

FINAL June 16, 2010

Kentucky Chamber of Commerce

Personnel Policy Handbook

**Adopted by the Executive Committee January 4, 2006
Revised by June 16, 2010**

Foreword

The Kentucky Chamber of Commerce (the "Chamber") is very glad to have you as a member of our staff. The Chamber has created this Personnel Policy Handbook to communicate its employee policies and to provide a professional workplace that values honesty, openness, fairness, and effectiveness.

The language used throughout this policy handbook is not intended to create, and should not be interpreted to create, an employment contract for any specific length of time or any other contractual obligation between the Chamber and any employee. Although the Chamber hopes your employment relationship will be long and mutually beneficial, employment at the Chamber is "at will." In other words, regardless of any statement included in this handbook or in any other document or statement issued by the Chamber, every employee has the right to terminate his or her employment at any time, for any reason, with or without notice. The Chamber also has the right to terminate any employee's employment at any time, for any reason, with or without notice.

No employee or officer of the Chamber is authorized to enter into oral or written contracts with employees other than in documents specifically designated as employment contracts by the President/CEO.

The policies contained in this manual take precedence over and supersede any previous policies in effect for Chamber employees and any actions taken by the Kentucky Chamber Board of Directors. The Executive Committee of the Board of Directors may revise this handbook or add new policies at any regular or called meeting. This handbook will go into effect as directed by the Executive Committee and/or Board, and upon notification of the Chamber staff.

Additional policies and procedures needed for the efficient operation of the Chamber may be needed from time to time and may be implemented by the President/CEO upon notification of employees. An updated Handbook is always available to staff at [share/personnelpolicyhandbook.pdf](#)

Please contact the Vice President of Administration if you have any questions about this Handbook.



David C. Adkisson
President/CEO

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SECTION 1

General Provisions

1-1 Equal Employment Statement. It is the policy of the Chamber to provide an equal employment opportunity for all employees and applicants for employment without regard to sex, age, race, color, religion, national origin, disability, citizenship, genetic information, and any other characteristic protected by law. All employment decisions including but not limited to hiring, promotion, demotion, recruitment, advertisement, discharge and rate of pay shall be conducted in a non-discriminatory fashion without regard to sex, age, race, color, religion, national origin, disability, citizenship, genetic information, and any other characteristic protected by law.

1-2 Harassment Policy. The Chamber prohibits harassment of any employee by any other employee based on sex, national origin, race, color, age, religion, disability, citizenship, or any other characteristic protected by law. Harassment cannot always be precisely defined, but, for example, sexual harassment may include unwelcome sexual advances, requests for sexual favors and other verbal and physical conduct of a sexual nature such as sexually related comments or physical contact. No member of management, supervisor or employee has any authority to engage in or subject you to any such harassment.

If you feel that you have been subjected to harassment, you must immediately report the matter to the Vice President of Administration. If you are in any way uncomfortable reporting the matter to the Vice President of Administration, or if you are not satisfied with the response of that officer, then you may report the matter to the CEO or the Board Vice Chairman of Administration. Prompt, effective, corrective action will be taken against any individual found to have engaged in such harassment, up to and including termination.

There will be no retaliation against employees who report harassment or employees who may have witnessed harassment. Their identities and statements will be kept confidential to the extent that confidentiality is consistent with a thorough investigation. Follow-up inquiries will be made to ensure that harassment has not resumed and retaliation has not occurred.

Employees who feel non-employees have subjected them to harassment (e.g., members, third parties, vendors, etc) must also report the matter to the President/CEO or Vice President of Administration. Harassment by non-employees will be handled on a case-by-case basis, and the degree of corrective action will depend on the particular situation, including the extent to which the Chamber can control or deter such conduct on the part of non-employees.

Harassment may violate this policy even if such harassment does not rise to the level necessary to constitute harassment of the type made illegal under various laws.

1-3 At Will Employment. Kentucky law provides that, in the absence of an express contract to the contrary, a person's employment is for no specific term and may be

ended at-will. Such an arrangement provides both employees and their employers with the necessary flexibility to adapt to changing needs, conditions or desires. The Chamber adheres to this basic rule of Kentucky law and hires and employs all of its employees on an at-will basis. No person other than the Chamber's President/CEO has the authority to change or modify this policy, and any change or modification must be in writing.

1-4 Immigration Law Compliance. The Chamber ensures compliance with the Immigration Reform and Control Act of 1986 by hiring those individuals who are authorized to work in the United States. As a condition of employment, employees must complete the Employment Eligibility Verification Form INS I-9 and must provide originals of acceptable documents (as specified by the I-9 form) verifying the employee's identity and eligibility to work in the United States. The I-9 form and documents must be provided to the Human Resources Department or designated representative within the first three days of employment. Failure to provide acceptable documents within three days of the start date will result in a delay of employment, including pay, benefits, and a rescheduling of the start date. Employees who are rehired must complete a new form if the one previously completed is more than three years old.

1-5 Personnel Files. An employee's personnel file is the property of the Chamber. It is the responsibility of each employee to notify the Vice President of Administration of any change in status, i.e. address change, change in marital status, etc. within 10 days of the change. Upon request to the Vice President of Administration, an employee may review his/her personnel file.

1-6 Performance Reviews. A performance review will be conducted for each employee at least once each year. The purpose of performance reviews is to help employees improve and develop their skills, and to support personnel decisions. Performance evaluations shall be conducted by each departmental supervisor, put into written form, submitted to the President/CEO and entered into the employee's personnel file. As a part of the performance review, each employee shall complete a self-evaluation using the format prescribed in the performance review process. Each employee will be given the opportunity to review their evaluation prior to a review conference between the employee and supervisor. Each employee will be given a copy of his/her evaluation after the conference and, if he/she wishes, may submit written comments regarding their evaluation.

1-7 Special Contracts. This handbook is meant to communicate general conditions of employment and workplace standards. It does not preclude the right of the Board of Directors to negotiate an individual employment expectation and compensation agreement with the President/CEO, nor does it preclude the President /CEO from negotiating individual employment expectation and compensation agreements with staff members having unique circumstances.

1-8 Open Door Policy. Employees should feel free and are encouraged to contact their supervisor if they need to discuss any issue related to their employment. If an employee believes that a particular issue cannot be resolved and/or is uncomfortable discussing his/her concerns with his/her immediate supervisor, the employee is encouraged to bring the matter to the attention of the Vice President of Administration or the President/CEO.

1-9 Whistleblower Policy. The Chamber has enacted the following policy for the protection of whistleblowers:

- 1) **Confidential Reporting.** All employees are encouraged to report to the appropriate level of management on any activity that an employee reasonably believes to constitute fraudulent activity or is in violation of any governmental regulation. All employees have the assurance that these reports will be considered completely confidential, and the identity of the reporting employee will not be disclosed under any circumstance. If an employee has exhausted all appropriate internal channels with management, the employee is encouraged to report the activity in question to the Treasurer or the Board Vice Chairman for Administration.
- 2) **Retaliation Prohibited.** The organization will not tolerate any retaliation in any form, including harassment or discrimination, against any employee who has raised concerns about possible fraudulent activity. Any reports of retaliation will be thoroughly investigated, and any offending employees will be dealt with accordingly.
- 3) **Training.** In addition to written documentation in the employee handbook, the organization will mandate training sessions to educate all employees as to what may constitute fraudulent activity and appropriate action to take if fraudulent activity is suspected.
- 4) **Acting in Good Faith.** Anyone filing a complaint must be acting in good faith and have reasonable grounds for believing the information disclosed indicates misconduct, dishonesty, or fraud. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

SECTION 2

Assignment and Compensation

2-1 Objective. The Chamber shall assign and compensate each employee based upon the qualifications and level of responsibility the position requires the employee's individual performance and the relative conditions of the employment market for comparable positions.

2-2 Employment Classifications. All employees of the Chamber are designated as hourly/non-exempt or salaried/exempt under federal and state wage and hours laws.

Non-exempt employee: An employee who is required to be paid overtime at the rate of time and one half his or her regular rate of pay for all hours worked beyond 40 hours in a work week, and in accordance with applicable federal and state wage and hour laws. Non-exempt employees may be paid either an hourly rate or a salary.

Exempt employee: An employee who is not required to be paid overtime, in accordance with applicable federal and state wage and hour laws, for work performed beyond 40 hours in a work week. Executives, professional employees, outside sales representatives, and certain employees in administrative positions are typically exempt.

An employee's exempt and non-exempt classification is determined by and may be changed only with the approval of the Chamber's President/CEO or Vice President of Administration.

In addition to these categories, all employees will belong to one other employment classification: regular full-time, regular part-time or temporary.

Full-time employee: An employee who is regularly scheduled to work 37.5 hours or more per week, who maintains continuous employment status and is designated by his or her immediate Supervisor as full-time via appropriate personnel records. A full-time employee is eligible for all Company employment benefits.

Part-time employee: An employee who is regularly scheduled to work less than 37.5 hours per week and who maintains continuous employment status and is designated by his or her immediate Supervisor as part-time via appropriate personnel records.

Temporary: Employees who are hired as interim replacements or to assist in the completion of a short-term project. Employees in this category are of a limited duration. Temporary employees are not eligible for company benefits.

2-3 Hours of Employment. The regular work schedule is 8:30 a.m. to 5:00 p.m., Monday through Friday. Each employee is expected to observe these hours unless having received prior approval from his/her departmental supervisor. An employee is considered tardy if her/she reports to work after his/her assigned starting time. If an employee finds that he/she is going to be late, he/she should call his/her departmental supervisor at least 30 minutes prior to the start of work, or as soon as possible. Tardiness of any staff member, even if the proper call has been placed, is grounds for discipline. Repeated tardiness is grounds for dismissal. Each employee is entitled to a one-hour lunch period and two 10-minute break periods during the day. Non-exempt employees are required to take at least a 30 minute lunch break daily.

2-4 Overtime. From time to time, it may be necessary for you to perform overtime work. When it is necessary to work overtime, you are expected to cooperate as a condition of your employment. The appropriate divisional vice president or the Vice President of Administration must authorize all overtime (beyond a 37.5 workweek) in advance.

If you are classified as a non-exempt employee, you will be paid one and one-half times your regular hourly rate of pay for all hours worked beyond the 40th hour in any given workweek. Only hours actually worked count towards the calculation of overtime pay. Paid time off such as, holidays, PTO time and other paid leave (Bereavement, Jury Duty, etc.), does not count towards overtime.

Chamber activities such as staff luncheons and officially sanctioned staff outings shall be considered work time for non-exempt employees. Following staff luncheons, employees

who require time to do personal business, may utilize an unpaid lunch break if approved in advance by the divisional vice president.

2-5 Letter of Engagement. Upon employment, each employee is given a letter of engagement, which addresses the following employment issues: (a) effective date of employment; (b) compensation; and (c) benefits available to the employee. The letter of engagement is not a contract, and the conditions of employment may change, unilaterally and without notice, as deemed necessary by the President/CEO. Employment remains at will.

2-6 Promotion. When a vacancy occurs on the staff, consideration may be given to both internal and external candidates. Internal candidates are required to express their interest in the open position to the Vice President of the division in which the vacancy occurs, the Vice President of Administration or the President.

2-7 Paydays. Employees are paid on the 15th and last day of the month. In the event that a regularly scheduled payday falls on a weekend or holiday, employees will receive paychecks the last day of work prior to the regularly scheduled payday. Each paycheck will include earnings for all work performed through the end of the previous payroll period.

SECTION 3

Benefits

3-1 Objective. The Chamber provides a wide range of benefits to employees for the purpose of enriching the employees' compensation program. All benefits are subject to periodic review and alteration or elimination.

3-2 Workers' Compensation. Each employee is covered by workers' compensation insurance in accordance with Kentucky law. In the event that an employee is injured on the job, it is his/her responsibility to immediately report this in writing to the Vice President of Administration. If an employee is unable to do so, a fellow employee or family member may do so for the injured employee. All employees of the Chamber, regardless of position, may be required to submit to drug and/or alcohol testing following a work-related accident.

An employee who tests positive for drugs for which he/she does not have a valid prescription and/or alcohol, refuses to submit to or cooperate with a drug and/or alcohol test, or knowingly alters a drug and/or alcohol test after sustaining a work-related injury is subject to termination and may be disqualified from workers' compensation benefits and unemployment compensation benefits.

3-3 Social Security. The Chamber participates in the Federal Social Security program in the manner required under federal law.

3-4 Group Health /Dental Insurance. The Chamber currently pays 90% of the cost of single coverage under the health insurance plan and 100% of single coverage of the

dental plan The Chamber may adjust the employer's contribution at any time. Employees who decline coverage may be required to provide proof of comparable and ongoing coverage under another plan. Having provided such proof, the employee may be eligible for alternative benefits available through the Chamber's cafeteria benefits plan. An employee becomes eligible for coverage on the first day of employment.

3-5 Group Life Insurance. The Chamber provides life insurance in the amount of \$25,000 to each employee under age 70.

3-6 Long Term Disability Insurance. The Chamber currently pays 100% of the cost for long term disability insurance through ACCE (American Chamber of Commerce Executives). The coverage provides benefits of 60% of current salary payable after 90 days of total disability. An employee becomes eligible for participation after completion of 90 days of employment.

3-7 Personal Time Off (PTO). The Chamber provides 1.50 days of paid personal time off (PTO) per month for each employee during the first 5 years of employment. On the employee's 5th anniversary of employment, he/she is eligible for 1.75 days of PTO per month. On the employee's 10th anniversary of employment he/she is eligible for 2 days of PTO per month. On the employee's 15th anniversary he/she is eligible for 2.25 days of PTO per month. Any exceptions to the posting formula must be agreed to and noted on the employee's annual review. PTO days may be carried over from year to year, but in no case may employees carry over more than 30 days of accumulated PTO. Use of PTO must be scheduled in advance, approved by the employee's supervisor and reported by the employee to the Finance Director/CFO for record keeping.

Non-exempt employees who use more PTO than is accrued will not be paid for those days. PTO for non-exempt employees must be used in minimum increments of 1 hour. Additionally, non-exempt employees who incur medical absences requiring less than 1 hour can cover such absences by making up the time.

Exempt employees who take more PTO than is accrued will not be paid for those absences, unless approved by the Vice President of Administration in accordance with section 2.2 of this policy and otherwise required by law.

Exempt employees must also use PTO time in hourly increments.

Accumulated unused PTO (up to a maximum of 30 days) will be paid to the employee at the end of employment.

Employees who were employed before September 5, 2005 and who have unused days in their Disability Reserve Bank (DRB) can use those days to cover any extended illness or injury for him/her or an immediate family member. For the purpose of this policy, immediate family members are the employee's spouse, child or parent. The DRB will not be cashed out when employees leave the company. For use of DRB days, "extended" is defined as absence greater than 4 days, and a doctor's excuse is required.

3-8 Unpaid Personal Leave. In medical or family emergencies when an employee does not have sufficient earned PTO days accumulated, the employee may submit a request for up to 30 days of unpaid personal leave to the CEO of the Chamber, who may

grant the request and keep the employee's position open after considering factors relating to the employee's personal situation, job responsibilities and the need for continuity of Chamber operations.

3-9 Bereavement. Employees may take up to 3 days of compensated bereavement leave in the event of the death of a spouse/partner, child, sibling, parent, or parent-in-law. An employee may take compensated bereavement leave for whatever portion of one work day is required to attend funeral services for other relatives (i.e. step-parents, aunts, uncles, grandparents) and may utilize personal leave days, with the approval of employee's supervisor, to extend bereavement leave.

Employees are responsible for notifying the Vice President of Administration of leave and for following proper documentation procedures.

3-10 Jury Duty. Employees will be paid their regular salary while serving on a jury. To qualify for jury or witness leave, the employee must submit to the Vice President of Administration a copy of the summons to serve as soon as it is received. In addition, proof of service must be submitted to the Vice President of Administration when the period of duty is completed. The Chamber will make no attempt to have service on a jury postponed except where business conditions necessitate such action. Employees are expected to perform their normal duties with the Chamber as their jury duty permits.

3-11 Holidays. Employees will be compensated at their normal rate of pay for the holidays listed below:

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

Holiday pay will not be granted to any employee who is on a leave of absence (medical or personal) or if an employee is receiving short-term or long-term disability.

The Chamber respects the religious traditions of each of its employees and will work to substitute other religious holidays recognized within an employee's faith tradition.

In the event any of the above holidays fall on Saturday, the holiday will be observed on the preceding Friday. When one of the above holidays falls on Sunday, the holiday will be observed on the following Monday.

3-12 Retirement Plan. The Chamber provides a Defined Contribution Retirement Plan for employees. Employees are eligible to participate when they have completed six months of service and are at least 21 years old. Open enrollment occurs January 1, April 1, July 1 and October 1.

Employees will be notified prior to the beginning of each fiscal year of the minimum

percentage the Chamber will contribute during the coming year, and how much of that percentage will be subject to a matching contribution requirement.

3-13 Tuition Reimbursement. With the prior approval of the President/CEO, the Chamber will reimburse (prior to completion of the course) full-time employees the cost of tuition for up to one course per semester (including a summer term) for any college courses that either relate directly to their job duties or are part of a job-related degree program being pursued by an employee. Tuition reimbursement shall be no greater than that which is the current per hour credit rate charged at the University of Kentucky. An employee must show evidence of successfully completing the course (C or higher). If the course grade is below a C, repayment of tuition will be required

SECTION 4

ETHICS POLICY

4-1 Ethical Standards. Employees will maintain the highest ethical standards in the conduct of the Chamber's affairs. The intent of this policy is that each employee will conduct the Chamber's business with integrity and comply with all applicable laws in a manner that excludes consideration of personal advantage or gain or the appearance of personal advantage or gain.

4-2 Giving/Receiving Items of Value:

- A. **Giving.** Gifts, favors, entertainment and payments may be given to others at Chamber's expense, if they meet the following criteria:
1. They are consistent with accepted business practices.
 2. They are of limited value and in a form that will not be construed as a bribe or payoff.
 3. They are not in violation of applicable law and accepted ethical standards.
 4. Public disclosure of the facts will not embarrass the Chamber.
- B. **Receiving.** Employees shall not seek or accept for themselves or others any gift, favors, entertainment or payment without a legitimate business purpose nor shall they seek or accept personal loans from any person, company or organization that: a) does or seeks to do business with the Chamber or b) partners or seeks to partner with the Chamber.

Employees may accept:

1. Lunch and/or dinner invitations with an outside company, person or organization (e.g., customers/vendors/partners), as long as the invitation is extended by the outside company, person, or organization.

2. Gifts of small value, such as calendars, pens, knives, etc., from an outside company, person or organization.
3. Tickets to events are acceptable if offered by the outside company, person or organization.
4. Gifts of perishable items usually given during the holidays, such as hams, turkeys, cookies, nuts, etc.

Receipt by an employee of any gift, item or service with a value exceeding \$100 in connection with his or her work for the Chamber shall be reported to the Director of Finance/CFO within 30 days. It is never acceptable or permissible to accept in cash or cash equivalents, such as stocks or other forms of securities of any amount.

4-3 Conflicts of Interest.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in personal gain for that employee or for a relative as a result of the Chamber's business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

All employees should avoid any situation that involves or may involve a conflict between their personal interest and the interest of the Chamber. As in all other facets of their duties, employees dealing with Chamber members, customers, suppliers, contractors, consultants, competitors or any person doing or seeking to do business with the Chamber are to act in the best interest of the Chamber. Likewise, employees are to act in the best interest of the Chamber when interacting with policymakers and other organizations/individuals with whom the Chamber interacts. If an employee is pressured or otherwise compromised in his/her ability to represent the best interests of the Chamber, the employee is responsible for prompt and full disclosure to his/her supervisor or the President/CEO.

Conflicts include:

1. Ownership by an employee or by a member of his/her family of a significant interest in any outside enterprise, which does or seeks to do business with or is a competitor of the Chamber.
2. Serving as a director, officer, partner, consultant, or in a managerial or technical capacity with an outside enterprise, which does or is seeking to do business with or is a competitor of the Chamber's. The President/CEO of the Chamber can approve exceptions to this.
3. Acting as a broker, finder, go-between or otherwise for the benefit of a third party in transactions involving the Chamber's interest.
4. Any other arrangements or circumstances, including family or personal relationships, which might dissuade the employee from acting in the best interest of the Chamber.

This policy establishes the framework within which the Chamber wishes the organization to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation.

Employees who are classified as “key persons” by the IRS 990 definition shall be governed by the Conflict of Interest policy adopted for key persons by the Board of Directors on September 2, 2009. Said employees shall be responsible for being knowledgeable of the Chamber’s policy and complying with its requirements.

SECTION 5

Workplace Standards

5-1 Objective. The Chamber is committed to creating a work environment that is challenging and rewarding. All employees are expected to conduct themselves professionally and in “good faith” with other co-workers, Chamber members, and outside persons and organizations.

5-2 Professional Appearance and Behavior. Chamber employees are the business community’s representatives to the general public, both on and off the premises; therefore, the demeanor, behavior and appearance of each employee must always be at a level that commands respect. Business attire will be the standard dress for all employees during regular work hours and at Chamber events. On Fridays throughout the year, during the summer months between Memorial Day and Labor Day and the week between Christmas and New Year’s, employees may wear business casual attire, but should still take care to present a professional image. In the event that an employee will be attending a Chamber event, or interacting with the public/members on a casual dress day, the employee is expected to take into account the perception his/her dress will give the public. Denim jeans, shorts, casual shirts without collars, sneakers and flip-flops are never acceptable attire, except on days when employees are engaged in clean-up duties, or engaged in other activities for which such attire is appropriate to the event and authorized. Any issues of interpretation of these standards will be decided by Vice President of the relevant department in consultation with the Vice President of Administration.

5-3 Use of Social Media. Conduct by employees engaging in social media should be no different than those outlined in Section 5-4 of this handbook. Generally, staff members engaging in social media (blogging, social networking etc.), especially those employees who maintain a public profile on behalf of the Chamber and those who identify themselves as employees of the Chamber, should always remember social media is a public forum. Employees who are not “official spokespeople” of the Chamber should not make statements on behalf of the Chamber. Employees are encouraged to promote Chamber activities and policies with guidance from the communications manager. Statements/content that may be considered contrary to the best of interest of the Chamber should contain a disclaimer and could be subject to disciplinary action. Guidance on these issues may be obtained from the communications manager or a vice president.

5-4 Office Appearance. Each employee is expected to maintain his/her work area in a professional way, knowing that visitors are frequently in the building and occasionally

in various work areas. Office décor should be in keeping with business surroundings normally associated with corporate offices. Wall hangings and other displays should be confined to individual workspaces, not be visible from public locations, and should avoid subjects that might be deemed offensive or controversial by visitors or co-workers. Any matter of interpretation relating to this policy shall be taken to the employee's immediate supervisor and if further clarification is required, to the Vice President of Administration.

5-5 Smoking. Due to concerns for the health and welfare of Chamber employees and visitors, the Chamber shall maintain a smoke-free environment. Effective Dec. 31, 2010, the entire Chamber property will be a smoke-free environment.

5-6 Mail, Telephone and Computer Systems. The mail, telephone and computer systems are provided for Chamber business activities. Personal telephone calls and personal e-mail messages should be limited both in frequency and in duration. Employees must reimburse the Chamber for any costs associated with personal use of these systems. Prior approval of the employee's departmental supervisor is required before an employee shall make personal use of mail equipment, computer or long distance telephone system.

All business phone calls and e-mail messages received on your desk phone or computer must be returned within 24 hours, even if it's to inform the caller that it will take more time to get the necessary answer.

All employees are expected to adhere to state traffic laws and regulations when traveling on Chamber business, including those laws that relate to the use of mobile communications devices. Any use of such devices while driving is discouraged and no employee will be expected as part of his/her job duties to make or receive calls while operating a motor vehicle.

5-7 Work-Related Expenses. Reimbursement for job-related expenses shall be provided for all employees. Job-related expenses include registration fees, travel, lodging, and reasonable meal expenses for employees traveling on Chamber business. Reimbursement shall also be provided for approved job-related expenses, including mileage for activities conducted while performing necessary work duties, lunch with members/business associates, required work supplies, local travel, etc. Mileage reimbursement will be in accordance with Internal Revenue Service regulations. Expense reimbursement must be filed on the appropriate form, approved by the employee's supervisor and given to the Finance Director/CFO for payment to be made. Expense reimbursement requests must be made within 15 days of the end of the month in which the expense was incurred.

All business expenses of more than \$25 shall be documented in writing with the monthly expense reports, accompanied by a receipt showing the business purpose of each purchase, the names of other employees and guests for whom the expenses were incurred and the date of the transaction. No undocumented expense will be paid by the Chamber or reimbursed to the employee if proper documentation is not included. Undocumented expenses may be reimbursed if the vice president of the employee's division certifies in writing that the undocumented expense is reasonable and justified and that obtaining normal documentation (e.g. in the case of a lost receipt for a routine purchase) is deemed impractical.

Monthly expense reports shall be submitted to each employee's respective divisional vice president, who must approve all expenses within his/her division. Vice presidents shall submit their monthly expense and credit card reports to the CEO for approval, and the CEO must submit his/her monthly expense reports and credit card statements to the Finance Director/CFO for his/her review and payment. The Finance Director/CFO will then forward the CEO's reports to the Treasurer of the Board of Directors each month for review and approval, with a copy to the Board Chairman.

Chamber credit cards are issued only to the CEO and vice presidents. In addition, a limited number of "house" credit cards may be made available for check-out to other staff on an as-needed basis. The Finance Director/CFO is responsible for review and approval for payment of the "house" credit card statements.

5-8 Travel Expenses. All business travel must be approved in advance by an employee's respective divisional vice president. All out of state travel must be approved in advance by the CEO. All out-of-state travel by the CEO must be approved in advance, when practical, by the Board Treasurer or Board Chairman.

Employees shall utilize the Chamber-owned vehicle and/or rental vehicles for business-related travel when the respective divisional vice president considers the rental vehicle more cost-effective.

An employee's usual commute to the Chamber's office is considered by the IRS and the Chamber as personal mileage, the expense of which is to be born by the employee. Additional mileage resulting from Chamber-related duties while commuting to/from work at the Chamber's headquarters shall be reimbursed only to the extent that additional mileage beyond the normal commuting mileage is incurred by the employee.

The mileage for business-related travel must be documented for specific destinations on expense reports.

The Chamber shall only pay for airline travel at the prevailing coach fare. Any use of charter air service must be approved in advance by the Board Treasurer or Board Chairman.

5-9 Business Meal Expenses. Chamber staff vice presidents and directors are eligible to occasionally pick up meal tabs for meal expenses incurred while on Chamber business. In cases when more than one Chamber employee participates in such an event, the ranking employee shall be responsible for reporting the expense on his/her monthly report for payment and/or reimbursement.

Other employees may incur business-related meal expenses from time to time if approved in advance by their respective divisional vice presidents.

5-10 Social Occasions. Participation in social events other than normal meals and receptions during work hours or while representing the Chamber (e.g. golf outings, events at Keeneland or Churchill Downs) must be approved by the employee's divisional vice president, or in the case of the vice presidents, by the CEO.

5-11 Chamber Property. Employees are responsible for any of the following items, which have been issued to them: (a) credit cards, (b) keys, and (c) office/job-related equipment. An employee may be required to reimburse the chamber for lost/damaged equipment if negligence occurred. Upon leaving the employment of the Chamber, the employee must immediately return these items to his/her immediate supervisor.

5-12 Outside Employment. Outside employment that represents a conflict of interest with the mission or purpose of the Chamber, detracts from the employee's effectiveness on the job, or reflects negatively on the Chamber is prohibited. Under no circumstance shall Chamber equipment or resources be used in any outside employment, nor shall any employee engage in outside employment or business affiliations during the employee's assigned working hours. It is the responsibility of the employee, before accepting any outside employment relating to the employee's professional skills utilized for the Chamber, to inform the Vice President of Administration in writing of the employment. Failure to report outside employment could result in termination.

5-13 References. Any request from outside the organization for reference information regarding current or former employees will be referred to the Vice President of Administration. It is the Chamber's policy to provide only the following information concerning its employees: date of hire, termination date (if applicable), and job title/position. However, we will provide more detailed information if the employee submits a written authorization requesting additional information and releasing the Chamber from any and all civil liability for doing so.

5-14 Confidentiality. Employees of the Chamber deal with both confidential and sensitive information and employees are required to protect confidential and sensitive information that is presented to them. Further, employees shall treat as confidential information which includes but is not limited to: each member's business file, financial matters of the Chamber, the Chamber's policy development process, committee discussions, board meetings and private negotiations between various public and private groups. Employees are not permitted to release information unless directed to do so by their immediate supervisor.

5-15 Intellectual Property Rights. Any trademark, copyright, patent, trade secret or other intellectual property that is developed by Chamber employees on company time, on Chamber property, with Chamber equipment and/or for Chamber purposes, shall belong exclusively to the Chamber.

5-16 Nepotism. No employee shall be employed in a position in which the employee must report directly or indirectly to a family member (immediate or extended family), spouse, partner, significant other, or someone with whom the employee lives or is romantically involved. If two Chamber employees should become spouses, partners, significant others, choose to live together or become romantically involved, one or both must report it to the Vice President of Administration if one reports directly or indirectly to the other, or if one provides fiduciary or management oversight over the other.

5-17 Authorizing Expenditures/Contracts/Obligations. No employee shall authorize any expenditure, obligate the Chamber or sign any contract without the prior written approval of his/her divisional vice president or the President/CEO.

5-18 Mass Communications with Members and Nonmembers. Any mass mailings or other communications including telemarketing, beyond normal correspondence with a staff member's committees, must be approved in advance by the Manager of Communications.

5-19 Acceptable Use of Chamber Information Systems. The Chamber's intent for stating an Acceptable Use Policy is not to impose restrictions that are contrary to our established culture of openness, trust, and integrity. The Chamber is committed to protecting its members, employees, and the Chamber from illegal or damaging actions by individuals, either knowingly or unknowingly.

Internet/Intranet/Extranet-related systems, including but not limited to computer equipment, software, operating systems, storage media, network accounts providing electronic mail, Internet browsing, and FTP, are the property of the Chamber and are subject to review and monitoring at the sole discretion of the Chamber. These systems are to be used for business purposes in serving the interests of the Chamber, our members and our customers in the course of normal operations.

Effective security is a team effort involving the participation and support of every Chamber employee and affiliate who deals with information and/or information systems. Inappropriate use exposes the Chamber to risks including virus attacks, compromise of network systems and services, and legal issues.

(A) General Use and Ownership:

1. Authorized users should be aware that the data they create on the Chamber's systems remains the property of the Chamber and should have no expectation of privacy.
2. Authorized users are responsible for exercising good judgment regarding the reasonableness of personal use. The use of information systems should not be offensive or disruptive to others. Sexually explicit images, messages, cartoons, ethnic slurs, racial epithets, or anything that may be construed as harassment is forbidden.
3. Users should keep passwords secure and should not share accounts. Authorized users are responsible for the security of their passwords and accounts. Because information contained on portable computers is especially vulnerable, special care should be exercised.
4. Employees shall not utilize Chamber computers as their primary personal computers or download programs for personal use without the prior approval by the Vice President of Administration.
5. Employees are prohibited from using Chamber PCs to copy, retrieve, forward or send copyrighted materials unless the employee has the author's written permission or is accessing a single copy only for the employee's reference.

(B) Unacceptable Use: Under no circumstances is an employee of the Chamber authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing Chamber resources.

- (C) Enforcement: Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

5-20 Weapons Policy. All employees of the Chamber and any other person coming into the Chamber's building are prohibited from carrying any concealed, dangerous weapon of any sort during normal office hours. Any employee violating this policy shall be subject to disciplinary action, up to and including termination of employment.

5-21 Workplace Violence. The organization will not tolerate violence or threats of violence by any employee against any other person on the organization's property. Violence or threats of violence should be reported immediately to any available supervisor of the Chamber. Any employee who engages in on-the-job violent or threatening behavior will be subject to immediate disciplinary action up to and including termination of employment.

5-22 Document Retention and Destruction Policy. All employees are expected to adhere to the Document Retention and Destruction Policy contained in the Chamber Operations Manual.

5-23 Operations Manual. For the orderly conduct of the Chamber's operations, all employees are expected to adhere to the office procedures outlined in the Chamber's Operations Manual.

5-24 Political Activity. Because the Chamber works to affect public policy for the benefit of the business community and states that one of its organizational values is to work in a non-partisan manner, individual participation by Chamber employees in political campaigns can be very sensitive and can impair the effectiveness of the Chamber. Employees, especially those who maintain a public profile on behalf of the Chamber, are encouraged to consider their possible political activities, especially in campaigns for state elected offices, in the context of the Chamber's ongoing role with state policymakers and conduct their activities accordingly. Moreover, the Chamber's policy contained in the Bylaws that prohibit board members from serving in, or seeking elected or appointed state office shall apply to Chamber employees as well.

SECTION 6

Disciplinary Policy

6-1 Permissible Disciplinary Actions. Employees are subject to disciplinary action for violation of these policies, any other inappropriate workplace behavior, or ineffective workplace performance. Discipline may be administered by the immediate supervisor in the form of verbal or written reprimands, suspensions, or termination. Records noting each disciplinary action should be placed in the employee's personnel file.

6-2 Inappropriate or Ineffective Workplace Behavior. As referred to herein, “inappropriate workplace behavior,” or “ineffective workplace behavior” shall be subject to the following standards:

(a) Employees are expected to adhere to reasonable standards of conduct and work performance.

(b) In general, employees are expected to (1) conduct themselves reasonably in the workplace, (2) adhere to traditional standards of honesty and cooperation, (3) demonstrate a constructive attitude (4) avoid insubordination, (5) avoid excessive absenteeism, (6) not be intoxicated in the workplace during work hours or while representing the Chamber in a public setting, (7) not be guilty of unlawful use, or being under the influence of drugs, and (8) not create other problems at work. On occasion, individual conduct or particular situations require disciplinary action which may include reprimands, warnings, suspensions, or if the situation warrants, termination.

(c) As a general rule, any conduct that interferes with any employee’s work or impedes the operation of the Chamber will require review and consideration for possible discipline. Each case shall be reviewed, and the action taken shall reflect the individual circumstances surrounding the incident.

(d) It is the policy of the Chamber to provide a safe work environment and encourage good personal health habits. The use or abuse of drugs or alcohol in a manner that adversely affects an employee’s job performance is considered an unsafe and unsound practice and will not be tolerated. The Chamber reserves the right to require an employee to submit to a drug screening upon "reasonable suspicion" that the employee is engaging in the use of, or is impaired by, alcohol or drugs in the workplace or where the employee has been involved in a work-related accident.

(e) Employees should not have an expectation of privacy in the workplace. The Chamber reserves the right to search an employee’s workspace and review usage of computer systems for any reason.

**Kentucky Chamber of Commerce
Personnel Policy Handbook**
Adopted by the Executive Committee January 4, 2006
Revised by the Executive Committee June 16, 2010

EMPLOYEE ACKNOWLEDGMENT FORM

I hereby acknowledge that I have received a copy of Personal Policy Handbook. I understand that if I have any questions about the matters contained in the Handbook, I should ask my supervisor or the VP for Administration.

I understand that the Handbook is informational in nature only, and that it is not intended to, and does not, create or constitute a contract of employment. I understand that my employment is “at will,” meaning that it may be terminated by the Chamber or me at any time, with or without notice and with or without cause.

I understand that any promises, representations, or statements concerning “fair” treatment or the like, whether in this Handbook or otherwise, are in the nature of a goal only, and are not enforceable as a contract or promise.

I understand that no supervisor, vice president, or other representative of the Chamber, except the President/CEO or VP of Administration, has the authority to enter into any contract of employment or make any promises, representations, or statements contrary to the foregoing, including any contract of employment for any specified period of time. Any contract of employment entered into by the Chamber is not valid and enforceable, unless it is in writing and signed by the President/CEO or VP of Administration and by me.

I understand that the provisions of the Handbook are the most current at this time and supersede all previous handbooks or employment related policy manuals of the Chamber. Further, I understand that the provisions of the Handbook are subject to

modification at any time, at the sole discretion of the Chamber, with or without notice to me.

EMPLOYEE

DATE

(Please submit a copy of this page after you have signed it.)