

PURPOSE The Board of Directors of Community Development Corporation (“CDC”), has developed and enacted the following policies and procedures by virtue of the by-laws of the organization. This manual was voted on by the board of directors and made effective on . The purpose of this manual is to serve as a reference tool to guide managers in the administration of the company’s everyday operations and to acquaint employees with the information they need to understand those policies, practices and procedures. Since it is not possible to anticipate every situation that may arise in the work place or to provide information that answers every question, circumstances will undoubtedly require that policies, practices, procedures and benefits change from time to time. Accordingly, the Board of Directors for Community Development Corporation reserves the right to modify, supplement, or rescind any of its policies, practices, procedures and benefits at any time.