperson),
- Additional 4 hours per month if the employee serves as a Region or National Chair or Officer,
- If an employee needs to use all the monthly hours in one week, it is allowed as long as they don't go over the total for the month. The month will run from the 1st to the last day of the same month.
- *Employees must charge the time to CLR/Marketing/MD Assn Com in order to track the monthly allotment of time.*

EXTERNAL EMPLOYEE EDUCATION FOR ELIGIBLE FULL-TIME EMPLOYEES

The Company also encourages all employees to consider continuing education through pre-approved professional coursework such as IRWA courses leading to, or the maintenance of, the Senior Right of Way (SR/WA) designation or other relevant courses of study such as real estate licensing courses, etc.

Every January, employees who have been employed by the Company for more than 90 days*, will receive Personal Education Time Off (PETO) hours based on the number of regularly worked hours as shown below:

- An Employee who regularly works 40 hours, will receive 40 hours of PETO.
- An Employee who works less than 40 hours, but more than 30 hours per week, will receive 30 hours of PETO.

The hours will be listed on your personal BambooHR page.

Employees who start after January, will receive a pro-rated PETO based on the number of days left in the first year of employment.

Maximum Hours Allowed for Classes and Reimbursement - PETO hours will be paid at the employee's regular hourly wage and must be used for pre-approved industry-related courses. Note that the Company will only pay for the hours the course is expected to take as determined by the Professional Association. If a course takes longer than this expectation, the employee must use their own time and expense to complete the course. However, at Company discretion, certain coursework may be approved in addition to the existing education time allotment.

The Company will also reimburse employees for the course as long as the course is passed, and the Certificate of Completion and receipt are attached to their submitted expense report. Employees taking courses to maintain a certification, will also be reimbursed for the courses completed once the Certificate of Completion and the receipt are attached to a submitted expense report. ***Also submit your Certificate of Completion to HR so that it is documented for potential merit increases or bonuses.***

Note that the amount paid annually for reimbursement for the cost of courses/classes will equal to no more than 40 hours of the professional association's recommended class time for employees working 40 hours per week, or 30 hours of class time for employees working no less than 30 and no more than 40 hours per week.

To obtain approval to take a class, fill out a [Training Request Form](#) and submit it to your Advisor or Technical Team Lead. Classes must be purchased in order to receive approval for time off to take the class. We strongly recommend that employees purchase only one class at a time, complete the class and then purchase another class.

Employees wishing to participate in more than 40 hours of coursework in a year, may do so on their own time and at their own expense.

POTENTIAL REASONS FOR DENIALS OR REIMBURSEMENT

Employees could be denied PETO approval for taking certain courses for reasons including, but not limited to:

- Employee did not obtain a signed [Training Request Form](#) from their Advisor or Technical Team Lead.
- Employee is requesting classes not relevant to our industry.
- Employee is requesting a course prior to 90 days of permanent employment.
- Employee requested PETO pay for excess hours beyond what the Professional Association recommended for completing the course.
- If an employee requests PETO before or after a paid holiday, the employee will need to provide the Certificate of Completion upon the day of their return after the holiday. If the Certificate of Completion is not provided, then the PETO will not be approved for payment on the employee's timesheet.

Employees could be denied reimbursement for courses for reasons including, but not limited to:

- Employee did not obtain a signed [Training Request Form](#) from their Advisor or Technical Team Lead.
- The employee took a course not relevant to our industry.
- The employee took a course prior to 90 days of employment.
- The employee failed to pass the course.
- The employee did not attach the Certificate of Completion or Receipt to a submitted expense report.
- If an employee requests reimbursement for a class taken before or after a paid holiday, the employee will need to provide the Certificate of Completion upon the day of their return after the holiday. If the Certificate of Completion is not provided attached to the expense report, then the reimbursement will not be approved for payment on the employee's expense report.

Employees could be required to reimburse the Company for courses taken for reasons including, but not limited to:

- If the Company has paid for any course on your behalf or has reimbursed you for the course fees, and you leave the Company's employment less than a year after taking those courses, you agree to reimburse the Company for any and all course fees paid in that time period. The employee will not be required to reimburse the Company for the paid PETO hours paid on your behalf by the Company.

Staff Education Recommendations

Clark Land encourages employees to further their skills and the following are required educational paths.

Employees Affected	Required IRWA Courses	Optional IRWA Course Recommendations	Recommended Timeframe
All full-time employees (including Administrative Staff)	100 and 103.	200 or 201.	Year one of employment.
Administrative Staff	100 and 103.	213 and 215.	Year two of employment.

Staff Educational Paths

Clark Land encourages employees to further their skills and the following are recommended educational paths.

Optional Certification Goals	Courses Required by IRWA	Other Course Recommendations	Recommended Timeframe
RWA Certification	The above required courses plus 213, 200.	215.	Year two of employment. Can be pursued to achieve advancement in staff classification but is not mandatory.
Optional Certification Goals	Courses Required by IRWA	Other Course Recommendations	Recommended Timeframe
RWP Certification	The above required courses plus 215, 205 or 203; 400, 600, 700 or 501 or 502; 800, 900.	Optional Real Estate License.	Can be pursued to achieve advancement in staff classification but is not mandatory.
SR/WA Certification	All of the above plus 421, 603 or 225 or 219; 604, 802; 902 or 901.	Real Estate License.	As soon as qualified per IRWA requirements. Can be pursued to achieve advancement in staff classification but is not mandatory.

Certification and Licensing Incentive Plan

Clark Land encourages employees who have not obtained certification or licensing to do so since certification is a benefit for each employee's career. We have developed an incentive plan to encourage you to reach for higher goals through education and certification. Explore pre-approved professional training opportunities with your advisor or team lead.

Optional Certification or License to Be Obtained	Merit Bonus to be Paid in December of the Year the License or Certification was Acquired.	The Certification or Licensing Date from the certifying or licensing authority must be provided to the HR Department before December 10, in order to qualify for payment before the end of the current year.	Salary Increase, if Approved, Will Be Effective on the Certification Date Listed on the Letter from IRWA Headquarters or the Certifying/ Licensing Authority Notating That the Employee is Licensed or Certified.
Right of Way Agent (RWA) from the IRWA	\$500		The increase will be made at the sole discretion of management and could be modified based on years of experience and existing salary.
Right of Way Professional (RWP) from the IRWA	\$1,000		
Senior Right of Way Agent (SR/WA) from the IRWA	\$2,000		
Real Estate Salesperson License	\$500		Not applicable
Real Estate Broker License	\$1,500		Not applicable

Insurance Benefits

Medical/Dental/Vision Insurance

- The Company provides a comprehensive insurance package for eligible employees and their dependents. All regular employees working at least 30 hours per week are eligible to participate in the insurance plans. Eligible employees will begin receiving the Company-provided insurance benefits pursuant to the timing rules of the vendor providing the particular benefit.
- For details on the length of employment required prior to a particular insurance benefit becoming available to an eligible employee, consult your position offer letter or the Human Resources Department.
- Details about insurance coverage are documented in separate publication(s) available from the Human Resources Department and/or the Human Resources Department's [Employee Navigator](#) website.
- Those employees wishing to obtain dependent coverage will do so at their own expense.

State Disability Insurance

Each employee who resides in California contributes to the premium cost required by the State of California to provide short-term disability insurance mandated by the California Unemployment Insurance Code. Contributions are made through payroll deductions.

In California, short-term disability insurance benefits are payable when you cannot work because of illness or injury not caused by employment at the Company or when you are entitled to temporary workers' compensation at a rate less than the daily disability benefit amount.

Unemployment Compensation

The Company contributes to the State Unemployment Insurance Fund, as required, on behalf of its employees in their respective states of residence.

Social Security

Social Security is an important part of every employee's retirement benefit. The Company pays a matching contribution to each employee's Social Security taxes.

Workers' Compensation

You are protected by the Company's workers' compensation insurance policy while employed by the Company, at no cost to you. The policy covers you in case of occupational injury or illness.

Life/Disability Insurance

A life insurance policy and a private disability insurance policy is provided to each eligible full-time employee.

Leaves of Absence

- The Company may grant unpaid leaves of absence to employees in certain circumstances. This handbook does not provide an exhaustive list. Make your leave request in writing (*memo or email*) as far in advance as possible. If granted, keep in touch with the Human Resources Department during your leave, and give prompt notice of any change in your anticipated return date.
- If your leave expires and you fail to return to work without contacting your manager or the Senior Manager/Project Director or the Human Resources Department, the Company will assume that you do not plan to return and that you have terminated your employment. Upon return from a leave of absence, you will resume your employment status as agreed upon at the time of taking your unpaid leave.

- The Company does not continue to pay premiums for health insurance coverage for employees on leaves of absence. However, you may self-pay the premiums under the provisions of the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA). The Human Resources Department can give you additional information.

Family and Medical Leave Act [[FMLA General Notice](#)]

The Company complies with the federal [Family and Medical Leave Act](#) (FMLA), which requires employers to grant unpaid leaves of absence to eligible employees for certain medical and family-related reasons.

The Company also abides by State of California and local leave laws. The more generous of the laws will apply to the employee if the employee is eligible under both federal and State of California laws.

Please note there are many requirements, qualifications, and exceptions under these laws, and each employee's situation is different. Contact the Human Resources Department to discuss your options for leave.

California Family Rights Act (CFRA)

The Company complies with the [California Family Rights Act](#) (CFRA), which provides job-protected medical leave for eligible employees with unpaid time off for their own serious health conditions; to care for a covered family member, including registered domestic partners, with a serious health condition; and for bonding with a newborn child, a foster child or an adopted child. Though the CFRA closely resembles the FMLA, the two laws differ in some instances.

An employee is eligible for CFRA benefits if he/she qualifies and has more than 12 months of service with Clark Land and has worked at least 1,250 hours for the Company during the previous 12-month period before the leave begins.

Wage/Salary and Benefits During CFRA Leave

- An employer may require an employee to use accrued PTO or accrued Sick Time. Clark Land recommends that PTO or sick time be used. If the CFRA leave is for the employee's own serious health condition, the use of PTO or sick time is recommended.
- If the employer provides health benefits under a group plan, the employer must continue to make these benefits available during the leave.

Paid Family Leave

- Employees in California may be eligible for [Paid Family Leave](#) (PFL) wage replacement benefits, which are funded through payroll deductions and coordinated through the State's Employment Development Department (EDD).
- The PFL provides limited compensation for up to six weeks when an employee needs to take leave from work to care for a parent, child, spouse or registered domestic partner who is seriously ill, or for a working parent who wants time to bond with his or her newborn, foster child, or newly-adopted child.

- The PFL does not provide job protection, just partial wage replacement benefits. However, employees may qualify for job protection through other laws/regulations that may be taken concurrently with PFL (i.e. the California Family Rights Act.) Consult the Human Resources Department for more information.

Pregnancy Disability Leave

Pregnancy, childbirth, or related medical conditions will be treated like any other disability, and an employee on leave will be eligible for temporary disability benefits in the same amount and degree as any other employee on leave.

Any female employee planning to take pregnancy disability leave should advise her manager, or the Senior Manager/Project Director, or the Human Resources Department [hr@clarklandresources.com] as early as possible. The individual should make an appointment with the Senior Manager/Project Director to discuss the following conditions:

- Employees who need to take [pregnancy disability leave](#) must inform the Senior Manager/Project Director when a leave is expected to begin and how long it will likely last. If the need for a leave or transfer is foreseeable, employees must provide notification at least 30 days before the pregnancy disability leave or transfer is to begin.
- Employees must consult with the Human Resources Department regarding the scheduling of any planned medical treatment or supervision in order to minimize disruption to the operations of the Company. Any such scheduling is subject to the approval of the employee's health care provider;
- If 30 days' advance notice is not possible, notice must be given as soon as practicable;
- Upon the request of an employee and recommendation of the employee's physician, the employee's work assignment may be changed, if necessary, to protect the health and safety of the employee and her child;
- Requests for transfers of job duties will be reasonably accommodated if the job and security rights of others are not breached;
- Temporary transfers due to health considerations will be granted when possible. However, the transferred employee will receive the pay that accompanies the job, as is the case with any other temporary transfer due to temporary health reasons;
- Pregnancy disability leave usually begins when ordered by the employee's physician. The employee must provide the Human Resources Department with a certification from a health care provider. The certification indicating disability should contain:
 - ✓ The date on which the employee became disabled due to pregnancy;
 - ✓ The probable duration of the period (or periods) of disability; and
 - ✓ A statement that, due to the disability, the employee is unable to perform one or more of the essential functions of her position without undue risk to herself, the successful completion of her pregnancy, or to other persons.

- Returns from leave will be allowed only when the employee's physician sends a release to return to work;
- An employee will be required to use accrued PTO (if otherwise eligible to take the time) during a pregnancy disability leave. An employee will be allowed to use accrued PTO (if otherwise eligible to take the time) during a pregnancy disability leave; and
- Duration of the leave will be determined by the advice of the employee's physician, but employees disabled by pregnancy may take up to four months. Part-time employees are entitled to leave on a pro rata basis. The four months of leave includes any period of time for actual disability caused by the employee's pregnancy, childbirth, or related medical condition. This includes leave for severe morning sickness and for prenatal care.
- Leave does not need to be taken in one continuous period of time, and may be taken intermittently, as needed. Leave may be taken in increments of two weeks.

Under most circumstances, upon submission of a medical certification that an employee is able to return to work from a pregnancy disability leave, an employee will be reinstated to the same position held at the time the leave began or to an equivalent position, if available.

An employee returning from a pregnancy disability leave has no greater right to reinstatement than if the employee had been continuously employed.

Lactation Policy

The Company accommodates lactating employees by providing a reasonable amount of break time to any employee who desires to express breast milk for an infant child.

The break time shall, if possible, run concurrently with any break time already provided to the employee. Any break time provided to express breast milk that does not run concurrently with break time already provided to the employee shall be unpaid. However, if providing such break time would seriously disrupt the operations of our business, we may deny break time to employees who wish to express breast milk.

The Company will make reasonable efforts to provide employees who need a lactation accommodation with the use of a room or other private location other than a toilet stall that is located close to the employee's work area. Employees with private offices will be required to use their offices to express breast milk.

Employees who desire lactation accommodations should contact the Human Resources Department to request accommodations and notify the Senior Manager/Project Director of the reasonable break time needed.

Bereavement Leave

The Company grants leave of absence to employees in the event of the death of the employee's current spouse, registered domestic partner, child, parent, legal guardian, brother, sister, grandparent, or grandchild; or mother-, father-, sister-, brother-, son-, or daughter-in-law.

An employee with such a death in the family may take up to 3 consecutive scheduled workdays off with pay with the approval of the Company. To request leave, email your manager and the Human Resources Department at hr@clarklandresources.com, then input your time as leave without pay on BambooHR.

The Company Officers may consider your request for additional paid leave or leave without pay. Upon your return, input (approved) bereavement leave on BillQuick.

Military Leave

The Company complies with the federal Uniformed Services Employment and Reemployment Rights Act ([USERRA](#)). Employees who wish to serve in the military and wish to take military leave should contact the Senior Manager/Project Director and/or the Company Officers and/or the Human Resources Department for information about their rights before and after such leave.

You are entitled to reinstatement upon completion of military service, provided you return or apply for reinstatement within the time allowed by law.

Jury Duty and Witness Leave

You should notify your manager and/or the Senior Manager/Project Director of the need for time off for jury duty or to serve as a witness in a judicial proceeding, pursuant to a subpoena or other court order; as soon as possible after you receive a notice or a summons from the court.

Please record your request for jury duty/to serve as a witness in a judicial proceeding leave as Leave Without Pay on BambooHR, unless you prefer to use your PTO Balance.

You may be requested to provide written verification from the court clerk of your appearance. You may retain any mileage allowance or other fee paid by the court for your appearance.

The Company does not pay time off for jury duty or witness leave.

Volunteer Civil Service/Emergency Responder Leave

No employee shall be disciplined for taking time off to perform emergency duty as a volunteer firefighter, peace officer, or emergency rescue personnel. You are also eligible for unpaid leave for required training.

If you are an official volunteer firefighter, please alert the Human Resources Department that you may have to take time off for emergency duty. When taking time off for emergency duty, please alert the Human Resources Department before doing so, when possible.

Please record your request for volunteer civil service/emergency responder leave as Leave Without Pay on BambooHR, unless you prefer to use your PTO Balance.

The Company does not pay time off for volunteer civil service/emergency responder leave.

Time Off for Voting

- If an employee does not have sufficient time outside of working hours to vote in an official state-sanctioned election, the employee may take off enough working time to vote. Such time off shall be taken at the beginning or at the end of the regular working shift, whichever allows for more free time, and the time taken off shall be combined with the voting time available outside of working hours to a maximum of two hours combined.
- Under these circumstances, an employee will be allowed [a maximum of two hours of time off during an election day](#) without loss of pay.
- When possible, an employee requesting time off to vote shall give the Senior Manager/Project Director at least two days' notice.

Leave for Victims of Domestic Violence, Sexual Assault and Stalking

Employees who are [victims of domestic violence, sexual assault and stalking](#) are eligible for unpaid leave. You have the right to take time off from work to get help to protect you and/or your children's health, safety or welfare. You can take time off to get a restraining order or other court order.

You have the right to reasonable accommodation. We request notice and certification of your need to take leave under this policy. Certification may be sufficiently provided, at a reasonable time, by any of the following:

- A police report indicating that the employee was a victim of domestic violence;
- A court order protecting or separating the employee from the perpetrator of an act of domestic violence, or other evidence from the court or prosecuting attorney that the employee appeared in court; or
- Documentation from a medical professional, domestic violence advocate, health-care provider, or counselor that the employee was undergoing treatment for physical or mental injuries or abuse resulting in victimization from an act of domestic violence.

The Company will, to the extent allowed by law, maintain the confidentiality of an employee requesting leave under this provision.

Please record your request for leave under these circumstances as Leave Without Pay on BambooHR, unless you prefer to use your PTO Balance.

Parental School Involvement Leave

An employee who is a parent, guardian or grandparent of one or more children who are in kindergarten, in grades one through 12 or attending a licensed child day care facility may take up to 40 hours each school year (but not exceeding eight hours in any calendar month of the school year) to participate in the school activities or to locate or enroll the child in school or with a child care provider of the employee's child, ward or grandchild.

The 8-hour per month limit does not apply to emergencies. Before taking time off, the employee must give reasonable notice of the planned absence to his or her manager.

If both parents are employed by the Company at the same work site, only the parent that gives notice to the Company first is entitled to school visitation leave.

In most cases, the employee must use existing PTO or Leave Without Pay if the PTO balance is insufficient for school involvement leave. In accordance with California Labor Code Section 230.7, no discriminatory action will be taken against an employee who takes time off for this purpose.

School Visitation Leave

An employee who is a parent, guardian or grandparent of a pupil who needs to take time off from work to appear in the pupil's school at the request of the pupil's teacher may do so if the employee, prior to taking the time off, gives reasonable notice to his or her manager that he or she is requested to appear at the school.

In most cases, the employee must use existing PTO or Leave Without Pay if the PTO balance is insufficient for school visitation leave.

In accordance with California Labor Code Section 230.8, no discriminatory action will be taken against an employee who takes time off for this purpose.

Workers' Compensation

The Company, in accordance with state law, provides insurance coverage for employees in case of a work-related injury. The workers' compensation benefits provided to injured employees may include:

- Medical care;
- Cash benefits, tax free, to replace lost wages; and
- Vocational rehabilitation to help qualified injured employees return to suitable employment.

To ensure that you receive any workers' compensation benefits to which you may be entitled, you will need to:

- Immediately report any work-related injury to your manager, the manager on duty or the Senior Manager/Project Director;
- Seek medical treatment and follow-up care, if required;
- Complete a written Employee's Claim Form (DWC Form 1) which will be given to you by the Human Resources Department, and return it to the HR Department;
- Provide the Company with a certification from your health care provider regarding the need for workers' compensation disability leave, if applicable, and tell us of your estimated eventual ability to return to work from the leave.

Upon submission of a medical certification that the employee is able to return to work after a workers' compensation leave, the employee under most circumstances will be reinstated to his/her same position held at the time the leave began, or to an equivalent position, if available.

An employee returning from a workers' compensation leave has no greater right to reinstatement than if the employee had been continuously employed rather than on leave. For example, if the employee on workers' compensation leave would have been laid off had he/she not gone on leave, or if the employee's position has been eliminated or filled in order to avoid undermining the Company's ability to operate safely and efficiently during the leave, and no equivalent or comparable positions are available, then the employee would not be entitled to reinstatement.

An employee's return depends on his/her qualifications for any existing openings. If, after returning from a workers' compensation disability leave, an employee is unable to perform the essential functions of his/her job because of a physical or mental disability, the Company's obligations to the employee may include reasonable accommodation, as governed by the Americans with Disabilities Act.

Recreational Activities and Programs

The Company or its insurer will not be liable for payment of workers' compensation benefits for any injury that arises out of an employee's voluntary participation in any off-duty recreational, social, or athletic activity that is not part of the employee's work-related duties.

The law requires the Company to notify the workers' compensation insurance company of any concerns of false or fraudulent claims. Any person who makes or causes to be made any knowingly false or fraudulent material statement or material misrepresentation for the purpose of obtaining or denying workers' compensation benefits or payments is guilty of a felony. A violation of this law is punishable by imprisonment for one to five years, or by a fine not exceeding \$50,000 or double the value of the fraud, whichever is greater, or both. Additional civil penalties may also apply.

ADDENDUM 1**2020 IRWA Conference Travel Policy**

The IRWA National Conference is a 3.5-day (5 days for Board, Region and National Members) event that will occur in Minneapolis, MN in June of 2020. Before any staff sign up for the conference, they should be completely familiar with the conference guidelines and be willing to accept the guidelines as part of their ability to attend the conference. These guidelines are for all staff, and no special circumstances will be considered. The table below presents the items or events that Clark Land Resources and employees are expected to pay for regarding the conference.

Six staff plus Management will be allowed to attend the conference in 2020. Considerations for selection of those attending will be based on whether or not the employee has attended before, if they are an IRWA Chapter Committee Member or a Board Member, or if the employee is nominated for an IRWA award. Staff who attend are expected to either wear a Clark Land shirt or a Clark Land logo badge each day while at the conference. In order to get the best travel and hotel prices, Clark Land HR staff will arrange the travel and hotel.

Very Important: It is not mandatory that you attend the conference. In fact, attending the conference is considered a volunteer event for the benefit of each person attending, because they have the opportunity to develop their own skills that will enhance their career path.

IRWA Conference Guidelines for Staff		
Charges/Cost	Clark Land Pays For	Employee Pays For
Transportation fees/charges to and from the conference	Clark Land will pay for the employee's transportation to and from the transportation hub, arranged by our HR staff to get the best rates, whether by air or rail. Staff who are a Grade 10 or above are entitled to bring their spouse and the cost will be paid by Clark Land. Clark Land will pay for cab/Uber from conference hotel to Airport.	Transportation from home to the airport or train station.
Meals (for 3.5 days of conference). Also see Travel Policy in Clark Land Policy Manual.	Clark Land pays up to \$50 per day per employee for meals. Staff who are classified as a Grade 10 or above are allowed \$75 per day. Note that no alcohol will be reimbursed. Receipts must be submitted with employee's expense report.	Employees pay for any additional food or beverage over \$50 or \$75 (for Grade 10 employees) per day. Alcoholic drinks will be paid for by employees.
Potential wages for travel time to and from the event location.	If an employee works while traveling and provides a list of deliverables (on their timesheet) completed during that time, then the employee may submit time only for the work completed during that time.	Since employees are volunteering to attend, the travel time to and from the event is not paid by Clark Land if the employee does not perform any work as per the adjacent description.

IRWA Conference Guidelines for Staff		
Charges/Cost	Clark Land Pays For	Employee Pays For
Conference fees (Includes registration, seminars, continental breakfast, one lunch and the Gala dinner.)	Clark Land will pay for this with the expectation that staff are to attend Opening Ceremonies, seminar classes (minimum of 4 each day except Wednesday [or in lieu of a 2-hour volunteer shift at the conference] [Wed will be a minimum of 2 seminars]) the Expo, the breakfasts and Awards Luncheon and Dinner Gala, which are all included in the registration costs.	
Hourly Wage	<p>Clark Land will pay one hour of employee wages for an employee to attend the Awards Luncheon. The hour should be charged to CLR Office-Marketing on the employee's timesheet.</p> <p>Extracurricular activities such as the Monday Night Fund Raising Event, the Canadian Education Event, the Golf Tournament, Fun Run and other events are not covered by the Conference fees and are therefore not paid for by Clark Land.</p> <p>Employees who participate on Chapter or Region Boards may use the CLR/Marketing/MD Assn Com charge number for their time at events on Saturday or Wednesday afternoon if they do not exceed the maximum amount allowed per week or per month. See Professional Development in the Clark Land Policy Manual for more information regarding these hours.</p>	<p>Employees can use PETO or take time off without pay for hours that they are attending the conference seminars and workshops. No Emergency Time Off or other Clark Land project charge number may be used for this time. An employee can use their Personal Time off instead of PETO; but employees must get approval for using PTO at the time of signing up for the event (from both their Technical Lead and their Advisor).</p> <p>Note that the Dinner Gala is considered a social event. If an employee does not attend the Wed. night Gala, then they must give up their ticket to another employee or spouse first or post it on the board at the conference for someone else. <i>The employee not attending the Dinner Gala will need to plan on leaving the conference on Tuesday night to return home and back to work the next day.</i> (This is unless the employee wants to use personal PTO to take time off for the remainder of the week and pay for additional accommodations, meals, and/or transportation.)</p> <p>If the employee chooses to attend the extracurricular activities such as the Monday Night Fund Raising Event, the Canadian Education Event, the Golf Tournament, Fun Run and other events that are not covered by the Conference fees, they may do so at their own time and expense. Many employees enjoy attending these fun events with other team members.</p>

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Charges/Cost	Clark Land Pays For	Employee Pays For
Volunteering at the Conference	Clark Land will pay 2 hours of Marketing time for employees to volunteer at the Conference and interact with other attendees.	Employees may volunteer their time at the conference to help with various tasks such as registration, ticket sales, etc. This is not required and will not affect the employees' employment in any way. Some staff have found that volunteering helps them meet new people and establish relationships with potential clients.