



CAL POLY POMONA ENTERPRISES

Employee Handbook – Effective March, 2022

SECTION 1 INTRODUCTORY POLICIES

Welcome to the Cal Poly Pomona Enterprises (formally Foundation)! Established in 1966 as a non-profit self-supporting 501(c)(3) auxiliary organization, we strive to be an integral and valued partner for CPP students, faculty, staff, alumni, and community members. Specific goals include supporting the advancement of Cal Poly Pomona's educational mission, contributing to greater student success, and enhancing the campus environment. We are hopeful that you will find your employment to be rewarding, beneficial, and appropriately challenging.

Because the quality of our employees is a key factor toward our success in performing our mission, we carefully select our new associates. In turn, we expect employees to recognize the service nature of the Foundation's mission and contribute to the success of our organization. The entire CPPF family is excited to have you on the team and we look forward to seeing your talents improve our operations.

INTEGRATION CLAUSE AND THE RIGHT TO REVISE

The purpose of this Employee Handbook is to inform all employees about the policies, responsibilities, procedures, guidelines, benefits and work rules that apply to each employee of the Foundation.

This Handbook applies to all employees of the Foundation including full time, part time, temporary, seasonal and student employees. This Handbook also applies to employees covered by the Management Compensation Plan, except where superseded by that Plan. Included benefit provisions apply only to those employees who have been identified and are eligible for each particular benefit. Part time and student employees are not generally eligible to earn vacation, health care insurance (unless otherwise required by applicable law) or pension benefits.

Please read this Handbook carefully - you are responsible for adhering to its contents. While you review this Handbook, please keep in mind it is a guideline for employees and only highlights some of the Foundation's policies, practices, procedures, rules and benefits. It is not intended to be a contract for continued employment. Circumstances may require that the policies, practices, guidelines and benefits described in this Handbook change from time to time. The Foundation reserves the right to amend, supplement or rescind any of the provisions of this Handbook, other than where legally restricted from doing so, as it deems appropriate in its sole and absolute discretion. Change will be communicated as soon as practical. This Handbook is posted on the Foundation's website and is intended to be available at all times.

This Employee Handbook does not constitute an express or implied contract guaranteeing continued employment for any employee. No manager or supervisor has any authority to enter into a contract of employment express or implied that changes or alters the fact that employment with the Company is at-will. Only the Foundation's Executive Director/CEO or authorized representative designated by the Executive Director/CEO or Foundation Board of Directors has the authority to enter into an employment agreement that alters the fact that employment with the Foundation is at-will. Any such agreement must be in writing and signed by the Executive Director/CEO or the authorized representative designated by the Executive Director/CEO or the Foundation Board of Directors.

Not all of the Company's policies and procedures are set forth in this Employee Handbook. We have summarized only some of the more wide-reaching ones. If an employee has any questions or concerns about this Employee Handbook or any other policy or procedure, please ask your supervisor, your Human Resources representative or another member of management.

Nothing in this Employee Handbook or in any other document or policy is intended to violate any local, state or federal law. Nothing in this Employee Handbook or in any other document or policy is intended to limit any concerted activities by employees relating to their wages, hours or working conditions, or any other conduct protected by Section 7 of the National Labor Relations Act (NLRA). Furthermore, nothing in this Handbook prohibits an employee from reporting concerns to, filing a charge or complaint with, making lawful disclosures to, providing documents or other information to or participating in an investigation or hearing conducted by the Equal Employment Opportunity

Commission ("EEOC"), National Labor Relations Board ("NLRB"), Securities and Exchange Commission ("SEC") or any other federal, state or local agency charged with the enforcement of any laws.

The Human Resources Department will be happy to answer any questions regarding the contents of this Handbook.

DISCRIMINATION, HARASSMENT AND RETALIATION POLICY

The Foundation is an equal opportunity employer. In accordance with applicable law, we prohibit discrimination and harassment against employees, applicants for employment, individuals providing services in the workplace pursuant to a contract, unpaid interns and volunteers based on their actual or perceived: race (including traits historically associated with race, such as hair texture and protective hairstyles), religious creed, color, national origin, ancestry, physical or mental disability, medical condition, genetic information, marital status (including registered domestic partnership status), sex and gender (including pregnancy, childbirth, lactation and related medical conditions), gender identity and gender expression (including transgender individuals who are transitioning, have transitioned, or are perceived to be transitioning to the gender with which they identify), age (40 and over), sexual orientation, Civil Air Patrol status, military and veteran status and any other consideration protected by federal, state or local law (collectively referred to as "protected characteristics").

For purposes of this policy, discrimination on the basis of "national origin" also includes discrimination against an individual because that person holds or presents the California driver's license issued to those who cannot document their lawful presence in the United States, as well as discrimination based upon any of the following: an individual's or individual's ancestors' actual or perceived physical, cultural or linguistic characteristics associated with a national origin group; marriage to or association with individuals of a national origin group; tribal affiliation; membership in or association with an organization identified with or seeking to promote the interests of a national origin group; attendance or participation in schools, churches, temples, mosques or other religious institutions generally used by persons of a national origin group; or a name that is associated with a national origin group. An employee's or applicant for employment's immigration status will not be considered for any employment purpose except as necessary to comply with federal, state or local law.

The Company allows employees to self-identify their gender, name and/or pronoun, including gender-neutral pronouns. The Company will use an employee's gender or legal name as indicated on a government-issued identification document, only as necessary to meet an obligation mandated by law. Otherwise, the Company will identify the employee in accordance with the employee's current gender identity and preferred name.

The Company will not tolerate discrimination or harassment based upon these protected characteristics or any other characteristic protected by applicable federal, state or local law. The Company also does not retaliate or otherwise discriminate against applicants or employees who request a reasonable accommodation for reasons related to disability or religion. Our commitment to equal opportunity employment applies to all persons involved in our operations and prohibits unlawful discrimination and harassment by any employee, including supervisors and co-workers.

Prohibited Harassment

The Foundation is committed to providing a work environment that is free of illicit harassment based on any protected characteristics. As a result, the Company maintains a strict policy prohibiting sexual harassment and harassment against employees, applicants for employment, individuals providing services in the workplace pursuant to a contract, unpaid interns or volunteers based on any legally-recognized basis, including, but not limited to, their actual or perceived race (including traits historically associated with race, such as hair texture and protective hairstyles), religious creed, color, national origin, ancestry, physical or mental disability, medical condition, genetic information, marital status (including registered domestic partnership status), sex and gender (including pregnancy, childbirth, lactation and related medical conditions), gender identity and gender expression (including transgender individuals who are transitioning, have transitioned, or are perceived to be transitioning to the gender with which

they identify), age (40 or over), sexual orientation, Civil Air Patrol status, military and veteran status, immigration status or any other consideration protected by federal, state or local law.

For purposes of this policy, discrimination on the basis of "national origin" also includes harassment against an individual because that person holds or presents the California driver's license issued to those who cannot document their lawful presence in the United States and based on any of the following: an individual's or individual's ancestors' actual or perceived physical, cultural or linguistic characteristics associated with a national origin group; marriage to or association with individuals of a national origin group; tribal affiliation; membership in or association with an organization identified with or seeking to promote the interests of a national origin group; attendance or participation in schools, churches, temples, mosques or other religious institutions generally used by persons of a national origin group; or a name that is associated with a national origin group. All such harassment is prohibited.

This policy applies to all persons involved in our operations, including coworkers, supervisors, managers, temporary or seasonal workers, agents, clients, vendors, customers, or any other third party interacting with the Company ("third parties") and prohibits proscribed harassing conduct by any employee or third party of the Foundation, including nonsupervisory employees, supervisors and managers. If such harassment occurs on the Company's premises or is directed toward an employee or a third party interacting with the Company, the procedures in this policy should be followed.

Sexual Harassment Defined

Sexual harassment includes unwanted sexual advances, requests for sexual favors or visual, verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made a term or condition of employment; or
- Submission to, or rejection of, such conduct is used as a basis for employment decisions affecting the individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment also includes various forms of offensive behavior based on sex and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list:

- Unwanted sexual advances.
- Offering employment benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct: leering; making sexual gestures; displaying sexually suggestive objects or pictures, cartoons, posters, websites, emails or text messages.
- Verbal conduct: making or using derogatory comments, epithets, slurs, sexually explicit jokes, or comments about an employee's body or dress.
- Verbal sexual advances or propositions.
- Verbal abuse of a sexual nature; graphic verbal commentary about an individual's body; sexually degrading words to describe an individual; suggestive or obscene letters, notes or invitations.
- Physical conduct: touching, assault, impeding or blocking movements.
- Retaliation for reporting harassment or threatening to report sexual harassment.

An employee may be liable for harassment based on sex even if the alleged harassing conduct was not motivated by sexual desire. An employee who engages in unlawful harassment may be personally liable for harassment even if the Company had no knowledge of such conduct.

Other Types of Harassment

Harassment on the basis of any legally protected characteristic, as identified above, is prohibited. Prohibited harassment may include behavior similar to the illustrations above pertaining to sexual harassment. This includes conduct such as:

- Verbal conduct including threats, epithets, derogatory comments or slurs based on an individual's protected characteristic;
- Visual conduct, including derogatory posters, photographs, cartoons, drawings or gestures based on protected characteristic; and
- Physical conduct, including assault, unwanted touching or blocking normal movement because of an individual's protected characteristic.

Abusive Conduct Prevention

It is expected that the Company and persons in the workplace perform their jobs productively as assigned, and in a manner that meets all of managements' expectations, during working times, and that they refrain from any malicious, patently offensive or abusive conduct including but not limited to conduct that a reasonable person would find offensive based on any of the protected characteristics described above. Examples of abusive conduct include repeated infliction of verbal abuse, such as the use of malicious, derogatory remarks, insults, and epithets, verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, or the intentional sabotage or undermining of a person's work performance.

Protection Against Retaliation

Retaliation is prohibited against any person by another employee or by the Company for using the Company's complaint procedure, reporting proscribed discrimination or harassment or filing, testifying, assisting or participating in any manner in any investigation, proceeding or hearing conducted by a governmental enforcement agency. Prohibited retaliation includes, but is not limited to, termination, demotion, suspension, failure to hire or consider for hire, failure to give equal consideration in making employment decisions, failure to make employment recommendations impartially, adversely affecting working conditions or otherwise denying any employment benefit.

Discrimination, Harassment, Retaliation and Abusive Conduct Complaint Procedure

Any employee who believes they have been harassed, discriminated against, or subjected to retaliation or abusive conduct by a co-worker, supervisor, agent, client, vendor, customer, or any other third party interacting with the Foundation in violation of the foregoing policies, or who is aware of such behavior against others, should immediately provide a written or verbal report to their supervisor, any other member of management, Human Resources, or the Human Resources Director/CHRO at (909) 869-2948. Employees are not required to make a complaint directly to their immediate supervisor. Supervisors and managers who receive complaints of misconduct must immediately report such complaints to Human Resources who will attempt to resolve issues internally. When a report is received, the Company will conduct a fair, timely, thorough and objective investigation that provides all parties appropriate due process and reaches reasonable conclusions based on the evidence collected. The Company expects all employees to fully cooperate with any investigation conducted by the Company into a complaint of proscribed harassment, discrimination or retaliation, or regarding the alleged violation of any other Company policies. The Company will maintain confidentiality surrounding the investigation to the extent possible and to the extent permitted under applicable federal and state law.

Upon completion of the investigation, the Company will communicate its conclusion as soon as practical. If the Company determines that this policy has been violated, remedial action will be taken, commensurate with the

severity of the offense, up to and including termination of employment. Appropriate action will also be taken to deter any such conduct in the future.

The federal Equal Employment Opportunity Commission (EEOC) and the California Department of Fair Employment and Housing (DFEH) will accept and investigate charges of unlawful discrimination or harassment at no charge to the complaining party. Information may be located by visiting the agency website at www.eeoc.gov or www.dfeh.ca.gov. The DFEH Sexual Harassment Prevention training may be accessed here: <https://www.dfeh.ca.gov/shpt/>.

Disability and Accommodation

To comply with applicable laws ensuring equal employment opportunities for individuals with disabilities, 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 and/or a direct threat to the health and/or safety of the individual or others would result. Any employee who requires an accommodation in order to perform the essential functions of their job, enjoy an equal employment opportunity, and/or obtain equal job benefits should contact Human Resources to request such an accommodation. Human Resources will communicate with the employee and engage in an interactive process to determine the nature of the issue and what, if any, reasonable accommodation(s) may be appropriate. In some cases, this interactive process may be triggered without a request from the employee, such as when the Company receives notice from its own observation or another source that a medical impairment may be impacting the employee's ability to perform essential job functions.

Employees who believe they need an accommodation must specify, preferably in writing, what barriers or limitations prompted the request. The Company will evaluate information obtained from the employee, and possibly the employee's health care provider or another appropriate health care provider, regarding any reported or apparent barriers or limitations, and will then work with the employee to identify possible accommodations, if any, that will help to eliminate or otherwise address the barrier(s) or limitation(s). If an identified accommodation is reasonable and will not impose an undue hardship on the Company and/or a direct threat to the health and/or safety of the individual or others, the Company will generally make the accommodation, or it may propose another reasonable accommodation which may also be effective. Employees are required to cooperate with this process by providing all necessary documentation supporting the need for accommodation and being willing to consider alternative accommodations when applicable.

The Company will also consider requests for reasonable accommodations for medical conditions related to pregnancy, childbirth and lactation where supported by medical documentation and/or as required by applicable federal, state or local law.

Employees who wish to request unpaid time away from work to accommodate a disability should speak to Human Resources.

Religious Accommodation

The Company will provide reasonable accommodation for employees' religious beliefs, observances, and practices when a need for such accommodation is identified and reasonable accommodation is possible. A reasonable accommodation is one that eliminates the conflict between an employee's religious beliefs, observances, or practices and the employee's job requirements, without causing undue hardship to the Company.

The Company has developed an accommodation process to assist employees, management, and Human Resources. Through this process, the Company establishes a system of open communication between employees and the Company to discuss conflicts between religion and work and to take action to provide reasonable accommodation for employees' needs. The intent of this process is to ensure a consistent approach when addressing religious accommodation requests. Any employee who perceives a conflict between job requirements and religious belief, observance, or practice should bring the conflict and request for accommodation to the attention of Human

Resources to initiate the accommodation process. The Company requests that accommodation requests be made in writing, and in the case of schedule adjustments, as far in advance as possible.

STATEMENT OF AT-WILL EMPLOYMENT STATUS

All employment with Cal Poly Pomona Enterprises, Inc. is at-will and shall continue only upon the mutual consent of the Foundation and the employee. This means that an employee may terminate his or her employment with the Foundation at any time with or without cause or prior notice and the Foundation has similar rights. There is no promise that employment will continue for a set period of time, nor is there any promise that employment will terminate only under particular circumstances. No employee or representative of the Foundation has authority to make promises, representations or agreements inconsistent with this policy of at-will employment, other than the Foundation's Executive Director/CEO or the Chair of the Foundation Board of Directors, and the Executive Director/CEO and/or Chair or an authorized representative may do so only pursuant to a written agreement signed by the employee and the Executive Director/CEO and/or Chair or an authorized representative. This policy statement supersedes all written and oral representations that are in any way inconsistent with it and represents the complete and final policy of the Foundation on this subject matter.

SECTION 2

RECRUITMENT AND EMPLOYMENT PRACTICES

JOB OPENINGS

Full time benefited position openings ("Regular Benefited") are generally posted for a minimum of five working days on the Foundation's website and are listed in a range of public forums/job boards. Notices to other organizations and advertising in other places shall be determined jointly by the hiring authority and Human Resources Department. All posted positions are filled on a competitive basis. Employees must meet the specified minimum qualifications and apply in accordance with the position announcement in order to be considered for a position. Positions filled through internal promotions, or positions within the same job family and within the specific unit do not require posting.

HIRING PROCEDURE

The Executive Director/CEO (ED) of the Foundation shall appoint a search committee to meet and interview qualified applicants and make recommendations for most exempt management positions. Non-exempt positions require the selection approval of the hiring supervisor and the next higher level of supervision with all full-time positions requiring approval by the ED or their designee. Offers of employment for benefited positions must be approved by the Human Resources Department before an employment offer can be made. Appointment letters will be prepared by the Human Resources Department and must be approved by the ED of the Foundation or their designee.

IMMIGRATION LAW COMPLIANCE

The Foundation is committed to following all employment laws including immigration laws and committed to employing only individuals who are authorized to work in the United States and who comply with applicable immigration and employment law. As a condition of employment, every individual must provide satisfactory evidence of their identity and legal authority to work in the United States within three business days of commencing employment. If the employee cannot verify their right to work in the United States within three business days of employment, the Company will be required to terminate employment immediately.

REGULAR BENEFITED EMPLOYEES

Certain positions and/or classifications are identified as "regular benefited" status. Regular benefited employees are generally scheduled to work eight hours per day, five days per week. However, all work shifts are scheduled

according to business needs and this status does not guarantee any employee a minimum number of hours of work per day or week. “Regular benefited” status qualifies the employee for a variety of benefits. These benefits are updated on a regular basis. See the Foundation website for a listing of current benefits.

MANAGEMENT COMPENSATION PLAN (MCP)

The Foundation’s Management Compensation Plan (MCP) is designed to cover specific Foundation employees who have been designated as directors or managers who have primary responsibility for the development and implementation of policies, procedures, practices, and/or guidelines which apply to the Foundation as a whole, or responsibility for a major operational unit of the Foundation.

PART TIME EMPLOYEES

Part time employees are generally those hired to work a limited number of hours per week (e.g. 20 hours per week or less) and are subject to lay off during seasonal business closures and slowdowns with no guarantee of being rehired. Part time employees are not eligible for certain employee benefits such as health insurance or paid vacation time. Part time employees are not guaranteed a minimum number of hours of work per day or week. Part time employees are not permitted to work more than 1000 hours in any fiscal year (July 1st through June 30th) per CalPERS regulations.

TEMPORARY EMPLOYEES

Temporary employees are those who are hired for specific project assignments of limited duration. They are not eligible for health insurance or paid vacation time, and their length of employment shall be specified, generally not to exceed three months and are not guaranteed a minimum number of hours of work per day or week.

STUDENT EMPLOYEES

Student employees are students who are attending Cal Poly Pomona as undergraduate students enrolled in a minimum of 6.0 units each quarter or graduate students enrolled in a minimum of 4.0 units each quarter, who may work as a Foundation employee with certain restrictions. Student employee positions are exempt from FICA and therefore do not make contributions to that program.

Student employees generally work a maximum of 20 hours per week while school is in session. If the student has more than one job, the 20-hour rule applies to total hours worked in combination with all jobs on campus.

Student employees are allowed one semester off during the college year (summer through spring). During the time off, student employees may work a maximum of 40 hours per week. Students who are only enrolled with College of Extended University or Open University do not qualify for student employment but may be considered for other employment categories such as part time or temporary employment.

Other restrictions may apply. Please contact Human Resources Department to discuss how the rules may apply to your specific situation.

As with part time temporary employees, student employees are limited to working an absolute maximum of 1000 hours per fiscal year (July 1st through June 30th).

WORK STUDY STUDENT EMPLOYEES

Students employed through the Federal College Work-Study Program must also comply with current work-study requirements as outlined by the Financial Aid Office.

GRANT/CONTRACT EMPLOYEES AND EMPLOYEES FUNDED THROUGH STATE OR UNIVERSITY SOURCES

Those employees hired under the provisions of grants, contracts or other funding sources are employed only to the extent funds are available from the funding source and within the guidelines of the particular grant/contract/source in coordination with Foundation policies, procedures and hiring practices. These employees may be classified as regular benefited, part-time (non-benefited), temporary or student employee and do not guarantee any employee a minimum number of hours of work per day or per week. As stated elsewhere in this Employee Handbook, employment with the Foundation is at-will.

EMPLOYMENT OF RELATIVES/DATING AND ROMANTIC RELATIONSHIPS

The Foundation will not hire or continue the employment of relatives where actual or potential issues may arise regarding supervision, security, safety, ethics, morale or where potential conflicts of interest exist. An employee may not work under the direct supervision of a relative or another employee with whom they are having a dating or romantic relationship (whether formal or informal). Relatives are defined as spouses, domestic partners, children, sisters, brothers, mothers, fathers or any persons who are closely related by birth, marriage or adoption, or persons with a close personal relationship. Relatives may be employed in the same department, but may not participate in any proceeding, evaluation, recommendation or action that affects the employment status of a relative.

Active employees who marry, who become related by marriage, or who enter into a dating or romantic relationship may be permitted to continue employment only if their employment poses no difficulties for supervision, security, safety, ethics morale or potential conflicts of interest.

If employees who marry, who become related by marriage, or who enter a dating or romantic relationship do pose difficulties for supervision, security, safety, morale or where potential conflicts of interest exist, the Foundation will attempt to reassign one of the employees to another position for which he or she is qualified, if such a position is available. If no such position is available, one or both of the employees may be required to leave the Foundation.

SECTION 3

JOB DUTIES AND CLASSIFICATIONS

POSITION DESCRIPTIONS

The essential duties and responsibilities of each position are described in the respective position description. Employees should request a copy of their position description when they first begin employment or whenever their work assignment changes.

Job responsibilities may change at any time during employment. From time to time, an employee may be asked to work on special projects, or assist with other work necessary and important to the Foundation. Cooperation and assistance from an employee in performing such additional work is expected.

The Foundation 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.

CLASSIFICATIONS

All employees are assigned a position classification consistent with their employment status. The position classifications are designed to describe the broad duties and responsibilities of the position.

RECLASSIFICATIONS

If the duties and responsibilities of a position change significantly, the employee or supervisor may request a position reclassification from the Human Resources Department. This action may result in a change to a higher or lower salary grade or a different classification, or no grade or classification change at all.

PROMOTIONS

All posted positions are filled on a competitive basis. Employees must meet the specified minimum qualifications in order to be considered for a position involving a promotion to a position in another job family. Promotions to the next higher-level position, within a job family and within an operating unit, do not require posting and may be made by the unit manager subject to review by the Human Resources Department and/or Executive Director/CEO.

TRANSFERS

Employees for similar positions may request transfers between units when appropriate openings exist. A transferred employee will normally retain the same classification and pay rate.

DEMOTIONS

A demotion is a change from one classification to a lower one. Demotions may result from classification studies, changes in staffing levels resulting in layoffs, a lack of qualifications for the current position and/or disciplinary action. An employee may request a demotion. A demoted employee will be assigned the rate of the lower classification and shall not receive more than the top-grade maximum of the lower classification.

IDENTIFYING EXEMPT AND NONEXEMPT POSITIONS

Nonexempt employees are employees whose job positions do not meet FLSA or applicable California exemption tests and who are not exempt from minimum wage and overtime pay requirements. Employees filling nonexempt positions are generally scheduled to work eight hours per day, five days per week and receive overtime for all hours worked in excess of eight hours per day or forty hours per week. Double time is paid for hours worked in excess of twelve hours per day and for all hours worked in excess of eight hours on the seventh consecutive day of work in a workweek. Other wage rules may apply given the specific set of circumstances.

Exempt employees are employees whose job assignments meet specific tests established by the federal Fair Labor Standards Act (FLSA) and California wage and hour laws and who are exempt from minimum wage and overtime pay requirements. Exempt employees are compensated on a salary basis. Employees will be informed whether their status is exempt or nonexempt and should consult their supervisor or another member of management with any questions or concerns regarding this status.

SECTION 4

WORKING HOURS AND SCHEDULES

WORK SCHEDULES

The Foundation administrative offices are typically open for business between the hours of 8:00 A.M. and 5:00 P.M. Monday through Friday, throughout the academic year. Certain employees may have an alternative workweek schedule. The work hours of Enterprise units are determined by the requirements of the respective division and department. Some units are operational 24 hours a day, seven days per week, while others are not. Work schedules will reflect business needs.

Employees are expected to report to work on time as scheduled and ready to perform their work upon arrival.

The Foundation reserves the right, at any time, with or without notice, to alter or change job responsibilities, reassign or transfer job positions, alter or change work schedules or assign additional job responsibilities. All employment with the Foundation is at-will and there is no guarantee any employee will receive a minimum number of hours of work per day or per week.

REST AND MEAL PERIODS

The Company complies with federal and state legal requirements concerning meal and rest breaks. The Company recognizes that employees perform at their best when they have the rest and nourishment they need. This policy explains when the Company expects employees to take meal and rest breaks.

Meal Breaks

The Company provides at least a 30-minute meal period to employees who work more than five hours and a second 30-minute meal period to employees who work more than 10 hours in a workday, unless they have elected to waive a meal period in accordance with the Company's policy and state law. Employees are relieved of all of their duties during meal periods and are allowed to leave the premises.

The Company provides meal periods as follows:

Number of Actual Hours Worked Per Shift	# Meal Periods	Comments
0 to \leq 5.0	0	An employee who does not work more than five hours in a workday is not provided with a meal period.
> 5.0 to \leq 10.0	1	An employee who works more than five hours in a workday, but who does not work more than ten hours in a workday, is provided with a 30-minute meal period available before working more than five hours, subject to any meal period waiver in effect.
> 10.0	2	An employee who works more than ten hours in a workday is provided with a second 30-minute meal period available before working more than ten hours, subject to any meal period waiver in effect. The meal period waiver will be invalidated if the employee works more than 12 hours.

The Company does not pay non-exempt employees for meal periods, and consequently, non-exempt employees must record the start and stop times of their meal periods.

Rest Breaks

Employees are authorized and permitted to take a 10-minute paid rest break for every four hours worked, or major fraction thereof. Employees are relieved of all of their duties during rest periods and are allowed to leave the premises. The Company authorizes and permits rest breaks as follows:

include: a police report indicating the employee was a victim of one of the specified serious criminal offenses; a court order protecting or separating the employee from the perpetrator of one or more of the specified offenses, or other evidence from the court or prosecuting attorney that the employee has appeared in court; or documentation from a medical professional, domestic violence counselor or advocate for victims of sexual assault, health care provider or counselor that the employee was undergoing treatment for physical or mental injuries resulting in victimization from one of the specific serious criminal offenses.

Confidentiality of the situation, including an employee's request for the time off, will be maintained to the greatest extent possible.

Employees may use accrued benefits, such as vacation time or sick leave, in order to receive compensation during the time taken off from work.

WITNESS SUBPOENA

If an employee is subpoenaed as a witness for The California State University System or the Cal Poly Pomona Enterprises, Inc., the employee is paid their regular salary. All court fees (except travel and/or subsistence) received by the employee are to be reimbursed to the Foundation. When an employee is requested to appear in court for personal reasons, vacation leave must be used for the time off.

MILITARY LEAVE

The Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) provides rights to military personnel including the right to take military leave, and reemployment and benefit related rights. To verify eligibility under this program, an employee should provide a copy of the military orders and verification the active duty was served. Please contact Foundation Human Resources for complete information related to employer and employee requirements for military leave.

PERSONAL LEAVE

A request for an unpaid personal (non-medical or non-work related) leave may be submitted in written form to the respective unit manager for consideration. The Foundation has sole discretion to grant or deny the request. Length of employment, and needs of the department, among other factors, will be considered on a case-by-case basis in determining approval or denial of such requests. A completion of a "Request for Leave of Absence" form is required and all available vacation time must be used before any type of unpaid leave will be approved. Reinstatement following personal leave is not guaranteed.

MEDICAL LEAVE

Employees who believe they need a medical leave should request one. Determinations regarding to grant the leave, the length of leave, reinstatement following the leave and continuation of benefits will be made in accordance with applicable law. Medical certification of the need for leave may be required. Leave under this policy runs concurrently with leave under applicable local, state or federal law.

ORGAN OR BONE MARROW DONOR

Bone Marrow Donor Leave

Eligible employees who undergo a medically necessary procedure to donate bone marrow to another person will be provided with five workdays off in any one-year period, without a loss in pay. For purposes of this policy, a "one-year period" is 12 consecutive months from the date the employee begins leave. Employees may take leave in one or more periods, as long as the leave does not exceed five days in any one-year period.

Employees are eligible for leave if they have worked for the Company for at least 90 continuous days prior to the start of their leave.

Employees who seek leave under this policy must provide verification from a physician detailing the purpose and length of leave, including the medical necessity for the donation.

Employees must use all available accrued sick or vacation concurrently with this time off. If an employee does not have enough earned sick leave or vacation time to cover the leave period, the remaining days of leave will be paid by the Company. Use of this leave will not be counted against any available leave under the federal Family and Medical Leave Act (FMLA) or the California Family Rights Act (CFRA), if applicable. Leave under this policy is also not considered a break in service for purposes of, salary adjustments, sick leave, vacation, annual leave or seniority.

While on bone marrow donor leave, the Company will maintain all group health insurance benefits as if the employee was still at work. In most circumstances, upon return from this leave, an employee will be reinstated to their original job or to an equivalent job with equivalent pay, benefits and other employment terms and conditions. However, an employee has no greater right to reinstatement than if they did not take a leave. For example, if an employee on bone marrow donor leave would have been laid off had they not taken a leave, or if the employee's job is eliminated during the leave and no equivalent or comparable job is available, then the employee would not be entitled to reinstatement.

The Company will not retaliate or tolerate retaliation against any employee for requesting or taking bone marrow donor leave in accordance with this policy.

ORGAN DONOR LEAVE

Eligible employees who undergo a medically necessary procedure to donate an organ to another person will be provided with up to 30 workdays off, without a loss in pay, and an additional 30 workdays off without pay, in any one-year period. For purposes of this policy, a "one-year period" is 12 consecutive months from the date the employee begins leave. Employees may take leave in one or more periods, as long as the leave does not exceed 60 days in any one-year period.

Employees are eligible for leave if they have worked for the Company for at least 90 continuous days prior to the start of their leave.

Employees who seek leave under this policy must provide verification from a physician detailing the purpose and length of leave, including the medical necessity for the donation.

Employees must use all available accrued sick leave or vacation concurrently with this time off for up to two weeks of the 30-workday paid leave period. If an employee does not have enough earned sick leave or vacation time to cover the two-week period, then any remaining days of paid leave will be paid by the Company, up to 30 workdays. Use of this leave will not be counted against any available leave under the federal Family and Medical Leave Act (FMLA) or the California Family Rights Act (CFRA), if applicable. Leave under this policy is also not considered a break in service for purposes of, salary adjustments, sick leave, vacation, annual leave or seniority.

While on organ donor leave, the Company will maintain all group health insurance benefits as if the employee was still at work. In most circumstances, upon return from this leave, an employee will be reinstated to their original job or to an equivalent job with equivalent pay, benefits and other employment terms and conditions. However, an employee has no greater right to reinstatement than if they did not take a leave. For example, if an employee on organ donor leave would have been laid off had they not taken a leave, or if the employee's job is eliminated during the leave and no equivalent or comparable job is available, then the employee would not be entitled to reinstatement.

The Company will not retaliate or tolerate retaliation against any employee for requesting or taking organ donor leave in accordance with this policy.

TIME OFF TO VOTE

The Company encourages all employees to fulfill their civic responsibilities and to vote in official public elections. Most employees' schedules provide sufficient time to vote either before or after working hours.

Any employees who do not have sufficient time outside of working hours to vote in a statewide public election, while the polls are open, may take up to two hours off from work, without loss of pay. Any additional time off will be without pay. Employees must take the time off at the beginning or end of their regular work schedule, whichever allows the most free time for voting and the least amount of time off from work, unless mutually agreed otherwise.

Employees must provide at least two working days' notice of the need for leave when, on the third working day prior to the election day, the employee knows or has reason to believe they will need time off to vote on election day. Otherwise, employees must give reasonable notice of the need to have time off to vote.

ELECTION OFFICER LEAVE

The Company will not terminate, suspend or otherwise discriminate against employees who miss work to serve as an election officer on Election Day.

Time off under this policy will be unpaid.

The Company asks that employees provide reasonable advance notice of the need for time off to serve as an election official, so that the time off can be scheduled to minimize disruption to normal work schedules.

Proof of having served as an election official may be required.

CIVIL AIR PATROL LEAVE

The Company will not terminate or discriminate against an employee who is a volunteer member of the Civil Air Patrol or prevent a member from performing service as part of the California Wing of the Civil Air Patrol during an emergency operational mission. Additionally, the Company will not retaliate against an employee for requesting or taking Civil Air Patrol leave in accordance with this policy.

The Company will provide eligible employees with up to 10 days per year of leave, but no more than three days at a time, unless the emergency is extended by the entity in charge of the operation and the Company approves the extension. To be eligible for leave, employees must have been employed by the Company for at least 90 days immediately preceding the start of the leave, and must be duly directed and authorized by a political entity that has the authority to authorize an emergency operational mission of the California Wing of the Civil Air Patrol.

Employees must request leave with as much notice as possible. The Company may require certification from the proper Civil Air Patrol authority to verify an employee's eligibility for leave. The Company may deny leave if the employee fails to provide the required certification.

Leave taken under this policy is unpaid except that exempt employees will be paid when required by applicable law. Employees will not be required to exhaust accrued vacation or sick leave or any other type of accrued leave prior to taking unpaid civil air patrol leave, but may choose to use such benefits during leave to receive pay.

Following leave, an employee must return to work as soon as practicable and must provide evidence of the satisfactory completion of Civil Air Patrol service. If the employee complies with these requirements, the employee will be restored to their prior position without loss of status, pay or other benefits.

SECTION 11

TERMINATIONS AND REDUCTIONS IN WORK FORCE

All employment with the Foundation is at-will and can be terminated at any time, with or without cause or prior notice by either the employee or the Foundation.

LAYOFF (REDUCTIONS IN WORK FORCE)

Under some circumstances the Foundation may need to restructure or reduce its work force. If it becomes necessary to restructure our operations or reduce the number of employees, the Foundation will provide advance notice, if possible, to help minimize the impact on those affected. Generally, employees subject to layoff will be informed of the nature of the layoff and the foreseeable duration of the layoff.

In determining which employees will be subject to layoff, the Foundation will consider, among other things, unit operational requirements, the skill of each individual impacted, their respective productivity, ability/knowledge, and past work performance and, where feasible, the employee's length of service.

The Foundation's Layoff Policy, Policy #208, outlines specific procedures to be followed. The Policy is designed to help provide stability of employment within the limits of projected financial resources and the service needs of the campus community. Complete information to this policy may be obtained from the Human Resources Department.

SEASONAL/TEMPORARY LAYOFF

During the summer, extended break periods and other times employees may be placed on "temporary layoff". These layoffs are based on work available, the skills and qualifications needed for the available work and length of service.

Those employees eligible for medical, dental and vision benefits will continue to be eligible for group coverage under the Foundations programs during the seasonal/temporary layoff. Employees are required to continue to pay their portion of any monthly premiums for continued coverage. An employee's accrued vacation time and personal holiday will be used during periods of temporary layoff. Vacation time or sick leave does not accrue during periods of layoff.

JOB ABANDONMENT

Failure to report to work on any scheduled day or during any scheduled period is unacceptable, and unless later excused, will result in disciplinary action. An absence of three scheduled workdays or more constitutes job abandonment and is considered a voluntary resignation.

All Foundation owned property, keys, uniforms, identification badges, parking permits, etc. must be returned immediately upon separation of employment.

RESIGNATIONS

As at "at-will" employer, employees can determine when/if they wish to resign from employment. At-will employment means that the employee is free to leave their jobs at any time and employers are likewise free to terminate the employee at any time for any lawful reason—or even for no reason. Written notice of resignation would be appreciated.

All Foundation owned property, keys, uniforms, identification badges, parking permits, etc., must be returned on the last day of employment or sooner if requested by the Foundation. A "Separation" Form should be completed and signed during the exit interview with the Human Resources Department.

SECTION 12 WORKPLACE CONSIDERATIONS

SMOKE FREE WORKPLACE

Smoking is prohibited on all university property, indoors and outdoors, as well as in all Foundation facilities and vehicles. Violation will result in disciplinary action up to and including citation and/or termination. For purposes of this policy, smoking includes the use of electronic smoking devices, such as electronic cigarettes, cigars, pipes or hookahs, that create an aerosol or vapor. Employees that observe other individuals smoking in the workplace have a right to object and should report the violation to their supervisor or to another member of management. Employees will not be disciplined or retaliated against for reporting smoking that violates this policy.

SAFE PRACTICES

It is the policy of the Enterprise to protect employees from injury and illness in the workplace, to provide a safe and healthy work environment for all employees. It is the duty of each employee to comply with all safety rules and standards. The following may not contain every rule of safe practice but is a general guideline of what is expected for safe conduct and behavior. If in doubt about how to perform a job safely, ask a qualified person or contact Human Resources.

Supervisors and Managers will enforce safe practices and will insist that employees follow all Enterprise, State, and Federal safety standards and take action as necessary to ensure compliance. Employees who fail to follow safe practices will be subject to disciplinary action, up to and including termination.

- Employees should immediately report all on the job injuries, accidents or near misses, no matter how slight.
- Employees should cooperate with and assist in investigation of accidents to identify the causes and to help prevent reoccurrence.
- Employees should promptly report to a manager or supervisor all observed unsafe acts, practices, or conditions and inspect all equipment prior to use and report any unsafe conditions to a manager.
- Employees are expected to keep work areas clean and orderly at all times.
- Employees may not engage in any horseplay or distract other employees while working.
- Employees must obey all safety rules, work instructions, and follow the motor vehicle law if driving a company vehicle.
- Employees are expected to wear personal protective equipment (PPE) when working in hazardous areas, and/or as required by a supervisor.

ILLNESS AND INJURY PREVENTION PROGRAM

Every employee is responsible for the safety of him/herself as well as others in the workplace. To achieve our goal of maintaining a safe workplace, everyone must always stay vigilant and follow policy. To help promote the concept of a safe workplace, the Foundation maintains an Injury and Illness Prevention Program (IIPP). The IIPP is available for review in each work location and is posted under the Human Resources section of the Foundation's website.

Any work-related injury, illness, or unsafe condition must be reported to the employee's supervisor immediately. Unless it is an emergency, a "Medical Service Order" signed by the supervisor must be taken to the medical facility in order to receive treatment.

To return to work the employee must have a release from a physician and must follow any work restrictions until authorized to return to full duty. The employee is expected to keep the Human Resources Department informed of the progress of the injury.

DRUG AND ALCOHOL ABUSE PROGRAM

The Company strives to provide a safe environment for employees and others and to minimize the risk of accidents and injuries. Accordingly, each employee has a responsibility to co-workers and the public to deliver services in a safe and conscientious manner. Continuing research and practical experience have proven that even limited quantities of illegal drugs, abused prescription drugs or alcohol can impair reflexes and judgment. This impairment, even when not readily apparent, can have catastrophic consequences. Moreover, studies have shown that impairment by controlled substances may last long after the user believes the effects to have worn off. For these reasons, the Company has adopted a policy that all employees must report to work and remain completely free of illegal drugs, abused or nonprescribed prescription drugs and alcohol.

Drug Use/Distribution/Possession/Impairment

The Company strictly prohibits the use, sale, attempted sale, conveyance, distribution, manufacture, purchase, attempted purchase, possession, cultivation and/or transfer of illegal drugs or other unlawful intoxicants at any time, and in any amount or any manner, regardless of occasion. "Illegal drugs" means all drugs whose use or possession is regulated or prohibited by federal, state or local law. These include prescription medication that is used in a manner inconsistent with the prescription or for which the individual does not have a valid prescription. To the extent permitted by state and local law, this policy also prohibits the use of marijuana and marijuana products. The Company will accommodate individuals who are medically certified to use marijuana by their home state where required to do so by law, but in no case may an employee use or possess marijuana or marijuana products at work or during work time or work while impaired."

Employees are also prohibited from having any such illegal or unauthorized controlled substances in their system while at work.

Included within this prohibition are lawful controlled substances that have been illegally or improperly obtained.

Alcohol Use/Distribution/Possession/Impairment

All employees are prohibited from coming onto company premises or reporting to work with alcohol in their systems. Additionally, employees may not distribute, dispense or consume alcohol while at work without an appropriate business purpose. Furthermore, lawful off-duty alcohol use, while generally not prohibited by this policy, must not interfere with an employee's job performance.

Prescription and Over-the-Counter Drugs

This policy does not prohibit the possession and proper use of lawfully prescribed or over-the-counter drugs. However, an employee taking medication should consult with a health care professional or review dosing directions for information about the medication's effect on the employee's ability to work safely, and promptly disclose any work restrictions to a supervisor or Human Resources. Employees are not required to reveal the name of the medication or the underlying medical condition.

The Company reserves the right to transfer, reassign, place on leave of absence or take other appropriate action regarding any employee during the time the employee uses medication that may affect the ability to perform safely. The Company will comply with all requirements pertaining to providing reasonable accommodations to the extent required by applicable law.

The Company's general prohibition against the possession or use of marijuana at work applies regardless of whether an employee is certified to use marijuana for medical reasons under state law. Unless otherwise required by law, the Company will not accommodate the use or possession of marijuana by individuals who are medically authorized to use marijuana as a matter of state law but will offer such individuals alternative accommodations related to any underlying disability. Employees who have any questions regarding the Company's position concerning medical marijuana in a particular location should contact Human Resources.

Counseling and Rehabilitation

Employees who voluntarily seek help for substance abuse (self-referral) by contacting the Company will be provided an opportunity to pursue counseling and rehabilitation. The Company will make available to these employees information about counseling and rehabilitation services. An employee who is receiving counseling and/or treatment for substance abuse may use available vacation, sick leave, or, if eligible, family and medical leave. Health insurance often covers the costs of such services, but costs not covered must be paid by the employee. The employee cannot return to work until released by a treatment provider to do so, and upon receiving a negative result on a return-to-work drug and/or alcohol test (as appropriate for that individual). In addition, the employee may be asked to submit to follow-up testing for a period following the return to work.

An employee's decision to seek help voluntarily will not be used as a basis for disciplinary action, although the individual may be transferred, given work restrictions or placed on leave, as appropriate. A request for help is considered voluntary only if it is made before the employee is asked to submit to any drug or alcohol test or is discovered to have otherwise violated this policy.

SOLICITATION AND DISTRIBUTION OF LITERATURE

The Company has established the following rules applicable to all employees and nonemployees that govern solicitation, distribution of written material and access to Company property:

- Employees may engage in solicitation activities only during nonworking times. No employee may engage in solicitation during their own working time or during the working time of the employee or the employees at whom such activity is directed;
- Employees may distribute or circulate any written or printed material only in non-work areas, during nonworking times. No employee may distribute or circulate any written or printed material in work areas at any time, or during their own working time or the working time of the employee or employees at whom such activity is directed;
- Nonemployees are not permitted to solicit or to distribute written material for any purpose on Company property; and
- Off-duty employees are not permitted in work areas.

Strict compliance with these rules is required.

As used in this policy, "working time" includes all time for which an employee is paid and/or is scheduled to be performing services for the Company; it does not include break periods, meal periods, or periods in which an employee is not performing and is not scheduled to be performing services or work for the Company.

KEYS

Employees must follow security policies and procedures regarding all keys issued to them. The loss or misplacement of a key must be reported immediately.

On the last day of employment, an employee must return all keys to the Human Resources Department.

PHOTO IDENTIFICATION

Unless otherwise notified, all employees are required to have a Cal Poly Bronco ID Card. ID cards are useful for borrowing books or other materials from the library, purchasing discount tickets for various venues, utilizing a meal plan, and spending available Bronco Bucks ID cards are issued by the Admissions and Outreach Department (Enrollment Services). Please contact Enrollment Services at fdnhr@cpp.edu or extension 4811 for a current schedule. On the last day of employment, an employee must return their Bronco I.D. to the Human Resources Department or reporting manager.

PROPERTY, SECURITY, PRIVACY AND SEARCHES POLICY

Desks, storage areas, work areas, lockers, file cabinets, credenzas, all computer systems/hardware, office telephones, certain cell phones such as those provided by Enterprises, transmission radios, fax machines, copiers, Foundation owned vehicles, and all other Foundation property must be used and maintained according to this policy. All such areas and items must be kept clean and are to be used only for work purposes except as provided in this policy. The Foundation reserves the right, at all times, and without prior notice, to inspect and search any and all Foundation property for the purpose of determining whether this policy or any other Foundation policy has been violated or whether such inspection and investigation is necessary for purposes of promoting safety in the workplace or compliance with state and federal laws. Such inspections may be conducted during or after business hours and in the presence or absence of the employee. At least two employees must be present during any inspection.

The Foundation's computer systems and other technical resources, including any voicemail, E-mail, or Internet access, cell phones, printers, tablets, smart devices and the like, are provided for the use in the pursuit of the Foundation's business and are to be reviewed, monitored and used primarily in that pursuit, except as provided in this policy. As a result, computer data, voicemail and E-mail are readily available to numerous persons. If, during this course of your employment, you perform or transmit work on the Foundation's computer systems or other technical resources, your work may be subject to the investigation, search and review of others in accordance with this policy. In addition, any electronically stored communications that you either send to or receive from others may be retrieved and reviewed where such investigation serves the legitimate business interests and obligations of the Foundation.

The Foundation recognizes that employees may occasionally find it necessary to use the Foundation's telephones for personal business. Such calls must be kept to a minimum and must be made only during break or lunch periods. All personal calls out of the local zone area and out-of-state telephone calls must be reported to your supervisor in a timely manner and charges remitted promptly. Each individual unit may have more specific policies or procedures in addition to this general policy.

Employees of the Foundation are not permitted to use Foundation's equipment for non-Foundation purposes without permission from their direct supervisors or as set forth herein. The employee has no right of privacy as to any information or file maintained in or on the Foundation's property or transmitted or stored through the Foundation's computer systems, voice mail, E-mail, Internet access or other technical resources. For purposes of inspecting, investigating or searching employee's computerized files or transmissions, voice mail, or E-mail, Internet access or any other technical resources, the Foundation may override any applicable passwords or codes in accordance with the best interests of the Enterprises, its employees, its clients, customers and visitors, all Foundation documents and communications are the property of the Foundation and may be reviewed and used for purposes that the Foundation considers appropriate.

Only Foundation employees may access files or programs, whether computerized or not, that they have permission to enter. Prior authorization must be obtained before any Foundation property may be removed from the premises. Unauthorized review, duplication, dissemination, removal, damage or alteration of files, passwords, computer systems or programs, or other property of the Enterprises, or improper use of information obtained by authorized or unauthorized means, may be grounds for disciplinary action, up to and including discharge.

SECURITY CAMERAS

Security cameras will be limited to uses that do not violate the reasonable expectation of privacy as defined by law. Security cameras are placed in various locations throughout Foundation and serve three main objectives:

1. **Personal Safety:** We capture video and store it on a remote device so that if something unsafe or inappropriate occurs, the video may capture details of the event and thereby assist toward understanding what transpired and/or to assist in an investigation.
2. **Property Protection:** We will capture video and store it on a remote device so that if property is reported stolen or damaged, the video may provide a record of events to assist in the investigation.
3. Common examples of where security cameras will be placed include seating areas for customers, entryways, sales areas and where cash is handled.
4. **Routine monitoring:** There may be live video stream in areas which may be monitored by an authorized staff member during operating hours.

Guidelines:

- Information obtained from the cameras will be used for law enforcement purposes, University judicial functions and customer insight and analytics.
- Cameras will be located to limit intrusions to personal privacy. No audio shall be recorded.
- Bathrooms, lactation areas and/or dressing rooms will not be monitored by security cameras.
- Cameras may be used to monitor cashiers and sales transactions.
- Typically, video camera installations will be visible.
- All recording or monitoring of activities of individuals or groups will be conducted in a manner consistent with University policy, and state and federal law.
- All individuals with access to security cameras must be pre-approved and shall only utilize the system for work purposes. All applicable legal, ethical, and policy rules must be followed when using monitoring equipment
- Requests for video footage, and questions about this policy, should be directed to the respective unit Director.
- Breaches of this policy may result in disciplinary action, in accordance with applicable employment standards.

VOICEMAIL, E-MAIL, WEB CONFERENCING, AND COMPUTER DATA STORAGE SYSTEMS

The following are guidelines for all computer equipment including voicemail, E-mail, web conferencing services, computer systems usage and other electronic equipment, as well as an advisory concerning Foundation's access to and disclosure of messages and information stored on these systems.

All above listed equipment used by the Foundation are provided solely to further the Foundation's business operations in conjunction with California State Polytechnic University, Pomona. These systems and the information stored thereon are owned and belong to the Foundation. Although employee passwords may be used for company-oriented security reasons, the use of such passwords is not intended to assure employees that communications generated by or stored on these systems will be kept confidential. The Foundation maintains the right to access these systems and to retrieve information stored thereon at any time, and all employee passwords must be made known to the Foundation upon demand. Passwords/pass codes are the property of the Foundation and should be kept to work-appropriate language. These systems should not be used for personal communications.

Once again, employees should keep in mind that messages and all other data stored on the Foundation's voicemail, E-mail, web conferencing, and computer systems are subject to access by the Foundation at any time, and is not to be considered confidential or private. We ask you to exercise good judgment in using these systems.

The appropriate use of the Foundation's voicemail, E-mail, web conferencing, computer systems and other electronic equipment are as follows:

- Voicemail, E-mail messages, web conference recordings, and other computer-stored data are considered business records and can be subpoenaed (and electronically retrieved, even after you "delete" them). Therefore, nothing should be included that you would not consider putting in a memo format.
- Employees should delete unwanted voicemail and E-mail messages as soon as practical and should log off when not using the computer system.
- Employees should exercise good judgment in the use of E-mail distribution lists; these lists are developed for the convenience of the addresses and unnecessary or frivolous messages should not be sent, thereby cluttering up user screens.

Although it is not possible to provide an exhaustive list of all types of misuse of company property, the following are some examples in which company property **must not** be used:

- Any illegal, discriminatory, threatening, harassing, abusive or offensive comments.
- Anything in conjunction with an employee's outside business endeavors or sales of any product or outside service (home products, cosmetics, etc.) or any activity that violates Foundation rules or applicable law.
- Anything relating to such materials considered obscene, harassing, discriminatory, violent or threatening, including downloading or forwarding of same.
- Messages or other communications violating a company policy or contrary to supervisory instructions.

Any violations of these guidelines for use or other provisions of this policy may result in disciplinary actions, up to and including possible termination.

As previously noted, the Foundation's voicemail, E-mail, computer systems and other electronic equipment are provided to facilitate the conduct of its business. All messages and other communications generated through and/or stored on these systems are considered business records. Employees who use the voicemail, E-mail, and/or computer systems should understand that information stored on these systems cannot be considered confidential or private. The Foundation reserves the right to access any voicemail, E-mail and other computer-stored information at any time in the service of its legitimate business interests.

Employees should understand that the "delete" function of the Foundation's voicemail, E-mail and/or computer systems does not necessarily "make the message or other information disappear." While deletions may occur at the user level, copies may remain on one of the system back-up files.

Under certain conditions, employees will need to communicate with clients and other external users via voicemail, E-mail and/or on the Internet. Employees are cautioned to exercise an additional level of discretion and sound judgment when communicating with third parties via these systems.

UNIFORM AND EQUIPMENT ISSUANCE AGREEMENT

Uniforms (i.e., specific hats, shirts, aprons, etc.) or equipment items may be provided by the Foundation to employees in certain working areas. Uniforms of a selected type may be provided at no cost to the employee when the employee is required to wear such specific items. Other company or departmental dress code requirements will be the responsibility of the employee.

It is also, the employee's responsibility for the maintenance, laundry and/or care of uniforms. Uniforms must always be kept neat and clean, and all equipment must be kept in working order.

For employees who are CalPERS Classic members, \$4.50 will be reported to CalPERS as "Special Compensation" on a pay period basis. For additional information please contact Human Resources.

Employee will be asked to review and sign the Uniform and Equipment Issuance Agreement upon receipt of uniform and/or equipment items. This Issuance Agreement explains procedures for replacement of lost, destroyed or damaged uniforms or equipment, replacing of normal wear and tear items, cleaning and caring of articles and returning of items upon separation where applicable.

SECTION 13 STANDARDS OF CONDUCT

PERSONAL STANDARDS

Each employee is a representative of the Foundation. It is important for employees to use common sense in their dress and appearance as they are expected to always present a positive and professional image. Each employee must report to work properly groomed and wearing appropriate business clothing in a manner that is consistent with their job duties. Avoid clothing that might create a safety hazard, is a distraction in the workplace, or is offensive to others.

Divisional Directors may develop specific Unit Standards related to their operations (i.e., uniforms, customer service, electronic devices, grooming, etc.). These standards are an addition to Foundation Standards that govern all divisions. Divisional management will communicate these standards to new employees during the orientation process. Employees are required to follow with the Unit Standards established for their division/department and may not begin working until fully compliant. Management may allow employees to begin work after they have rectified any compliance issues. An employee's repeated failure to meet Foundation or Unit Standards is cause for disciplinary action, up to and including termination.

If an employee is in dispute with the unit manager's determination, the employee may appeal to the Chief Human Resources Officer, or Executive Director/CEO or his/her designee for a final determination.

Nothing in this policy is intended to prevent employees from wearing a hair or facial hair style that is consistent with their cultural, ethnic or racial heritage or identity. This policy will be interpreted to comply with applicable local, state or federal law.

Religious, Medical and Disability Accommodations

The Company will reasonably accommodate exceptions to this policy if required due to an employee's religious beliefs, medical condition or disability. Employees who need such an accommodation should contact their supervisor or Human Resources.

CUSTOMER RELATIONS

The Foundation exists to provide services to campus customers. All employees are expected to be ethical, act with integrity and be courteous, prompt and attentive to every customer.

Our customers are defined as students, employees of the University, the general public and co-workers of the Foundation. When a situation arises where the employee does not feel comfortable or capable of handling any problems that might arise, the supervisor should be contacted immediately.

REPORTING ABSENCES OR TARDINESS

If an employee is unable to report to work, or when an employee expects to be more than 15-minutes late, that employee must notify their supervisor or designee. Such notice should be given as far in advance as possible so that the supervisor can obtain a replacement or reschedule the department's work.

Employees must also inform their supervisor of expected duration of any absence. In those rare cases when an employee is unable to reach their immediate supervisor, they should contact their next level supervisor, designated manager on duty, or director.

Unforeseen absences due to emergencies or other uncontrollable circumstances must be reported as soon as possible along with an estimate on when the employee expects to return to work. In cases, where more than one day absence occurs, an employee is required to provide a daily status to their supervisor.

Planned absences must be arranged in advance and approved by your supervisor. All absences are subject to supervisory approval.

Instances of failure to call-in may be grounds for corrective discipline and can result in termination of employment. If an employee fails to report for work without any notification to the employee's supervisor for a period of three consecutive working days, the Foundation will consider that employee as resigned without notice as of the close of the business on the third day.

An employee's supervisor may provide more detailed Unit Standards for reporting absences according to procedures established by the respective department/division. Employees will be provided with these standards for reporting absences or tardiness during their unit orientation.

ATTENDANCE AND PUNCTUALITY

Employees are expected to be punctual and adhere to their schedule. Tardiness and unplanned absences are problematic for co-workers and often negatively impact the services we provide to our customers.

Employees are expected to report to work fully prepared for their job duties by the beginning of their scheduled shift. Employees are also expected to remain at work for their entire work schedule, except for meal and rest periods or when required to leave on authorized Foundation business. Late arrival, early departure or other absences from scheduled hours are disruptive and must be avoided. Tardiness may not be "made up" by adding time onto the end of a scheduled shift or onto another day. Excessive absenteeism (unexcused) may be grounds for corrective discipline and/or up to and including termination of employment. Each situation of excessive absenteeism or tardiness shall be evaluated on a case-by-case basis.

An employee's supervisor may provide more detailed Unit Standards regarding attendance and punctuality according to procedures established by the respective division/department. Employees will be provided with the Unit Standard for attendance and punctuality during their unit orientation process.

CHILDREN IN THE WORKPLACE

Employees are welcome to bring their children to visit their worksite, provided that the visits are infrequent, brief planned in a fashion that limits disruption to the workplace and takes place in public areas. While children are in the workplace, they must always be directly supervised by the host/parent. Employees are not permitted to bring ill children to work. This policy is not to be utilized as a backup childcare arrangement. If frequency, length or nature of visits become problematic, the employee will be advised of the situation and will be expected to take corrective action.

CONFIDENTIALITY/TRADE SECRETS

The Company's confidential and proprietary information is vital to its current operations and future success. Each employee should use all reasonable care to protect or otherwise prevent the unauthorized disclosure of such information.

In no event should employees disclose or reveal confidential information within or outside the Company without proper authorization or purpose.

"Confidential Information" refers to a piece of information, or a compilation of information, in any form (on paper, in an electronic file, or otherwise), related to the Company's business that the Company has not made public or authorized to be made public, and that is not generally known to the public through proper means.

By way of example, confidential or proprietary information includes, but is not limited to, nonpublic information regarding the Company's business methods and plans, databases, systems, technology, intellectual property, know-how, marketing plans, business development, products, services, research, development, inventions, financial statements, financial projections, financing methods, pricing strategies, customer sources, employee health/medical records, system designs, customer lists and methods of competing. Additionally, employees who by virtue of their performance of their job responsibilities have the following information, should not disclose such information for any reason, except as required to complete job duties, without the permission of the employee at issue: social security numbers, driver's license or resident identification numbers, financial account, credit or debit card numbers, security and access codes or passwords that would permit access to medical, financial or other legally protected information.

Confidential Information does not include information lawfully acquired by non-management employees about wages, hours or other terms and conditions of employment, if used by them for purposes protected by §7 of the National Labor Relations Act such as joining or forming a union, engaging in collective bargaining, or engaging in other concerted activity for their mutual aid or protection. Nothing in this Employee Handbook prohibits an employee from communicating with any governmental authority or making a report in good faith and with a reasonable belief of any violations of law or regulation to a governmental authority, or disclosing Confidential Information which the employee acquired through lawful means in the course of employment to a governmental authority in connection with any communication or report, or from filing, testifying or participating in a legal proceeding relating to any violations, including making other disclosures protected or required by any whistleblower law or regulation to the Securities and Exchange Commission, the Department of Labor, or any other appropriate government authority.

Further, employees are hereby notified that under the 2016 Defend Trade Secrets Act (DTSA): (1) no individual will be held criminally or civilly liable under Federal or State trade secret law for the disclosure of a trade secret (as defined in the Economic Espionage Act) that: (A) is made in confidence to a Federal, State, or local government official, either directly or indirectly, or to an attorney; and made solely for the purpose of reporting or investigating a suspected violation of law; or, (B) is made in a complaint or other document filed in a lawsuit or other proceeding, if such filing is made under seal so that it is not made public; and, (2) an individual who pursues a lawsuit for retaliation by an employer for reporting a suspected violation of the law may disclose the trade secret to the attorney of the individual and use the trade secret information in the court or arbitration proceeding, if the individual files any document containing the trade secret under seal, and does not disclose the trade secret, except as permitted by order in that proceeding.

CONFLICT OF INTEREST

All employees must conduct themselves in such a way as to avoid actual or potential conflicts of interest. The following are examples of prohibited conflicts of interest in any aspect of their jobs:

- Acting as a director, officer, consultant, agent or employee of a supplier, customer, competitor or any entity that engages in business with the Company;
- Owning a material interest in or being a creditor of or having other financial interest in a supplier, customer, competitor or any entity that engages in business with the Company;
- Receiving from or giving to any supplier, customer or competitor gifts, gratuities, special allowances, discounts or other advantages not generally available to employees of the Company;
- Having any significant direct or indirect personal interest in a business transaction involving the Company;
- Conducting outside activities that materially detract from or interfere with the full and timely performance of an employee's job duties for the Company;
- Influencing commercial transactions involving purchases, contracts or leases in a way that would have a negative impact on the Company or its business.

If an employee has, or is considering the assumption of, a financial interest or outside employment relationship that might involve a conflict of interest, or if the employee is in doubt concerning the proper application of this policy, they should promptly discuss the matter with Human Resources and refrain from exercising responsibility on the Company's behalf in any manner that might reasonably be considered to be affected by any adverse interest.

Failure to disclose the fact of a conflict or potential conflict may constitute grounds for disciplinary action.

This policy in no way prohibits employee affiliations or activities that are protected under applicable state and federal laws, including but not limited to any activity that is protected under Section 7 of the National Labor Relations Act, which includes the right of employees to organize collectively and to speak with others about their terms and conditions of employment.

PROHIBITED CONDUCT

Like all organizations, the Foundation wants to provide a safe and secure work environment. For this reason, it may be helpful to identify some further examples of types of conduct that are impermissible and that may lead to disciplinary action, including termination of employment. Although it is not possible to provide an exhaustive list of all types of impermissible conduct and performance, the following are some common examples:

- Theft, dishonesty, including fraudulent or destructive use of Foundation or University property.
- Fraud in securing Foundation employment.
- Falsification of time records.
- Falsification of individual's application required by the Foundation.
- Unlawful conduct during working time or on Foundation premises.
- Conviction of any felony that prohibits employment on campus or around minors.
- Unsatisfactory performance.
- Violation of the Attendance Policy.
- Failure to comply with management directions regarding job duties.
- Physical fighting, intimidating, threatening other persons or provoking such action.
- Unsafe or hazardous work actions.
- Violation of unit or Foundation policies or procedures.
- Bearing of firearms or other weapons while on campus.

- Making threats or engaging in violent activities.
- Any action that affects the welfare of other employees or the service of the Foundation.
- Frequent or repetitive non-compliance with Foundation or Unit (divisional/departmental) Standards.

It should be remembered that employment continues only upon the mutual consent of the employee and the Foundation. Accordingly, either the employee or the Foundation can terminate the employment relationship at will, at any time, either with or without cause or advance notice. Nothing in this policy is intended or should be construed to alter at-will employment.

DISCIPLINARY ACTION

Disciplinary action may consist of verbal warning, written warning, suspension and/or immediate discharge, or any combination of these steps, depending on the specific situation, in any order in the Foundation's sole discretion. For example, in one situation a verbal warning is appropriate and given to the employee, while in another situation, no verbal warning is given but instead, the employee is immediately suspended.

BUSINESS CONDUCT AND ETHICS

No employee may accept a personal gift or gratuity having a value of more than \$25 from any vendor, supplier or other person doing business with the Foundation as it may give the appearance of influence regarding their business decision, transaction or service. Employees who may receive premiums, samples or free specials as a result of buying or business activities is required to turn such items over to their unit manager for disposition.

Expenses paid by such persons, vendors or suppliers for business trips or any other item of value must be discussed with Foundation senior management in advance of receipt. Vendors, suppliers and all other persons doing business with the Foundation should be advised of this policy against the receipt of gifts or gratuities.

The Foundation's Ethics Policy is based on three fundamental elements: (1) to create and maintain a culture of honesty and high ethics, (2) to evaluate the risks of fraud and implement the processes, procedures and controls needed to eliminate or reduce the opportunities for fraud, and (3) to develop an appropriate oversight process. It is the responsibility of the entire Foundation management team to implement and monitor these activities. A complete copy of the Foundation's Ethics Policy may be obtained by viewing it on the Foundation's website.

WORKPLACE VIOLENCE

(Zero Tolerance)

The Foundation is dedicated in providing a safe workplace for all employees and the campus community. The Foundation and the University have a zero tolerance for all threats or acts of violence. To ensure a safe workplace and to reduce the risk of violence, all employees should review and understand all provisions of this workplace violence policy. The complete policy is available on the Foundation's website.

Any potentially dangerous situations must be reported immediately to a supervisor or the Human Resources Department. Reports can be made anonymously, and all reported incidents will be investigated. Reports or incidents warranting confidentiality will be handled appropriately and information will be disclosed to others only on a need-to-know basis. The Foundation will actively intervene at any indication of a possibly hostile or violent situation.

Human Resources takes reasonable risk reduction measures by conducting background investigations and reference checks on new full-time employees and those in sensitive positions to help reduce the risk of hiring individuals with a history of violent behavior.

The Foundation participates in the University's proactive program in establishing a climate in which individuals know how and when to respond to the threat of violence.

Threats, threatening conduct, or any other acts of aggression or violence in the workplace will not be tolerated. Any employee determined to have committed such acts will be subject to disciplinary action, up to and including termination of employment, expulsion from the University or civil or criminal prosecution, as appropriate. Non-employees engaged in violent acts on the campus will be reported to the proper authorities and fully prosecuted.

PAY TRANSPARENCY NONDISCRIMINATION PROVISION

Foundation will not discharge or in any other manner discriminate against current employees or applicants because they have inquired about, discussed or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other Foundation employees or applicants as a part of their essential job functions (such as those employees who have administrative privileges in the payroll system, or any employee working in Human Resources) cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing or action, including an investigation conducted by the Enterprises, or (c) consistent with the Foundation's legal duty to furnish information.

Employees who believe they have been subject to harassment or discrimination under any of the above areas should contact the Chief Human Resources Officer, 909-869-2948, or the Foundation Executive Director/CEO.

WHISTLE BLOWER PROTECTION

Foundation employees are prohibited from engaging in any improper governmental activities or activities that create significant threats to the health and/or safety of the campus community in the performance of their work duties. Foundation employees and applicants for Foundation employment should be free to report waste, fraud, abuse of authority, violation of law or threat to public health at the Foundation without fear of retribution. No individual who makes a protected disclosure or participates in an investigation concerning allegations of improper governmental activity or the existence of a condition that may significantly threaten the health or safety of employees or the public shall for that reason be subjected to personnel action in addition to any penalty or civil liability provided by law. Employees or applicants for employment who believe that they have suffered reprisal, retaliation, threats, coercion or similar acts for having made a protected disclosure may file a written retaliation complaint with their supervisor, manager or directly with the Foundation Human Resources Department at extension 2958, 2953 or 4378. The complaint alleging retaliation must be signed by the complainant and contain a sworn statement that the contents of the written complaint are true or believed by the complainant to be true, under penalty of perjury.

https://cppfoundation.formstack.com/forms/covid_safety_inquiry_reporting

COOPERATION DURING AN INVESTIGATION

Although uncommon, it can become necessary for any employee to become involved in an internal investigation regarding a suspected policy violation. You must cooperate fully during any investigation or fact-finding we conduct unless you are informed that cooperation is voluntary. In any investigation, we expect honesty above all. This is true whether you are the complaining party, the accused party, or potential witness.

NON-RETALIATION

The Foundation encourages reporting of all perceived incidents. It is the policy of the Foundation] to promptly and thoroughly investigate such reports. Foundation prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports or provide cooperation during an investigation. Retaliation is a violation of this policy and may result in discipline, up to and including termination. No employee will be discriminated against, or discharged, because of bringing a good faith complaint forward or assisting in an investigation.

Retaliation is itself a violation of this policy and is a serious offense. Complaints regarding allegations of reprisal should be immediately brought to the attention of Chief Human Resources Officer. Retaliation includes any threat, discipline, discharge, demotion, suspension, reduction in employee hours, or any other adverse employment action against an employee for exercising their rights or participating in an investigation.

SECTION 14 CONFLICT RESOLUTION

The Conflict Resolution Policy, Policy #206 as posted on the Foundation's website, provides employees with a formal procedure for the resolution of problems arising in the course of their employment in a fair and orderly fashion if such problems cannot be resolved informally. Conflict Resolution Steps:

1. The employee should first discuss the problem with their immediate supervisor.
2. If the meeting does not resolve the problem, the problem should be stated in writing to the immediate supervisor. The supervisor will respond in writing.
3. If the employee is not satisfied with the supervisors written response, the employee may appeal in writing to the next level of authority up to and including the Executive Director/CEO.

SECTION 15 PERSONNEL RECORDS

RIGHT TO REVIEW

Employees have a right to inspect certain documents in their personnel file - in the presence of a Foundation Human Resources Representative at a mutually convenient time. A written request should be presented to a representative of the Human Resources Department to review records. Copies of documents are not permitted with the exception of documents that have been previously signed by the employee. An employee may add their version of any disputed item to the personnel file.

EMPLOYEE REFERENCES OR VERIFICATIONS

All official requests for references or employment verifications on behalf of the Foundation must be directed to the Human Resources Department. No other manager, supervisor or employee is authorized to release references or employment verifications for current or former employees.

Generally, the Foundation's practice relating to references or employment verification for current or present employees is to confirm the employee's name, position title, dates of employment, rate of pay (with employee authorization) and whether or not the employee is eligible for re-hire.

This policy is not intended to interfere with the ability of a unit manager to issue letters of reference when requested by individual current or former employees. Letters of reference, if so written, are voluntary and should not be written on Foundation letterhead unless approved to do so by the Executive Director/CEO.

CHANGE OF PERSONAL RECORD INFORMATION

It is each employee's responsibility to update their personal information whenever a change of address, telephone number or other important personal information has been changed. All active employees may access the payroll system to update their personal information.

SECTION 16

MISCELLANEOUS PROGRAMS AND RECREATIONAL ACTIVITIES

The Foundation or its insurer will not be liable for the 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.

403(B) TAX DEFERRED ANNUITIES

Employees may participate in the Foundation's 403(b) plan. Funds withheld in a 403(b) are not taxed as income until it is withdrawn (usually at retirement). If an employee is interested in participating in a 403(b) or would like more information, please contact Human Resources or visit the Foundation website.

457(B) PLANS

All employees (except student employees) are permitted to elect pre-tax payroll contributions at their discretion as soon as they become employed with Foundation. If an employee is interested in participating in a 457(b) or would like more information, please contact Human Resources or visit the Foundation website.

AFLAC

(Regular Benefited Employees ONLY)

The AFLAC program allows eligible employees to enroll in two Flexible Spending Accounts and a variety of supplemental employee benefits plans. AFLAC's Flex One cafeteria plan (un-reimbursed medical expenses) allows an employee to set aside pre-tax dollars to use for specific un-reimbursed medical, dental and vision expenses. Additionally, the Flex Spending Account provides for a dependent care account to permit an employee to set aside pre-tax dollars to use for dependent care expenses.

AFLAC also offers eligible employees other supplemental plans including Personal Accident Expense Plan, Personal Short-Term Disability Plan, Personal Cancer Indemnity as well as other plans. For a complete description of AFLAC Plans, please contact the Human Resources Department. Open enrollment is held during the month of November each year and plans are effective January through December.

USE OF CAMPUS FACILITIES

Employees may use any public campus dining facilities including Campus Center Marketplace, Bronco Student Center, CenterPointe Dining Commons, Innovation Brew Works, various Cafés, and Kellogg West Restaurant (discounts may apply). Kellogg West Hotel & Conference Center, the Bronco Bookstore, and all other public-facing services are also available (discounts may apply).

The University's physical education facilities are primarily used for instructional purposes, however, they are available for use by employees, as designated by the Health, Physical Education and Recreation Department. Library services are also available to all employees who provide appropriate identification.

EMPLOYEE HANDBOOK ACKNOWLEDGMENT AND RECEIPT

I hereby acknowledge receipt of the employee handbook of Cal Poly Pomona Enterprises. I understand and agree that it is my responsibility to read and comply with the policies in the handbook. I understand that the Foundation has provided me various alternative channels [including anonymous and confidential channels,] to raise concerns of violations of this handbook and company policies and encourages me to do so promptly so that the Foundation may effectively address such situations, and I understand that nothing herein interferes with any right to report concerns, make lawful disclosures, or communicate with any governmental authority regarding potential violations of laws or regulations

I understand that the handbook and all other written and oral materials provided to me are intended for informational purposes only. The handbook does not create an employment contract for continued employment. I understand that the policies and benefits, both in the handbook and those communicated to me in any other fashion, are subject to interpretation, review, removal, and change by management at any time without notice.

I further understand that I am an at-will employee. I understand that no representative of the company has any authority to enter into any agreement for employment for any specified period of time or to assure any other personnel action or to assure any benefits or terms or conditions of employment or make any agreement contrary to the foregoing.

I also understand and agree that this agreement may not be modified orally and that only the Executive Director/CEO of the Enterprise or an authorized representative may make a commitment for employment. I also understand that if such an agreement is made, it must be in writing and signed by the Executive Director/CEO or an authorized representative.

I understand and acknowledge that nothing in this Employee Handbook or in any other document or policy is intended to prohibit me from reporting concerns to, filing a charge or complaint with, making lawful disclosures to, providing documents or other information to or participating in an investigation or hearing conducted by the Equal Employment Opportunity Commission ("EEOC"), National Labor Relations Board ("NLRB"), Securities and Exchange Commission ("SEC") or any other federal, state or local agency charged with the enforcement of any laws.

I also understand and acknowledge that nothing about the policies and procedures set forth in this Handbook should be construed to interfere with any employee rights provided under state or federal law, including Section 7 of the National Labor Relations Act.

By writing my name I (a) agree to the terms and conditions of the Employee Handbook and (b) agree that my writing my name is my electronic signature. An electronic signature is as legally binding as an ink signature.