

To: All General and Administrative (G&A) Employees

From: Natalee C. Gunderson, VP-Human Resources

Date: February 11, 2022

Re: Handbook Revision

As a result of a recent review of company policies and the General and Administrative (G&A) Employee Handbook, we are posting an updated digital G&A Handbook which is effective **March 1, 2022**.

All of the YWC policies were previously posted on the company's intranet website. The current Employee Handbook and current Company Policies that apply to all Employees will be posted on the Company's intranet website on or before March 1, 2022. Any Company policy that is not maintained on the intranet as of March 1, 2022 has been rescinded.

We encourage you to bookmark the intranet page link so that you can easily refer to the Handbook and the current Company policies.

Some updates that you should be aware of include:

- Addition of Parental Leave
- Medical Marijuana Provisions
- New Mother Accommodation
- Formalized Process for Remote Work

The following pre-existing policies have been *updated and incorporated* into the new G&A Handbook:

- Accident Reporting and Investigation
- Alcohol and Drugs
- Alternative Duty Assignments
- Flexible Work Schedule and Alternative Work Arrangements
- Vacation Advances
- Code of Conduct
- Educational Assistance
- Electronic Communications
- Display of Employee I.D. Cards
- Employee Warning Reports

- Equal Opportunity
- Firearms and Weapons
- Volunteer Firefighting
- Bereavement (Funeral) Leave
- Harassment
- Holidays and Holiday Pay
- Holiday Pay for Temporary/Seasonal Employees
- Jury Duty
- Family Medical Leave Act (FMLA) Policy
- Meal Allowance Policy
- Medical Leaves of Absence for G&A Employees
- Military Leaves of Absence
- Overtime Policy
- G&A Personal Time Off
- Employee's Inspection of Personnel File
- Preplacement Physical Examination and Drug Screen
- Maintenance and Recordkeeping of Employee Personnel Files
- Evaluation of Probationary Employees
- Professional Development
- Recording Hours Worked
- Sick Leave
- Smoking Policy
- Vacation Policy
- Whistleblower Policy
- Workplace Safety
- Workplace Violence

If you have additional questions after review of the attached handbook, please reach out to Natalee Gunderson or Alex Chiaruttini via email, telephone, and/or in person. Additionally, please sign and date the attached acknowledgement of receipt of the handbook no later than **March 1, 2022**.

Respectfully,



Natalee C. Gunderson  
VP- Human Resources