

RELIA (POLICIES & PROCEDURES)

RELIA employees are expected to follow the current policies and procedures of the corporation (last Update 10/09/2022):

General Employee Policies

1.0 Employment

1.1 At-will Employment

RELIA is an at-will employer. This means that either the company or the employee may terminate the employment relationship at any time and for any reason, with or without notice.

1.2 Equal Employment Opportunity

RELIA is an equal opportunity employer. We do not discriminate against any employee or applicant for employment on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, genetic information, or any other characteristic protected by applicable law.

1.3 Employment Eligibility

All employees must be lawfully authorized to work in the United States. Employees will be required to provide documentation verifying their eligibility to work in the United States.

2.0 Work Schedule

2.1 Regular Hours

The regular workweek for most RELIA employees is 40 hours, Monday through Friday. Employees may be required to work occasional overtime, weekends, or holidays as needed.

2.2 Flexible Work Schedule

RELIA offers a flexible work schedule to eligible employees. Under the flexible work schedule, employees may vary their arrival and departure times within certain limits, as long as they work the required number of hours each week.

3.0 Compensation

3.1 Salary

RELIA offers competitive salaries based on qualifications and experience.

3.2 Bonuses

RELIA may offer bonuses to employees based on individual or company performance.

3.3 Benefits

RELIA offers a comprehensive benefits package to eligible employees, which may include health insurance, dental insurance, vision insurance, life insurance, disability insurance, 401(k) retirement plan, and paid time off.



4.0 Work Environment

4.1 Safety

The safety of our employees is of utmost importance to us. All employees are expected to follow safety rules and regulations, and to report any unsafe conditions to their supervisor.

4.2 Drug-Free Workplace

RELIA maintains a drug-free workplace. Employees are prohibited from using, possessing, selling, or being under the influence of illegal drugs or alcohol while on company property or while performing company business.

5.0 Conduct

5.1 Professional Conduct

All employees are expected to conduct themselves in a professional manner and to treat their co-workers and customers with respect.

5.2 Confidentiality

All employees are expected to maintain the confidentiality of company information and secrets.

5.3 Social Media

RELIA has a social media policy that all employees must follow. The policy prohibits employees from posting confidential or proprietary information about the company or its employees on social media sites.

6.0 leave Policies

6.1 Vacation

All employees are entitled to vacation time, which accrues based on length of service. Employees must request vacation time in advance, and vacation time may be subject to approval by the employee's supervisor.

6.2 Sick Leave

All employees are entitled to sick leave, which may be used for personal illness or injury, or to care for a sick family member. Employees must request sick leave in advance, and sick leave may be subject to approval by the employee's supervisor.

6.3 Family and Medical Leave

All employees are entitled to family and medical leave, which may be used for the birth or adoption of a child, or for a serious health condition of the employee or a family member. Employees must request family and medical leave in advance, and family and medical leave may be subject to approval by the employee's supervisor.

7.0 Other Policies

7.1 policy on Harassment and Discrimination

RELIA is committed to providing a workplace free from harassment and discrimination. employees who violate this policy will be subject to disciplinary action, up to and including termination.

7.2 policy on Workplace violence

RELIA prohibits workplace violence. Employees who violate this policy will be subject to disciplinary action, up to and including termination.

7.3 policy on use of Company property

All employees are expected to use company property responsibly and for authorized business purposes only. Employees who violate this policy will be subject to disciplinary action, up to and including termination.



Production Facilities Policies

1. All new employees must complete a safety orientation before beginning work.
2. Employees must wear proper safety gear at all times while on the job.
3. Employees must report any safety concerns to their supervisor immediately.
4. Employees must follow all safety procedures and policies at all times.
5. Employees must not engage in any unsafe work practices.
6. Any employee who witnesses another employee engaging in unsafe work practices must report it to a supervisor immediately.
7. Employees must not operate machinery or equipment unless they have been properly trained and authorized to do so.
8. Employees must not engage in any horseplay while on the job.
9. Employees must not use drugs or alcohol while on the job.
10. Employees must not work while under the influence of drugs or alcohol.
11. Employees must not engage in any type of harassment or discrimination while on the job.
12. Employees must not engage in any type of violence while on the job.
13. Employees must adhere to the company's attendance policy.
14. Employees must not engage in any type of theft while on the job.
15. Employees must not engage in any type of workplace sabotage.
16. Employees must not access or share confidential company information without authorization.
17. Employees must not use company resources for personal gain.
18. Employees must not engage in any type of fraud while on the job.
19. Employees must not engage in any type of conflict of interest.
20. Employees must adhere to all other company policies and procedures.