

GENERAL EMPLOYMENT POLICIES

Welcome

Welcome to Amador County Wine Heritage District (the "Company").

We are excited you have joined our Company, and we hope you find your position rewarding and our Company to be your employer of choice. Our Company relies on our employees to build and maintain our reputation in our industry. We all work hard to ensure we are providing the best service and outcomes for our customers. By doing so we allow our customers to continue to work with us and provide referrals, in turn this allows us to continue to be successful and grow. We look forward to having you as part of the Amador County Wine Heritage District.

This handbook is provided with the intent of explaining the terms and conditions of employment of all full- and part-time employees and supervisors. It is the responsibility of each and every employee to review this handbook and to be familiar with its policies. Throughout your employment and especially as you begin your employment, please consult this handbook and your manager as questions arise.

We look forward to seeing your success with our Company.

Mission

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Attract consumers to the region, making Amador "The" wine country experience, contributing to the economic vitality of the county.

The ACWHD shall be operated exclusively for and to benefit the California Department of Alcoholic Beverage Control "02" licensed wineries operating within the ACWHD boundary within Amador County, California subject to the requirements of ACWHD Management District Plan (each, a "Member" and collectively, "Members" or the "Membership"). The purpose of this organization is to market the region and support the Membership with resources to provide education and enhance quality.

At-Will Employment Status

Your employment with Amador County Wine Heritage District is on an "at-will" basis. This means your employment may be terminated at any time, with or without notice and with or without cause. Likewise, we respect your right to leave the Company at any time, with or without notice and with or without cause. Further, the Company has the right to manage its workforce and direct its employees. This includes the right to hire, transfer, promote, demote, reclassify, lay off, terminate, or change any term or condition of employment at any time, with or without a reason and with or without notice unless otherwise required by law.

Nothing in this handbook or any other Company document should be understood as creating a contract, guaranteed or continued employment, a right to termination only "for cause," or any other guarantee of continued benefits or employment. Only the General Manager has the authority to make promises or negotiate with regard to guaranteed or continued employment, and any such promises are only effective if placed in writing and signed by the General Manager. If a written contract between you and the Company is inconsistent with this handbook, the written contract is controlling.

Nothing in this at-will statement is intended to interfere with an employee's rights to communicate or work with others toward altering the terms and conditions of their employment, such as communications regarding wages, scheduling or other terms or conditions of employment.

Right to Revise

This handbook contains the employment policies and practices of the Company in effect at the time of publication. All previously issued handbooks, policy, or memoranda inconsistent with the policies set forth herein are superseded.

The Company reserves the right to revise, modify, delete, or add to any and all policies, procedures, work rules, or benefits stated in this handbook or in any other document, except for the policy of at-will employment; however, any such changes must be in writing and must be signed by the General Manager of the Company. Any written changes to this handbook will be distributed to all employees so that employees are made aware of new policies or procedures and can update their handbooks. No oral statements or representations can, in any way, alter the provisions of this handbook. This employee handbook sets forth the entire agreement between you and the Company as to the duration of employment and the circumstances under which employment may be terminated. Nothing in this handbook or in any other personnel document, including benefit plan descriptions, creates or is intended to create a promise or representation of continued employment for any employee.

Open Door Policy

At AMADOR COUNTY WINE HERITAGE DISTRICT, we want to operate with honest and open communication whenever possible. If you have a basic communication concern or conflict, please address the situation with the other party in a professional, courteous manner to work towards resolution. If you are uncomfortable, if the concern extends beyond basic communication or if the concern is related to a violation of a policy, inform and work with your immediate supervisor. Concerns about prohibited Discrimination, Harassment, Retaliation or Abusive Conduct should be reported as stated in the policy.

If your immediate supervisor is unable to resolve the situation or if the concern is with your immediate supervisor, you must inform and work with any manager you're comfortable speaking with.

If you continue to experience the same situation or if you feel you need further assistance, you must inform and work with the General Manager.

This procedure, which we believe is important for both you and the Company, cannot guarantee that every problem will be resolved to your satisfaction. However, the Company values your observations, and you should feel free to raise issues of concern, in good faith, without the fear of retaliation.

The Company may take various steps to resolve a concern such as interviews or investigations.

Discrimination, Harassment and Retaliation Prevention Policy

Amador County Wine Heritage District is an equal opportunity employer. The Company is committed to providing a work environment free of harassment, discrimination, retaliation and disrespectful or other unprofessional conduct based on:

- Race;
- Religion (including religious dress and grooming practices);
- Color;
- Sex/gender(including pregnancy, childbirth, breastfeeding or related medical conditions), sex stereotype, gender identity/gender expression/transgender (including whether or not you are transitioning or have transitioned) and sexual orientation;
- National origin;
- Ancestry;
- Physical or mental disability;
- Medical condition;
- Genetic information/characteristics;
- Marital status/registered domestic partner status;
- Age (40 and above);
- Sexual orientation;
- Transgender
- Reproductive health decision-making;
- Military or veteran status;
- Use of cannabis/marijuana off the job and away from the workplace; and
- Any other basis protected by federal, state or local law or ordinance or regulation. Further, the Company prohibits discrimination, harassment, and retaliation on the basis of any combination of protected characteristics

The Company also prohibits discrimination, harassment, disrespectful or unprofessional conduct based on the perception that anyone has any of those characteristics or is associated with a person who has or is perceived as having any of those characteristics.

In addition, the Company prohibits retaliation against individuals who raise complaints of discrimination or harassment or who participate in workplace investigations.

All such conduct violates Company policy.

Harassment Prevention

The Company's policy prohibiting harassment applies to all persons involved in the operation of the Company. The Company prohibits harassment, disrespectful or unprofessional conduct by any employee of the Company, including supervisors, managers and co-workers. The Company's anti-harassment policy also applies to vendors, customers, independent contractors, unpaid interns, volunteers, persons providing services pursuant to a contract and other persons with whom you come into contact while working.

Prohibited harassment, disrespectful or unprofessional conduct includes, but is not limited to, the following behavior:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations,
- comments, posts or messages;
- Visual displays such as derogatory and/or sexually oriented posters, photography, cartoons, drawings or
- gestures;
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering

- with work because of sex, race or any other protected basis;
- Threats and demands to submit to sexual requests or sexual advances as a condition of continued employment,
- or to avoid some other loss and offers of employment benefits in return for sexual favors;
- Retaliation for reporting or threatening to report harassment; and
- Communication via electronic media of any type that includes any conduct that is prohibited by state and/or federal law or by company policy.

Sexual harassment does not need to be motivated by sexual desire to be unlawful or to violate this policy. For example, hostile acts toward an employee because of their gender can amount to sexual harassment, regardless of whether the treatment is motivated by sexual desire.

Prohibited harassment is not just sexual harassment but harassment based on any protected category.

Non-Discrimination

The Company is committed to compliance with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in Company operations. The Company prohibits unlawful discrimination against any job applicant, employee or unpaid intern by any employee of the Company, including supervisors and coworkers.

Pay discrimination between employees of different sexes or between employees of another race or ethnicity performing substantially similar work, as defined by the California Fair Pay Act and federal law, is prohibited. Pay differentials may be valid in certain situations defined by law. Employees will not be retaliated against for inquiring about or discussing wages. However, the Company is not obligated to disclose the wages of other employees.

Anti-Retaliation

The Company will not retaliate against you for filing a complaint or participating in any workplace investigation or complaint process and will not tolerate or permit retaliation by management, employees or co-workers.

Reasonable Accommodation

Discrimination can also include failing to reasonably accommodate religious practices or qualified individuals with disabilities where the accommodation does not pose an undue hardship.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, 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 would result.

Any job applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact Executive Director and discuss the need for an accommodation. The Company will engage in an interactive process with the employee to identify possible accommodations, if any, that will help the applicant or employee perform the job.

An applicant, employee or unpaid intern who requires an accommodation of a religious belief or practice (including religious dress and grooming practices, such as religious clothing or hairstyles) should also contact Executive Director and discuss the need for an accommodation. If the accommodation is reasonable and will not impose an undue hardship, the Company will make the accommodation.

The Company will not retaliate against you for requesting a reasonable accommodation and will not knowingly tolerate or permit retaliation by management, employees or co-workers.

Complaint Process

If you believe that you have been the subject of harassment, discrimination, retaliation or other prohibited conduct, bring your complaint to your supervisor or Executive Director as soon as possible after the incident. You can bring your complaint to any of these individuals. If you need assistance with your complaint, or if you prefer to make a complaint in person, contact the Executive Director. Please provide all known details of the incident or incidents, names of individuals involved and names of any witnesses. It would be best to communicate your complaint in writing, but it is not mandatory.

The Company encourages all individuals to report any incidents of harassment, discrimination, retaliation or other prohibited conduct forbidden by this policy immediately so that complaints can be quickly and fairly resolved.

You also should be aware that the Federal Equal Employment Opportunity Commission and the California Civil Rights Department investigate and prosecute complaints of prohibited harassment, discrimination and retaliation in employment. If you think you have been harassed or discriminated against or that you have been retaliated against for resisting, complaining or participating in an investigation, you may file a complaint with the appropriate agency. The nearest office can be found by visiting the agency websites at calcivilrights.ca.gov and www.eeoc.gov.

Supervisors must refer all complaints involving harassment, discrimination, retaliation or other prohibited conduct to the Executive Director of the Company so the Company can try to resolve the complaint.

When the Company receives allegations of misconduct, it will immediately undertake a fair, timely, thorough and objective investigation of the allegations in accordance with all legal requirements. The Company will reach reasonable conclusions based on the evidence collected.

The Company will maintain confidentiality to the extent possible. However, the Company cannot promise complete confidentiality. The employer's duty to investigate and take corrective action may require the disclosure of information to individuals with a need to know.

Complaints will be:

- Responded to in a timely manner
- Kept confidential to the extent possible
- Investigated impartially by qualified personnel in a timely manner
- Documented and tracked for reasonable progress
- Given appropriate options for remedial action and resolution
- Closed in a timely manner

If the Company determines that harassment, discrimination, retaliation or other prohibited conduct has occurred, appropriate and effective corrective and remedial action will be taken in accordance with the circumstances involved.

The Company also recognizes the detrimental consequences of abusive conduct in the workplace such as a reduction in productivity and morale. Abusive conduct means conduct of an employer or employee in the workplace, with malice, that a reasonable person would find hostile, offensive, and unrelated to an employer's legitimate business interests. Abusive conduct may include repeated infliction of verbal abuse, such as the use of derogatory remarks, insults, and epithets, verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, or the gratuitous sabotage or undermining of a person's work performance. A single act shall not constitute abusive conduct, unless especially severe and egregious. The Company will review all complaints of abusive conduct

The Company will also take appropriate action to deter future misconduct. Any employee determined by the Company to have engaged in harassment, discrimination, retaliation or other prohibited conduct will be

subject to appropriate disciplinary action, up to, and including termination. Employees should also know that if they engage in unlawful harassment, they can be held personally liable for the misconduct.

All employees of the Company are required to undergo harassment prevention training as required by applicable law. For more information on this training requirement, employees can visit <https://calcivilrights.ca.gov/shpt/>.

Upon hire, all employees are provided the "Sexual Harassment, The Facts about Sexual Harassment" brochure. If you require another copy, please contact your supervisor.

Diversity, Equity and Inclusion

Amador County Wine Heritage District is committed to fostering a diverse workforce, and maintaining a workplace that is equitable, inclusive and safe for all employees. From recruiting practices, to pay and benefits, promotions, and all other aspects of employment with us, an environment of equity is of the utmost importance.

We not only recognize that you, our employees, comprise a wide range of backgrounds and characteristics, but we believe those differences should be celebrated and valued. Whether it's race, religion, gender, national origin, ancestry, color, language, age, marital status, sexual orientation, gender identity, gender expression, transgender, reproductive decision making, pregnancy, physical or mental disability, medical condition, genetic information/characteristics, military/veteran status, political affiliation or any other characteristic, these are parts of each of you that contribute to your experiences as humans, and ultimately to the knowledge and expertise that make you a valuable asset to the Company.

Amador County Wine Heritage District is committed and determined that there is access, opportunity and advancement for all individuals. We are always looking for ways in which we can cultivate an inclusive work environment, strengthen our cultural competency, and train our managers and employees to provide opportunities for growth and development.

It is our intention that all our employees, regardless of any particular background or characteristic, are always treated with respect and dignity. Likewise, we expect that as our employees, you treat your coworkers, supervisors and other team members with the same dignity and respect at all times.

Disrespect, inappropriate behavior or conduct toward others will not be tolerated and may subject an employee to disciplinary action, up to and including termination.

If you feel you have been mistreated, harassed, or discriminated or retaliated against in violation of the Company's Harassment, Discrimination and Retaliation Prevention policy, please contact your supervisor.

EMPLOYMENT STATUS

Employment Application

We rely upon the accuracy of information contained in the employment application and/or the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

Immigration Reform and Control Act

In compliance with the federal Immigration Reform and Control Act of 1986 (IRCA), as amended, our Company is committed to employing only individuals who are authorized to work in the United States.

Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form

I-9 and present documentation establishing identity and employment eligibility.

If an employee is authorized to work in this country for a limited time period, the individual will be required to submit proof of renewed employment eligibility prior to expiration of that period to remain employed by the Company.

Anniversary Date

The first day you work a scheduled shift as a regular employee will be your anniversary date. This date may be used to determine eligibility for various benefits and calculate tenure.

Employment Classifications

There are a number of classifications into which an employee might fall. These include: Full-time, Part-time, and Seasonal.

Employee Classifications:

1. Full-Time Employees: A full-time employee is an employee who is assigned a definite work schedule of at least thirty (30) hours per work week. The definition of Full-Time employee may be different for some purposes such as medical benefits.
2. Part-Time Employees: A part-time employee is an employee who is regularly assigned a work schedule of fewer than thirty (30) hours per work week. Part-time employees are generally not eligible for employee benefits, other than paid sick leave, and any benefits required under state or federal law.
3. Seasonal Employees: A seasonal employee is an employee who falls within one or more of the following categories: individuals who are expected to be employed for less than six months at the time of hire; individuals whose hourly work schedule per week is expected to be irregular or on an as-needed basis; individuals who are hired as interim replacements to assist in the completion of a specific project or for time off relief; individuals working through a school or educational program.

Employment beyond any initially stated period does not in any way imply a change in employment status. Seasonal employees retain that status until they are notified of a change. Seasonal employees are not eligible for any of the Company's benefit programs, other than paid sick leave, and any benefits required under state or federal law.

4. Inactive Status: Employees who are on any type of leave of absence, work-related or non-work-related, that exceeds any protected state, federal or local leave of absence will be placed on inactive status.

Unless health benefits extension is covered by local, state or federal law, benefits will terminate according to our insurance carrier's policy. Employees on inactive status may be eligible under the Consolidated Omnibus Budget Reconciliation Act (COBRA) or the California Continuation Benefits Replacement Act (Cal-COBRA) to elect to continue their health care coverage at the employee's expense. Contact the Accounting Manager for more information.

All positions will further be designated as Non-Exempt or Exempt:

1. Non-Exempt: Non-Exempt Employees are entitled to overtime pay and other requirements as required by applicable federal and state law.
2. Exempt Employees: Exempt Employees are not entitled to overtime pay pursuant to applicable federal and state laws.

Employees will be informed of their assigned employment classification upon hire and as modified. Any questions regarding employment classification should be directed to your manager.

WAGES

Wage Information

The Company maintains a compensation program which compensates employees for the position held and their performance in that position. Compensation adjustments may be determined on the basis of performance, adherence to the Company's policies and procedures, the employee's proven ability to meet or exceed the assigned duties and in compliance with State, Federal and Local regulations. In addition, the overall success of the Company will be considered when evaluating compensation increases.

Workweek and Pay Period

The Company's workweek for wage calculation is 12:01 a.m. Monday to midnight on Sunday.

Payroll is on a bi-weekly schedule with checks issued every other Friday. Timesheets are to be turned in to the Executive Director by Noon on Sunday at the end of each pay period. Checks are generally distributed on the Friday following the end of the pay period. Should the established pay day fall on a holiday, checks will be issued the last working day prior to the holiday. Checks may not be picked up by anyone other than the employee unless the Company is authorized in advance and in writing by the employee.

The Company offers direct deposit as a convenience for employees. To begin automatic deposit, employees must complete a Direct Deposit Enrollment form and return it to payroll.

Any errors in your payroll must be immediately reported to your manager.

The Company does not provide payroll advances or otherwise lend any money to employees.

Timekeeping

The Company requires all non-exempt employees to report actual time worked on a electronic timecard. Non-exempt employees must accurately record the beginning and end of each shift, including the beginning and ending of the employee's meal break. All times an employee is engaged in work must be reported as hours worked.

Altering, falsifying, or tampering with your own time records, or recording time on another employee's time record, will subject the employee(s) involved to disciplinary action, up to and including termination.

Exempt employees will be required to report any absences in compliance with Federal and State regulations.

Non-Exempt employees are strictly prohibited from performing any "off-the-clock" work and during meal and rest periods. This includes, but is not limited to:

- Accessing your email through any device; laptop, smartphone, or any other device, and responding to or sending work-related emails;
- Logging onto the Company's computers through remote computing access or any other cloud computing or remote services (including SaaS, Webmail, Outlook, virtual meetings, or any other similar Company provided service);
- Checking voicemails and responding to phone calls or voicemails; or
- Texting others for work purposes.

Employees must report all of their working time, no matter how short in duration. This includes any work performed at work, at home, or anywhere else on behalf of the Company including work performed in hard copy, electronic format or on Company or personal equipment. Employees are required to report all hours worked, including overtime, even if the hours were not previously approved by their manager or management. Violations of this rule will subject the employee to disciplinary action, up to and including termination.

Remote Electronic Usage

Non-exempt employees are not permitted to check their email or perform any work while “off the clock.” This includes, but is not limited to:

- Accessing your email through any device; laptop, smartphone, or any other device, and responding to or sending work-related emails;
- Logging onto the Company's computers through remote computing access or any other cloud computing or remote services (including SaaS, Webmail, Outlook, GoToMeeting, or any other similar Company provided service);
- Checking voice mails and responding to phone calls or voicemails; or
- Texting others for work purposes.

Overtime

Non-exempt employees will be paid overtime where appropriate. Overtime is any work performed beyond 8 hours in a day, beyond 40 hours worked in a week and the first 8 hours worked on the 7th consecutive day of work in the established workweek. Overtime is paid at a rate of 1.5 times the employees' regular rate of pay. Double time is any work performed beyond 12 hours in a day and any hours worked beyond 8 on the 7th consecutive day of work in the established workweek. Double time is paid at a rate of 2 times the employees' regular rate of pay.

Only hours worked are counted when computing overtime. Holiday, vacation, or sick or other forms of compensable hours which are not actually worked are not considered when calculating overtime.

Paycheck Deductions/Garnishments

The Company is required by law to make certain deductions from your paycheck each pay period. Such deductions typically include federal and state taxes and Social Security (FICA) taxes. All deductions and the amount of the deductions are listed on your pay stub. These deductions are totaled each year for you on your Form W-2, Wage and Tax Statement.

When an employee's wages are garnished by a court order, our Company is legally bound to withhold the amount indicated in the garnishment order from the employee's paycheck. Our Company will, however, honor federal and state guidelines which protect a certain amount of an employee's income from being subject to garnishment.

Should an employee identify an error in their deductions or garnishments, they must immediately report their concern to payroll for further evaluation and correction.

Meal Periods

Each non-exempt employee is authorized and permitted to take a minimum of 30-minute unpaid meal period during each day in which he or she works at least five (5) hours. Each non-exempt employee must begin his or her 1st meal period before working over five (5) hours and is entitled to a 2nd unpaid meal period before working ten (10) hours. If an employee works over 10 hours, but not more than 12 hours, the employee may voluntarily waive his/her 2nd meal period as long as he/she has taken the first meal period. If an employee works a shift that is less than six (6) hours, the employee may voluntarily waive his/her meal period. However, the shift must be completed in six (6) hours and a meal period waiver must be on file in

advance of the employee skipping the meal period in order to take advantage of this exception. Amador County Wine Heritage District does not require its employees to waive meal periods.

Duration of Shift in Hours	0 Meal Breaks	1 Meal Break (Unpaid)	2 Meal Breaks (Unpaid)
0 – 5:00	X		
5.01 – 6:00		X (unless valid waiver)	
6.01 – 10:00		X	
10.01 – 12:00			X (unless valid waiver of second meal break) (first meal break must have been taken)
12.01 +			X (no waiver of either break available)

Rules Related to Meal Periods:

1. Non-exempt employees who work more than five (5) hours in the workday are provided an unpaid meal break (of at least 30 minutes), which must begin no later than before the end of the fifth hour of work. For example, employees who start working at 8:00 a.m. must begin their meal period no later than 12:59 p.m.
2. Non-exempt employees are provided a 2nd unpaid meal break before they work over 10 hours. (Employee can waive this 2nd meal period if they will complete their shift in less than 12 hours and have taken their first meal break.)
3. Employees are relieved of all duty during their meal periods
4. The meal periods are uninterrupted and at least 30 minutes in length
5. Employees are free from the control of the employer during their meal periods
6. Employees are free to leave the premises during their meal periods.
7. Employees are required to clock out for their meal periods and must record the time the meal period started and ended on their timecard

In limited situations, certain designated employees may be required to work an on-duty meal period due to the nature of the employee's duties. Only if the nature of your job duties requires it, and you and the company have agreed to an on-duty meal period in writing, will you be permitted to take an on-duty meal period. In this situation, your on-duty meal period will be paid and treated as hours worked.

If, for any reason, an employee believes that he/she is not being provided or afforded meal breaks in accordance with the rules set forth above, the employee must immediately report the concern to the Executive Director. No employee will be retaliated against for bringing a complaint related to meal or rest breaks to management's attention.

Rest Periods

Each non-exempt employee is authorized and permitted to take a paid ten (10) minute rest period for every

four (4) hours worked or major fraction thereof. However, employees whose total daily work time is less than three and one-half (3½) hours are not entitled to any paid rest period. Rest periods should be taken near the middle of the morning and afternoon work periods.

Hours Worked	Number of 10-minute Rest Breaks
0 to 3.5 hours	0
3.5 to 6 hours	1
6 to 10 hours	2
10 to 14 hours	3

Rest periods should not be added to meal breaks nor can they be subtracted from the number of hours you are assigned to work each day. Employees are free to leave the premises during rest periods however must be back by the end of the 10 minutes. Employees are not expected to remain “on-call” or available to respond to messages, monitor radios, telephones, email, or other devices during meal and rest periods. Employees who do not adhere to Company policies and state law regarding meal breaks and rest periods will be subject to disciplinary action, up to and including termination.

The Company provides cool-down rest and recovery periods as needed to prevent heat illness for: (1) employees who perform work outdoors when temperatures are 80 degrees or higher; or (2) employees who perform work indoors when temperatures reach 82 degrees or higher as required by applicable law.

If, for any reason, an employee believes that he/she is not being provided or afforded rest breaks in accordance with this policy, the employee should immediately report the concern to the Executive Director. No employee will be retaliated against for bringing a complaint related to rest breaks to management's attention.

BENEFITS AND LEAVES OF ABSENCE

Paid Sick Leave

All employees are entitled to paid sick time.

Employees are permitted to use no more than 40 hours or 5 days (whichever is greater) of Paid Sick Leave within each calendar year. Employees must work ninety (90) days before they can use Paid Sick Leave.

Employees may elect to use Paid Sick Leave by making a written or oral request to the Executive Director for purposes outlined below. If the need for Paid Sick Leave is foreseeable, employees must provide such notice to their manager. Available Paid Sick Leave may be used in two-hour increments. Employees may not use more sick leave than they have accrued or receive an advance of sick leave that has not yet been accrued.

Sick leave may be taken for the following reasons:

- The diagnosis, care, or treatment of an existing health condition, or preventive care for you or your family member, or
- to obtain or attempt to obtain any relief, including but not limited to, a temporary restraining order, restraining order, or other injunctive relief, to help ensure the health, safety, or welfare of the victim or their child.
- to seek, obtain, or assist a family member to seek or obtain, medical attention for or to recover from injuries caused by a qualifying act of violence;
- to seek, obtain, or assist a family member to seek or obtain services from a domestic violence shelter, program, rape crisis center, or victim services organization or agency as a result of a qualifying act of violence;
- to seek, obtain, or assist a family member to seek or obtain psychological counseling or mental health services related to an experience of a qualifying act of violence;
- to participate in safety planning or take other actions to increase safety from future qualifying acts of violence;
- to relocate or engage in the process of securing a new residence due to the qualifying act of violence, including, but not limited to, securing temporary or permanent housing or enrolling children in a new school or childcare;
- to provide care to a family member who is recovering from injuries caused by a qualifying act of violence;
- to seek, obtain, or assist a family member to seek or obtain civil or criminal legal services in relation to the qualifying act of violence;
- to prepare for, participate in, or attend any civil, administrative, or criminal legal proceeding related to the qualifying act of violence; or
- to seek, obtain, or provide childcare or care to a care-dependent adult if the childcare or care is necessary to ensure the safety of the child or dependent adult as a result of the qualifying act of violence.

In addition, an employee who is a victim (of a violent or serious felony crime, or theft or embezzlement), an immediate family member of a victim, a registered domestic partner of a victim, or the child of a registered domestic partner of a victim can use paid sick leave to attend judicial proceedings related to that crime.

For purposes of Paid Sick Leave, "Family Member" is defined as any of the following:

1. A child, biological, adopted, foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis. This definition of a child is applicable regardless of age or dependency

status

2. A biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child
3. A spouse
4. A registered domestic partner
5. A grandparent
6. A grandchild
7. A sibling
8. A person designated by you at the time you request paid sick leave. You will be limited to making this designation once per 12-month period for purposes of paid sick leave.

For purposes of this policy, "qualifying act of violence" means any of the following, regardless of whether anyone is arrested for, prosecuted for, or convicted of committing any crime:

- domestic violence;
- sexual assault;
- stalking; or
- an act, conduct, or pattern of conduct that includes any of the following:
 - In which an individual causes bodily injury or death to another individual;
 - In which an individual exhibits, draws, brandishes, or uses a firearm, or other dangerous weapon, with respect to another individual; or
 - In which an individual uses or makes a reasonably perceived or actual threat to use, force against another individual to cause physical injury or death.

Unless the employee advises the Company otherwise, we will assume, subject to applicable law, that employees want to use available paid sick leave for absences for reasons set forth above and employees will be paid for such absences to the extent they have paid sick leave available.

Employees will be notified of their available paid sick leave on each itemized paystub.

Paid Sick Leave will be paid at the employees' regular rate of pay. Sick leave absences after an employee has exhausted their frontloaded paid sick time may require evaluation for a leave of absence and/or information from a physician to ensure the employee can safely return to work.

The Company has established the 12-month period for Sick Leave as January 1st through December 31st. Unused Paid Sick Leave does not carry over from year to year and unused Paid Sick Leave will not be paid out upon separation of employment. Employees who separate employment and return to the employer within 12 months will have the amount of available sick leave upon separation reinstated upon rehire.

Sick leave will run concurrently with other types of leave where permitted under applicable law.

An employee will not be retaliated or discriminated against for the request or use of paid sick leave as defined. Sick leave will run concurrent with leaves of absence where permitted by state and federal regulations.

This Paid Sick Leave policy is intended to comply with California's Healthy Workplaces/Healthy Families Act requirements and should be construed and implemented accordingly.

Paid Sick Leave and Workers' Compensation Benefits

Paid sick leave is a benefit that also covers absences for work-related illness or injury. Employees who have a work-related illness or injury are covered by workers' compensation insurance. However, workers' compensation benefits usually do not cover absences for medical treatment. When you report a work-related illness or injury, you will be sent for medical treatment, if treatment is necessary. You will be paid your regular wages for the time you spend seeking initial medical treatment.

Any further medical treatment will be under the direction of the health care provider. Any absences from work for follow-up treatment, physical therapy or other prescribed appointments will not be paid as time worked. If you have accrued and unused paid sick leave, you may use paid sick leave to receive pay for these absences.

If you do not have accrued, paid sick leave, or if you have used all of your sick leave, you may choose to substitute *vacation* for further absences from work, related to your illness or injury.

Vacation

Regular Full-time Employees are eligible to earn vacation after completion of one year of service. Thereafter, eligible employee's vacation is defined below based on years of employment. Vacation accrual is based on an employee's anniversary date.

Regular Full-Time Employees:

Years of Service	Annual Vacation Hours Accrual
0 months to 1 year	10 days
2 – 4 years	15 days
5- 9 years	20 days
10 + years	30 days

Exempt and Contracted Full-Time Employees: Vacation hours as stated in employee's contract.

The Company encourages that each employee will exhaust his or her annually awarded vacation time each year to take time off to relax and enjoy personal endeavors; however, it is recognized that this is not always possible. Unused vacation will accrue from year-to-year, based on the employee's specific anniversary date, up to a maximum of 1.5 times the annual allotment of vacation that the employee is eligible to earn.

Once you have accrued the maximum amount of vacation leave that you may accrue under this policy (the cap), you are no longer eligible to earn additional vacation. Once you take some vacation and your balance drops below the cap, you will once again be eligible to earn vacation until you again reach the cap.

All requests should be submitted to through the company's electronic timekeeping system for review and approval by your manager as far in advance as possible. Preference to employee time off requests will be given in the order in which they are received. No more than two weeks of vacation can be taken at a time without approval from the Executive Director. The Company reserves the right to cancel and/or refuse requests for time off of work, whether or not previously granted.

Employees are not permitted to take an advance on vacation that has not yet been earned. A request to take time off without pay, when no accrued time is available, will be considered on a case-by-case basis and may be granted at the discretion of your manager based upon many business factors.

Employees do not accrue vacation leave if they are on a leave of absence for any reason, including, but not limited to, an industrial or non-industrial injury, disability or medical leave or pregnancy disability leave.

The Company maintains records regarding vacation days accrued and used. Employees should check their vacation leave balance on a regular basis to ensure that they have been credited with the correct amount of accrued vacation hours. If it is believed that the accrual amount indicated is in error, then the employee must immediately notify the Executive Director the Accounting Manager for a vacation account review.

Accrued and unused vacation will be paid out upon separation of employment.

Holidays

New Year's Day
President's Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Christmas Eve
Christmas Day

Employees will be paid holiday pay equivalent to the number of hours they are normally scheduled to work on the day which the holiday falls to a maximum of eight hours.

Employees are not eligible to receive holiday pay while they are on any leave of absence or when requested to work during a paid holiday and the employee refuses to do so.

When a holiday falls on a Saturday or Sunday, it is usually observed on the preceding Friday or the following Monday. However, Amador County Wine Heritage District may grant another day off in lieu of closing. Holiday observance will be announced in advance.

Non-exempt employees are eligible for paid holidays after completion of the 90 day probationary period. Holidays that are paid but not worked do not count for overtime purposes. To be eligible for a paid holiday, you must be regularly scheduled to work on the day on which the holiday is observed and must work your regularly scheduled working days immediately before and immediately after the holiday, unless an absence on either day is approved in advance by your supervisor or the absence is otherwise protected by law. If you are required to work on a paid scheduled holiday you will receive Straight time.

Medical Insurance Benefits

Detailed in individual offer letter to employee.

Dental & Vision Insurance

Detailed in individual offer letter to employee.

Retirement Plan

Detailed in individual offer letter to employee.

COBRA

The Federal Consolidated Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the Company's group health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, death of an employee, a reduction in an employee's hours or leave of absence, divorce or legal separation, and a dependent child no longer meeting eligibility requirements. Under COBRA, the employee or beneficiary pays the full cost of coverage at Company's

group rates plus an administration fee. The Company provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under the Company's group health insurance plan. The notice contains important information about the employees' rights and obligations.

Pregnancy Disability Leave and Pregnancy Accommodation

It is the policy of Amador County Wine Heritage District to provide pregnancy disability leave to employees in accordance with the California Pregnancy Disability Act.

An employee will be provided pregnancy disability leave for that period of time when she is disabled and unable to work due to pregnancy, childbirth, breastfeeding, and/or related medical condition up to a cumulative maximum of four months' (one-third of a year or 17 1/3 weeks) of leave per pregnancy. The four-month period is defined as the number of days the employee would normally work within four calendar months, if the leave is taken continuously, following the date the pregnancy disability leave commences. For a full-time exempt employee or a full-time hourly employee who works 40 hours per week, the employee is entitled to 694 hours of leave. For hourly employees who work more or less than 40 hours per week, the number of working days/hours of leave is calculated on a pro rata or proportional basis. If an employee's schedule varies from month to month, a monthly average of the hours worked over the four-month period prior to the beginning of the leave will be used to calculate the employee's normal work month.

A pregnant employee is entitled to reasonable accommodation in the workplace, where medically necessary or advisable and if no undue hardship is caused to the Company. Such accommodation may include a temporary job transfer or temporary reassignment of non-essential job duties. The following rules and policies apply to all requests for pregnancy disability leave, transfer and/or pregnancy accommodation in the workplace.

Employees who need to take pregnancy disability leave must inform the Company when a leave is expected to begin and how long it will likely last. Prior to the commencement of a pregnancy disability leave, the employee may be required to present her health care provider's certificate certifying that she is disabled and unable to work as a result of the pregnancy, childbirth, or related medical condition, and the employee must return to work as soon as her health care provider certifies that she is again capable of working. Pregnancy disability leave begins when ordered by the employee's health care provider. Where required, the certification from the employee's health care provider should contain:

- a description of the requested reasonable accommodation or transfer;
- a statement describing the medical advisability of the reasonable accommodation or transfer because of pregnancy; and
- the date on which the need for reasonable accommodation or transfer became or will become medically advisable and the estimated duration of the reasonable accommodation or transfer.
- Where required, a medical certification in support of a request for PDL is sufficient if it contains:
 - a statement that the employee needs to take pregnancy disability leave because the employee is disabled by pregnancy, childbirth or a related medical condition;
 - the date on which the employee became disabled because of pregnancy; and the estimated duration of the leave.

Such certification must be provided within 15 days of the request to provide is made by AMADOR COUNTY WINE HERITAGE DISTRICT.

If the need for a leave or job transfer is foreseeable, employees should provide notification at least 30 days before the pregnancy disability leave or job transfer is to begin. If 30 days' advance notice is not possible, notice must be given as soon as practical. Employees must also consult with the Human Resources Department regarding the scheduling of any planned medical treatment or supervision in order to minimize disruption to the operations of the Company.

Upon the request of a pregnant employee and recommendation of the employee's health care provider, the employee's work assignment may be changed if necessary to protect the health and safety of the employee and her child. Requests for temporary transfers of non-essential job duties will be reasonably accommodated if the jobs and rights of others are not unduly affected and there is no undue hardship to the Company.

While on pregnancy disability leave, an employee's Company-sponsored health benefits will be continued, and the employee will be responsible for her share of the regular co-pay as if she were continuing to work. No sick, holiday, or vacation benefits will accrue during a pregnancy disability leave of absence.

Duration of the leave will be determined by the advice of the employee's health care provider, but a pregnancy disability leave may not exceed, cumulatively, four months or 17 1/3 weeks. Pregnancy disability leave includes any period of time of actual disability caused by the employee's pregnancy, childbirth, or related medical condition, including time off for severe morning sickness, prenatal or postnatal care, bed rest, gestational diabetes, pregnancy-induced hypertension, preeclampsia, post-partum depression, and/or loss or end of pregnancy.

Leave does not need to be taken in one continuous period of time and may be taken intermittently, as needed. For employees who take intermittent leave or work a reduced work schedule during pregnancy disability leave, the Company will account for increments of intermittent leave or reduced work schedules using an increment no greater than the shortest period of time the Company uses to account for use of other forms of leave, but not greater than one hour. If the employee's health care provider provides medical certification that an employee has a medical need to take intermittent leave or leave on a reduced work schedule because of pregnancy, the Company may require the employee to transfer temporarily to an available alternative position that meets the needs of the employee. If the Company requires the employee to transfer to an alternative position, the employee will receive the same rate of pay and benefits as those earned in the employee's regular position.

Under most circumstances, upon submission of a medical certification that an employee is able to return to work from a pregnancy disability leave, an employee will be reinstated to her same position held at the time the leave began or to a comparable position, if one is available. However, an employee returning from pregnancy disability leave has no greater right to reinstatement to the same position (or a comparable position) than if she had been continuously employed with the Company. If an employee returning from pregnancy disability leave cannot be reinstated to her original position, the Company will evaluate the current job vacancies and will endeavor to provide a comparable position for which she is qualified on her scheduled reinstatement date or within 60 calendar days of that scheduled reinstatement date. During this 60-calendar day period, the Company will affirmatively look for comparable vacancies and will provide notice to the employee of available positions in person, by letter, telephone or email, or by links to postings on the Company's website (if the Company devotes a section on the website to job openings.)

Such above stated leave will be unpaid unless Paid Sick Leave is available. If Paid Sick Leave is available, it must be used during Pregnancy Disability Leave. The use of vacation is not required.

Pregnancy Disability Leave may run concurrently with other leaves where applicable and in accordance with State and Federal laws.

Please contact the Executive Director the Accounting Manager for more information and/or to request use of Pregnancy Disability Leave.

Lactation Accommodation

The Company recognizes lactating employees' rights to request lactation accommodation and accommodates lactating employees by providing a reasonable amount of break time and a suitable lactation location to any employee who desires to express breast milk for their infant child, subject to exception allowed under applicable law.

If possible, the break time should run concurrently with your normally scheduled break time. Any break time to express breast milk that does not run concurrently with your normally scheduled break time shall be unpaid.

The lactation location will be private (shielded from view and free from intrusion from co-workers and the public) and located close to your work area. The location will be safe, clean and free of toxic or hazardous materials; have a surface to place a breast pump and other personal items; have a place to sit; and have access to electricity or alternative devices (including, but not limited to extension cords or charging stations) needed to operate an electric or battery-powered breast pump. The Company will also provide access to a sink with running water and a refrigerator suitable for storing milk in close proximity to your workspace. If a refrigerator cannot be provided, The Company will provide another cooling device suitable for storing milk, such as an employer-provided cooler. The lactation location will not be a bathroom or restroom. The room or location may include an employee's private office if it otherwise meets the requirements of the lactation space. Multi-purpose rooms may be used as lactation space if they satisfy the requirements for space; however, use of the room for lactation takes priority over other uses for the time it is in use for lactation purposes.

Employees who desire lactation accommodations should contact the Executive Director the Accounting Manager to request accommodations. An employee's request may be provided orally, by email, or in writing, and need not be submitted on a specific form. We will engage in an interactive process with you to determine when and where lactation breaks will occur. If we cannot provide a break time or a location that complies with this policy, we will provide a written response to your request.

The Company will not tolerate discrimination or retaliation against employees who exercise their rights to lactation accommodation, including those who request time to express milk at work and/or who lodge a complaint related to the right to lactation accommodation. If you believe you have been denied reasonable break time or adequate space to express milk or have been otherwise been denied your rights related to lactation accommodation, you have the right to file a complaint with the Labor Commissioner.

California Family Rights Act (CFRA)

California's California Family Rights Act (CFRA) provides up to 12 workweeks of unpaid family/medical leave within a 12-month period, under the following conditions:

- You have been employed with the Company for a total of at least 12 months prior to the commencement of leave. The 12 months of employment must have accumulated within the previous seven years (certain exceptions apply).
- You have worked at least 1,250 hours during the previous 12-month period before the need for leave.

Leave may be taken for one or more of the following reasons:

- Your serious health condition that makes you unable to perform your job.
- To care for your family member who has a serious health condition. For purposes of CFRA leave, a "family member" includes your:
 - Spouse
 - Parent
 - Child of any age
 - Registered domestic partner
 - Grandparent
 - Grandchild

- Sibling
 - Parent-in-law
 - A person designated by you at the time you request CFRA leave. You will be limited to making this designation once per 12-month period for purposes of CFRA leave.
-
- The birth of your child, or placement of a child with you for adoption or foster care.
 - Because of a qualifying exigency related to covered active duty or a call to covered active duty of your spouse, registered domestic partner, child, or parent in the Armed Forces of the United States. (See Qualifying Exigencies Related to Active Duty below).

Please note that incapacity due to pregnancy, prenatal medical care or childbirth is not an eligible reason for CFRA leave. (See the *Pregnancy Disability Leave Policy* for more information).

For additional information about eligibility for CFRA leave, contact Executive Director the Accounting Manager.

Qualifying Exigencies Related to Active Duty

Eligible employees whose spouse, domestic partner, child or parent is on covered active duty or call to covered active-duty status may use their 12-week leave entitlement for certain qualifying exigencies. Qualifying exigencies may include, but are not necessarily limited to, attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

Calculating the 12-month Period

For purposes of calculating the 12-month period during which 12 weeks of CFRA leave may be taken, Amador County Wine Heritage District uses *the rolling year measured backward from the date an employee uses any CFRA leave, calendar year*.

Pregnancy, Childbirth or Related Conditions and Baby Bonding

Leave because of a disability for pregnancy, childbirth or related medical condition is not counted as time used under CFRA leave. Employees who take time off for pregnancy disability will be placed on pregnancy disability leave (PDL). (See *Pregnancy Disability Leave policy* for more information.)

Once the pregnant employee is no longer disabled, or once the employee has given birth and exhausted PDL, the employee may apply for leave under the CFRA, for purposes of baby bonding.

Any leave taken for the birth, adoption, or foster care placement of a child does not have to be taken in one continuous period of time. CFRA leave taken for the birth or placement of a child will be granted in minimum amounts of two weeks. However, the Company will grant a request for a CFRA leave (for birth/placement of a child) of less than two weeks' duration on any two occasions. The Company may also grant additional requests for leave lasting less than two weeks at its discretion. Any leave taken must be concluded within one year of the birth or placement of the child with the employee.

Leave Procedures

The following procedures shall apply to CFRA leave:

- Please contact your manager and the Executive Director the Accounting Manager as soon as you realize the need for family/medical leave. If the leave is based on the expected birth, placement for adoption or foster care, or planned medical treatment for your serious health condition or that of a family member, you must notify the Company at least 30 days before leave is to begin. You must consult with your supervisor regarding scheduling of any planned medical treatment or supervision in order to minimize disruption to the operations of the Company. Any such scheduling is subject

to the approval of your health care provider or the health care provider of your family member.

- If you cannot provide 30 days' notice, the Company must be informed as soon as is practical.
- If the CFRA request is made because of your own serious health condition, the Company may require, at its expense, a second opinion from a health care provider that the Company chooses. The health care provider designated to give a second opinion will not be one who is employed on a regular basis by the Company.
- If the second opinion differs from the first opinion, the Company may require you, at the Company's expense, to obtain the opinion of a third health care provider designated or approved jointly by you and the employer. The opinion of the third health care provider shall be considered final and binding on you and the Company.

Certification

Amador County Wine Heritage District requires you to provide certification. You will have 15 calendar days from the Company's request for certification to provide it to the Company, unless it is not practical to do so. The Company may require recertification from the health care provider if you request additional leave upon expiration of the time period in the original certification. (For example, if you need two weeks of family and medical leave, but following the two weeks you need intermittent leave, a new medical certification will be requested and required.) If you do not provide medical certification in a timely manner to substantiate the need for family and medical leave, the Company may delay approval of the leave, or continuation thereof, until certification is received. If certification is never received, the leave may not be considered CFRA leave.

If the leave is needed to care for a sick family member, you must provide a certification from the health care provider stating:

- Date of commencement of the serious health condition
- Probable duration of the condition
- Estimated amount of time for care by the health care provider
- Confirmation that the serious health condition warrants your participation

If your serious health condition is the reason for leave, you must provide a certification from the health care provider stating:

- Date of commencement of the serious health condition
- Probable duration of the condition
- Your inability to work at all or to perform any one or more of the essential functions of your position because of the serious health condition

If you are on leave because of your own serious health condition, the Company will also require a medical release to return to work from or certification from your health care provider that you are able to resume work.

Failure to provide a release to return to work from your health care provider may result in denial of reinstatement until the certificate is obtained.

Leave Related to Military Service

A leave taken due to a "qualifying exigency" related to military service must be supported by a certification of its necessity. Special certification requirements apply to leaves related to military service.

Time Accrual

Please contact the Executive Director the Accounting Manager with any questions regarding accrual of other Company provided paid leave benefits (such as vacation or sick leave) during unpaid CFRA leave.

Carryover

Leave granted under any of the reasons provided by CFRA and/or FMLA will be counted as family/medical leave and will be considered as part of the 12-workweek entitlement in any 12-month period. No carryover of unused leave from one 12-month period to the next 12-month period is permitted.

Intermittent Leave

You may take CFRA leave intermittently (in blocks of time, or by reducing your normal weekly or daily work schedule) if the leave is for your serious health condition or that of a qualifying family member and the reduced leave schedule is medically necessary as determined by the health care provider of the person with the serious health condition. The smallest increment of time that can be used for such leave is *one hour maximum*.

See also the discussion of *Pregnancy, Childbirth or Related Conditions and Baby Bonding* above.

Time Off for Jury Duty and Witness Duty and for Victims of Crimes

In the following instances, employees are eligible for unpaid time off from work when necessary, as described below. Employees will be paid in accordance with Federal and State regulations as described below.

Jury Duty

Employees who are called to jury duty will be released from work on leave during their period of jury service. An employee called to jury duty must: (1) promptly present to his or her manager a copy of the jury duty summons; (2) report daily for work before and/or after jury duty as is reasonably practicable; and (3) present to his or her manager proof of service upon completion of jury duty.

Exempt employees will be paid for any week when the employee works any part of the work week. Nonexempt employees summoned for Jury Duty will be unpaid while serving. Employees will be compensated for their regularly scheduled hours on the days which they serve. Employees released from Jury Duty service before the end of their scheduled workday must report to work upon release.

Witness Duty

The Company will also grant unpaid time off for court appearances as a witness when the employee is required to appear as a result of a court-ordered subpoena. Employees must notify their manager of the need for time off for a court appearance as soon as the subpoena is received and present the manager with a copy of the subpoena.

Leave for Victims of Crime or Abuse (Including Domestic Violence, Sexual Assault, or Stalking)

An employee who is a victim or whose family member is a victim of a qualifying act of violence, may take up to twelve (12) weeks of unpaid leave in any 12-month period for the following reasons:

- To obtain or attempt to obtain any relief for the family member. Relief includes, but is not limited to, a temporary restraining order, restraining order, or other injunctive relief, to help ensure the health, safety, or welfare of the family member of the victim.
- To seek, obtain, or assist a family member to seek or obtain, medical attention for or to recover from injuries caused by a qualifying act of violence.
- To seek, obtain, or assist a family member to seek or obtain services from a domestic violence shelter, program, rape crisis center, or victim services organization or agency as a result of a qualifying act of violence.
- To seek, obtain, or assist a family member to seek or obtain psychological counseling or mental health services related to an experience of a qualifying act of violence.
- To participate in safety planning or take other actions to increase safety from future qualifying acts

of violence.

- To relocate or engage in the process of securing a new residence due to the qualifying act of violence, including, but not limited to, securing temporary or permanent housing or enrolling children in a new school or childcare.
- To provide care to a family member who is recovering from injuries caused by a qualifying act of violence.
- To seek, obtain, or assist a family member to seek or obtain civil or criminal legal services in relation to the qualifying act of violence.
- To prepare for, participate in, or attend any civil, administrative, or criminal legal proceeding related to the qualifying act of violence.
- To seek, obtain, or provide childcare or care to a care-dependent adult if the childcare or care is necessary to ensure the safety of the child or dependent adult as a result of the qualifying act of violence.

If any employee's family member is a victim who is not deceased as a result of crime, and the employee is not a victim, the employee may only take a leave of ten (10) days under this policy. If an employee's family member is a victim who is not deceased as a result of a crime, and the employee is not a victim, and the employee takes leave to relocate or engage in the process of securing a new residence due to the qualifying act of violence, including, but not limited to, securing temporary or permanent housing or enrolling children in a new school or childcare, the employee may only take leave for five (5) days.

For purposes of this policy, "family member" means a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner, or designated person. "Designated person" means any individual related by blood or whose association with the employee is the equivalent of a family relationship. The designated person may be identified by the employee at the time the employee requests the leave may only designate one person per 12-month period.

For purposes of this policy, "qualifying act of violence" means any of the following, regardless of whether anyone is arrested for, prosecuted for, or convicted of committing any crime:

- domestic violence;
- sexual assault;
- stalking; or
- an act, conduct, or pattern of conduct that includes any of the following:
 - In which an individual causes bodily injury or death to another individual;
 - In which an individual exhibits, draws, brandishes, or uses a firearm, or other dangerous weapon, with respect to another individual; or
 - In which an individual uses or makes a reasonably perceived or actual threat to use, force against another individual to cause physical injury or death.

The Company may require proof of an employee's participation in these activities. Whenever possible, employees must provide Executive Director reasonable notice before taking any time off under this policy.

Leave under this policy is unpaid, but employees may substitute any accrued paid time off benefits for the unpaid leave provided under this policy. Leave under this policy does not extend the time allowable under the "Family and Medical Leave Act" and "California Family Rights Act" Policies.

No employee will be subject to discrimination or retaliation because of the employee's status as a victim or whose family member is a victim of a qualifying act of violence. An employee who is a victim, or whose family member is a victim, of a qualifying act of violence may request workplace accommodations such as a transfer, schedule modification, safety measures, or referral to victim assistance. The Company will engage in a good faith interactive process to determine reasonable accommodations, considering any immediate danger, as long as it does not cause undue hardship on business operations.

Time Off for Voting

In the event that an employee does not have sufficient time outside of working hours to vote in a statewide election, the employee may take off enough working time to enable him or her to vote. Such time off shall be taken at the beginning or the end of the regular working shift, whichever allows for more free time. An employee will be allowed to take off only that amount of time that is necessary to vote. Up to two hours of time off to vote is paid time off (exempt employees will be paid for a full day's work so long as the employee worked at least part of the workweek). Where possible, the employee shall give his or her manager at least two work days' notice that time off to vote is needed. Employees will be required to show proof of voting.

Parental Leaves for Children in School

School Appearance Leave

As required by California law, an employee will be granted unpaid time off as needed to attend to school disciplinary matters involving the employee's child. The employee must give reasonable notice to his or her manager prior to taking the time off work. Also, the employee will be required to present documentation from the school to his or her manager confirming that the visit took place.

Bereavement Leave

The Company will provide eligible employees up to five days of unpaid bereavement leave in accordance with the California Family Rights Act.

Eligibility

To be eligible for bereavement leave, you must be employed by the Company for at least 30 days prior to the start of leave.

Reasons for Leave

Eligible employees may take bereavement leave for the death of a family member.

As used in this policy:

- **Family member** means your child, parent, grandparent, grandchild, sibling, spouse, or domestic partner.
 - **Child** means a biological, adopted, or foster child; a stepchild; a legal ward; a child of a domestic partner; or a person to whom you stand in loco parentis.
 - **Parent** means a biological, foster, or adoptive parent; a parent-in-law; a stepparent; a legal guardian; or other person who stood in loco parentis to you when you were a child.
 - **Sibling** means a person related to another person by blood, adoption, or affinity through a common legal or biological parent.

Use of Leave

Eligible employees will be provided up to five days of unpaid bereavement leave in the event of the death of a family member. The five days of bereavement leave do not have to be taken consecutively. Bereavement leave must be completed within three months of the date of the family member's death.

You may elect to use any accrued vacation time or other accrued paid time off that you are eligible to take during the otherwise unpaid bereavement leave.

Bereavement leave will run concurrently with other federal/state laws where permitted by law.

Notice

If your need for leave is foreseeable, provide as much advance notice as possible. If unforeseeable, provide notice as soon as practical.

You may be required to provide reasonable documentation of your need for leave. This may include a death certificate, a published obituary, or written verification of death, burial, or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or government agency. This documentation must be provided within 30 days of your first day of leave.

All information received by the Company regarding your request for bereavement leave will be treated as confidential and will not be disclosed except to internal personnel or counsel, as necessary, or as required by law.

Retaliation

The Company will not retaliate against employees who request or take leave in accordance with this policy.

Reproductive Loss Leave

The Company will provide eligible employees with unpaid reproductive loss leave in accordance with California law.

Employees who have been employed for at least 30 days will be provided with up to five (5) unpaid days of reproductive loss leave following a reproductive loss event.

Employees who experience more than one (1) reproductive loss event within a 12-month period are limited to unpaid 20 days of reproductive loss leave in a 12-month period.

For purposes of this policy, a reproductive loss event means the day or, for a multiple-day event, the final day of a failed adoption, failed surrogacy, miscarriage, stillbirth, or an unsuccessful assisted reproduction via artificial insemination or an embryo transfer.

Leave may only be taken on regularly scheduled workdays. Leave does not need to be taken on consecutive days. Leave must be completed within three (3) months of the reproductive loss event, except that if the employee is on some other leave from work prior to or immediately following a reproductive loss event, the reproductive loss leave is available for use during the three (3) months following the end date of the other leave.

Reproductive loss leave is unpaid, except to the extent the employee is eligible for paid leave for these purposes under other Company policies. The employee may elect to use accrued vacation/PTO or sick leave to receive pay during any unpaid leave taken under this policy.

Leave provided pursuant to this policy will run concurrently with any other applicable leave of absence for covered reasons, to the maximum extent permitted by applicable law. The substitution of paid time for unpaid leave time does not extend the length of leave and the paid time will run concurrently with the employee's reproductive loss leave entitlement.

Employees must inform their supervisor prior to commencing reproductive loss leave. The Company will maintain the confidentiality of any employee requesting leave under this policy including information provided to the Company related to a request for leave.

The Company will not retaliate against employees who request or take leave in accordance with this policy.

Military Leave

Employees will be given necessary time off when required to fulfil military obligations of any branch of the

Armed Forces of the United States. Employees must inform the Executive Director and present the military orders as soon as received and provide advance notice, unless made impossible by military requirement, so proper arrangements may be made.

Employees qualifying for Military leave will be provided with unpaid time off in accordance with State and Federal wage and hour laws. Employees may elect to apply vacation time upon making a written request.

Employees will be reinstated upon completion of Military service in compliance with Federal and State Laws such as Uniformed Service Employment and Reemployment Rights Act. Such laws may impose timing requirements, therefore; it is important that the employee maintain communication with the employer on anticipated leave and return dates.

Personal Leave of Absence

The Company views each employee as essential to the operations of daily business. For this reason, no automatic personal leaves of absence are provided by the Company. A request for a personal leave of absence will be considered on a case-by-case basis. Important factors in determining whether the request will be granted include the employee's length of service to the Company, existing workloads, the job position of the employee, and the reason for the request (with sicknesses and emergencies beyond the control of the employee being considered more favorably). A personal leave of absence will be granted only after the employee's accrued vacation benefits have been exhausted. No personal leave of absence shall exceed four (4) weeks. (The exception to this limitation is a disability (non-pregnancy) leave of absence, which will be evaluated according to applicable state and federal law.)

During a personal leave of absence, no benefits will accrue. However, an employee who receives health insurance benefits through the Company may be given an opportunity to maintain his or her health insurance at his or her full expense under Consolidated Omnibus Budget Reconciliation Act (COBRA). The employee should check the applicable insurance policy and other plan documents for the extent of coverage or conversion provisions or restrictions imposed.

The Company will make reasonable efforts to return an employee on a personal leave of absence to the same or similar job held prior to the leave, subject to the Company's staffing and business requirements. If an employee's former position is unavailable when he/she is ready to return from an approved leave, every effort will be made to place the employee in a comparable position for which he or she is qualified. If such a position is not available, the employee will be offered the next suitable position for which he or she is qualified that becomes available, which may result in a decrease in pay.

An employee requesting Personal Leave must provide a written request one month in advance of the first day of requested leave.

Workers' Compensation

Employees must report immediately all job-related injuries to their manager, regardless of the severity of the injury. In accordance with state law, the Company provides insurance coverage for employees in case of work-related injury. The workers' compensation benefits provided to injured employees may include: medical care; monetary benefits to replace lost wages; and assistance to help qualified injured employees return to suitable employment. To ensure receipt of any workers' compensation benefits to which an employee is entitled, the employee must:

- Immediately report any work-related injury, illness or accident to his/her manager;
- Seek medical treatment and follow-up care (if required), with the health care provider designated by the Company; and
- Complete a written Employee's Claim for Workers Compensation Benefits (*DWC 1 Form*) and return it to the Executive Director.

Upon submission of a medical certification that an employee is able to return to work after a worker's compensation leave, the employee under most circumstances will be reinstated to his or her same position held at the time the leave began, or to an equivalent position, if available. An employee returning from a workers' compensation leave has no greater right to reinstatement than if the employee had been continuously employed rather than on leave. For example, if the employee on Workers' Compensation leave would have been laid off had he or she not gone on leave, or if the employee's position has been eliminated or filled in order to avoid undermining the Company's ability to operate safely and efficiently during the leave, and no equivalent or comparable positions are available, then the employee would not be entitled to reinstatement.

Workers Compensation Leave will run concurrent with any other applicable leave of absence such as FMLA, CFRA or any others in accordance with federal and state regulations.

An employee's return depends on his or her qualifications for any existing openings. If, after returning from a workers' compensation disability leave, an employee is unable to perform the essential functions of his or her job because of a physical or mental disability, the Company's obligations to the employee may include reasonable accommodation, as governed by the Fair Employment & Housing Act and/or the Americans with Disabilities Act.

The Corporation provides medical treatment for work-related injuries through a medical provider network that the Corporation has chosen to provide medical care to injured employees because of their experience in treating work-related injuries. This information is posted in the employee break room.

State of California Insurance Programs

California State Disability Insurance ("SDI") is funded by deductions from your paycheck as required by law. This entitles you to receive certain wage replacement benefits for non-job-related illness and injuries. Employees who are absent because of their own disability may be eligible for SDI benefits.

Paid Family Leave ("PFL") is a state-mandated insurance program within the SDI program. It applies to employees at companies of any size to provide them with partial wage replacement for up to eight (8) weeks in any twelve-month period while they are absent from work to care for a sick child, parent, spouse, registered domestic partner, or for the birth, adoption, or foster care placement of a new child of the employee or of the registered domestic partner. Like SDI, PFL does not create the right to a leave of absence and does not require the employer to create a leave of absence policy or guarantee reinstatement rights other than those already mandated by law.

The Company is required by law to withhold taxes which fund these programs from all employees' paychecks.

Contact the Human Resources Department for more information on the SDI and PFL programs. These programs are administered by the Employment Development Department. More information can be found at www.edd.ca.gov.

EMPLOYMENT ADMINISTRATION

Attendance and Punctuality

Regular attendance and punctuality are expected of all employees. Employees are expected to be in the office ready to work at their scheduled starting time each day. Employees are to remain on duty except during meal and rest periods. Employees should notify the Executive Director and receive approval in advance if they need time off for personal business. Doctor appointments and/or other personal matters should be scheduled during non-work hours whenever possible.

If an employee is unable to report to work or will be late, the employee is expected to notify the Executive Director as soon as possible, or at least four hours before the scheduled start time. An employee must call in each day that he/she is unable to attend work, unless he/she has already indicated the exact number of workdays that he/she will be absent from work.

If an employee must leave the office or the grounds during the workday, for illness or any other reason, the employee must notify Executive Director prior to leaving, except in emergency situations.

Continued tardiness or excessive absenteeism, other than for protected leaves, may result in disciplinary action, up to and including termination. Furthermore, any employee who does not report to work or contact their direct manager for three (3) consecutive days on which they are scheduled to work will be considered to have abandoned their position with the Company and will be terminated.

Absences protected by local, state and federal law do not count as a violation of the punctuality and attendance policy. Paid sick time protected under California law does not count as a violation of this policy.

Performance Management throughout Employment

The Company uses disciplinary action to counsel and coach employees such as when for example their work performance, behavior, conduct, attitude and/or compliance with safety rules or other workplace guidelines is unacceptable. Disciplinary action is used to ensure that there is clear communication to the employee regarding: (1) the performance deficiency, problem or issue; (2) the Company's expectation that the deficiency or problem will be promptly remedied; and (3) the consequences to the employee if the performance deficiency, behavioral problem or workplace issue is not adequately and timely remedied. Disciplinary action will be documented, verbal discipline may not require the signature of the employee, written disciplinary action will be presented to the employee and the employee will be asked to sign acknowledging receipt of a copy of the discipline. Disciplinary action records will be retained in an electronic and/or paper format.

Management reserves the right and sole discretion to determine the appropriate level or action taken based upon many factors. In some circumstances, termination may occur without any form of prior disciplinary action.

Performance Reviews

Each employee will receive periodic performance reviews conducted by their supervisor. Your first performance evaluation will take place after you've completed the 90 day probationary period. Thereafter performance review will reflect performance, adherence to policy and contribution to the Company during the prior 12 months. Both employee successes and deficiencies will be identified during the performance review.

Your performance evaluation may review factors such as the quality and quantity of the work you perform, your knowledge of the job, your initiative, your work behavior, and your behavior toward others. The performance evaluations are intended to make you aware of your progress, areas for improvement, and

objectives or goals for future work performance. Favorable performance evaluations do not guarantee an increase in wages or promotions. Wage increases and promotions are solely within the discretion of the Company and depend upon many factors in addition to performance.

After any review, you will be asked to sign the evaluation report simply to acknowledge that it has been presented to you, that you have discussed it with your supervisor, and that you are aware of its contents.

Employee Records

Information in employee files is a confidential record of their employment with Company and is the property of the Company. The contents of employee files are not available to any sources outside the Company unless authorized by the employee in writing or if required by law, e.g., in response to a subpoena.

Employees may request a copy of their payroll records. Employees should make any such request in writing to the Executive Director. The Company will provide the copies within 21 days of an employee's request. Employees are responsible for paying the reasonable expenses incurred in copying such records.

Upon written notice, an employee is allowed to review his or her own employee file in the Company's office and in the presence of the Executive Director. Alternatively, an employee may request a copy of his or her own employee file. You may be charged the actual cost for copying your employee file. In terms of timing, a current or former employee will be permitted to inspect/obtain a copy of his/her employee file within 30 calendar days from the date the written request is made.

Employee Data Changes

It is the responsibility of each employee to advise the Executive Director of any change in name, address, telephone number, marital status or registered domestic partner status, name(s) and number(s) of dependents, and individuals to be contacted in the event of an emergency. If employee information changes, a new form W-4 and an employee data sheet should be filed so that the personnel records can be updated.

Expense Reimbursement

The Company will reimburse employees for any out-of-pocket expenses reasonably incurred on behalf of the Company. Employees must receive prior approval before incurring such expenses. Receipts and an expense report must be submitted to the Executive Director for reimbursement.

For mileage reimbursements, complete a mileage reimbursement form and submit to the Executive Director.

Employment References and Verification

All requests for employment references and verification must be directed to the Executive Director. No other employee is authorized to release references or any employment information regarding current or former employees.

By policy, the Company discloses only the dates of employment, the title of the last position held, and whether the employee is currently employed. The Company complies with lawful employment information requests by taxing authorities, government agencies, and law enforcement.

Workplace Search Policy

The Company may provide office furniture and electronic devices including, but not limited to, computers, cellular phones/camera phones and handheld wireless devices for the convenience and use of its employees at the Company's expense. Employees should remember that all such equipment remain the

sole property of the Company. Accordingly, the Company reserves the right to conduct random or periodic searches for work-related purposes, including searches for unauthorized possession of Company property and for illegal drugs, alcohol, or contraband on the Company's premises. Such searches may be of Company property, such as desks, file cabinets, and office equipment, and/or of an employee's personal property on Company's premises, such as purses, backpacks, briefcases, and vehicles, if reasonable suspicion exists to warrant the search. If an employee has personal property that he or she prefers to keep private, the employee should not bring that property into the workplace and should not have that property in his/her car that is driven to the worksite. Furthermore, the Company reserves the right to review and/or record all data or phone calls maintained on electronic equipment including computers, land lines, the voicemail system, cell phones, PDAs, notebooks, laptops and/or notepads owned by the Company.

Such an inspection can occur at any time, with or without advance notice or consent, and will be limited to the extent necessary to affect the work-related purpose for the search. Such an inspection may be conducted during, before or after working hours by any manager or person designated by Company management. Results of the search will only be disclosed to those persons within the Company who have a business need to know or otherwise to the extent required by law. Employees who fail to cooperate in any inspection will be subject to disciplinary action, including possible suspension or discharge. The Company is not responsible for any articles that are placed or left in a desk or elsewhere on Company premises that are lost, damaged, stolen or destroyed; or for any data lost or deleted from a computer or disk. Therefore, employees are discouraged from bringing large sums of cash or other valuables with them to work.

The Company may conduct electronic surveillance through the use of visual recording devices for loss prevention and risk management purposes.

Electronic Communications and Company Provided Technology

The Company provides various forms of electronic communication, including, but not limited to, e-mail, Internet access and voicemail. These devices are provided for each employee in communication with others at the Company and externally to help improve productivity, shorten the decision-making cycle, and meet the needs of our customers. All electronic devices, including software and hardware, remain the sole property of the Company and are intended for Company business.

Electronic communications/media may not be used in any manner (including accessing and viewing) that would be discriminating, harassing or obscene, or for any other purpose which is illegal or against Company policy.

Employees should have no anticipation of privacy with respect to Company-provided voice mail, e-mail, text-messages, instant messages, or any other computer or electronically based communications – regardless of whether such information is stored on the Company's systems or by an outside provider. All systems and all information on those systems can be accessed, recorded and reviewed by management without prior notice at any time and for any reason.

No programs/applications may be uploaded or downloaded into Company systems without the permission of the IT Department. This rule protects the Company in two important respects: first, it helps avoid licensing issues; second, it protects Company data from the importation of unwanted viruses and/or inappropriate material.

Any use of these systems which are not work-related including, but not limited to, instant messaging, blog review or maintenance, personal email, message board participation, electronic social networking (i.e. Myspace, Facebook, Snapchat, YouTube, Twitter, Instagram) and photo sharing is restricted. The Company reserves the right to inspect the usage of these electronic communications/ media, even though such usage is not during work time.

Personal Property

The Company is not liable for damage, loss or security of personal property. Personal items of monetary or emotional value should not be brought into the work area.

EMPLOYEE CONDUCT

Customer Relations

Customers are critical. Without satisfied customers, the Company's reputation, integrity and our positions are in jeopardy.

Employees are expected to be polite, professional, courteous, prompt, and attentive to every customer. If you encounter an uncomfortable situation that you do not feel capable of handling, you should call your supervisor immediately.

Customers are to be treated courteously and given proper attention at all times. Never regard a customer's question or concern as an interruption or an annoyance. You must respond to inquiries from customers, whether in person by telephone or by email, promptly and professionally.

All correspondence and documents, whether to customers or others, must be neatly prepared and error-free. Attention to accuracy and detail in all paperwork demonstrates your commitment to those with whom we do business.

Never argue with a customer. If a problem develops, or if a customer remains dissatisfied, follow department procedure and/or ask your supervisor or manager to intervene.

Conflicts of Interest

Employees are not to place themselves in a position which conflicts with the interests of the Company. This not only includes publicly speaking on behalf of the Company without authorization but also receiving gifts, favors, fees, compensation, or discounts which, if known, would be viewed as a kickback or inducement for inappropriate conduct. Outside employment may be permitted, excluding instances that may conflict or interfere with the interests of the company. Any violation of this policy may lead to discipline up to and including termination.

Personal Relationships in the Workplace

Amador County Wine Heritage District is committed to maintaining a professional work environment where their supervisors treat all employees fairly and impartially. Accordingly, supervisors should not date, or become romantically or intimately involved with, employees who report to them directly or indirectly. Personal relationships very often cause problems in the workplace, such as a lack of objectivity towards the subordinate's job performance, the perception of favoritism by other employees (whether justified or not), and potential sexual harassment complaints should a couple break up.

Unprofessional behavior in the workplace, such as sexually related conversations, inappropriate touching (i.e., kissing, hugging, massaging, sitting on laps) of another employee, and any other behavior of a sexual nature, is prohibited.

Confidential Information

The protection of confidential, proprietary business information and trade secrets is vital to the interests and success of the Company. In addition to the protections stated herein, employees may be required to review and execute a Confidentiality & Non-Disclosure Agreement upon hire. Such confidential information includes, but is not limited to, the following examples:

- ✓ Client and consumer proprietary, secret or personal information
- ✓ Financial information of the Company or Wineries
- ✓ Marketing strategies and information related to strategic planning
- ✓ Pending projects and proposals

- ✓ Proprietary production processes, patent and trademark data
- ✓ Internal communications related to Company proprietary information
- ✓ Information obtained about a Winery or a Wineries business or business practices

Confidential information about the Company and its customers, employees, managers of the business, directors, and officers should not be divulged to anyone unless that person has a clear right to have the information. When in doubt whether certain information is or is not confidential, prudence dictates not to disclose without first clearly establishing that such disclosure is authorized. The basic policy of caution and discretion in handling confidential information extends to both internal and external disclosure. Confidential information available to one employee of the Company should be shared with other employees only when a legitimate business need to know exists.

In addition, the posting on the Internet of confidential information, trade secrets or proprietary information is forbidden, including in blogs and in e-mail communications.

No data, documents or information regarding the business of the Company should be removed from the premises except as necessary to accomplish a specific Company purpose. When the need to use or reference such documents is completed, such documents and all copies thereof should be returned to the offices of the Company. Upon termination of employment, all information and data of the Company must be returned. Any copies or electronic storage of Company data must be destroyed and deleted. Use of such information or data for any purpose other than the specific business of the Company is strictly prohibited.

Employees accessing business information remotely must take all reasonable precautions to ensure that no business information is viewed or accessed by non-employees, including family members or others sharing the employee's household. Employees who improperly use or disclose trade secrets or confidential business information will be subject to disciplinary action, including termination of employment and legal action, even if they do not actually benefit from the disclosed information.

Company Use of Employee Personal Information

The Company collects personal and employment information on applicants and employees to comply with state and federal laws requiring employers to maintain records, to process payroll, to administer health insurance benefits and/or 401K retirement plans, and to manage employee job performance.

Solicitation

Persons who are not employees of the Company shall not be allowed to solicit for any reason, whether on behalf of clubs, charities, political parties, labor unions, religious organizations, or for any other purposes, on Company premises. Any employee who observes an outsider soliciting on Company premises must immediately report the occurrence to management. No employee shall use working hours (working hours shall not include meal periods and rest periods) to solicit other employees who are on working time for any reason. No solicitation materials of any type may be passed out by any employee, or sent electronically, at any working areas at any time or in any non-working areas during working time.

Cell Phone Policy

While at work, employees are expected to exercise discretion in using mobile devices. During work hours, cell phones may be used for communicating with other team members when absolutely necessary. However, cell phone usage should be avoided at all times in front of customers. Personal calls or other communication or mobile device activity should be saved for rest breaks and meal periods.

Mobile devices may not be used to defame, harass, intimidate or threaten any other employee, customer or other individuals' employees may come into contact with while working. Employees are prohibited from using their cell phones in any illegal, illicit, or offensive manner with other employees, customer or other

individuals the employee may come into contact with while working. The Company will not be liable for the loss or destruction of personal cellular phones brought into the workplace.

Personal Conduct and Appearance

The Company's image and the nature of our work call for cleanliness and observance of the rules of good hygiene. Presenting a neat, well-groomed appearance is important because employees represent the Company. All employees are to be well-groomed, neatly attired and dressed appropriately for our business and the employee's position in particular. Employees are also expected to conduct themselves in an orderly and considerate manner. Your language, attire and grooming should be in keeping with the Company's business atmosphere.

Employees must be dressed to safely perform work and maneuver through any area of the Winery.

Body tattoos and body piercings are acceptable as long as they are appropriate. Face piercings are not appropriate for our work environment.

If any employee shows up for work in improper shoes or other improper attire, he/she will be sent home to change.

This policy is not intended to discriminate against or treat individuals differently on the basis of hairstyles, hair textures, and/or other traits historically associated with race. Consult your supervisor if you have any questions about appropriate business attire.

The Company recognizes the importance of individually held religious beliefs to persons within its workforce. The Company will reasonably accommodate a staff member's religious beliefs in terms of workplace attire unless the accommodation creates an undue hardship. Accommodation of religious beliefs in terms of attire may be difficult in light of safety issues for staff members. Those requesting workplace attire accommodation based on religious beliefs should be referred to the Executive Director or the Accounting Manager.

Company Equipment and Supplies

As part of their jobs, employees will be using machinery, tools, and other equipment owned by the Company. Employees must handle the equipment carefully -- abusing equipment will not be tolerated. Employees must immediately report any problems concerning the safety or performance of Company equipment and make every effort to maintain the equipment in good condition. Company equipment must only be used for Company-authorized work. Employees may not remove Company equipment from the premises without prior authorization from a manager.

Only authorized persons may purchase supplies in the name of the Company. No employee whose regular duties do not include purchasing shall incur any expense on behalf of the Company or bind the Company by any promise or representation without prior written approval.

Social Media Policy

The Company understands that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media.

Guidelines

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, or app, whether or not associated or affiliated with the Company, as well as any other form of electronic communication. . The Company respects the right of our employees to maintain a blog or post a comment on social networking sites. However, the Company is also committed to ensuring that the use of social media serves the needs of our business by maintaining the Company's identity, integrity, and reputation.

Further, the Company has a business interest in protecting its logo, company name, and other intellectual property and in making sure that its employees do not violate criminal or civil law.

To protect the Company's identity, integrity and reputation, employees must adhere to the following rules:

- Employees may not use social media during working time unless specifically authorized to do so as part of their job duties.
- When using social media, if an employee expresses either a political opinion or an opinion regarding the Company's actions and also identifies oneself as an employee of the Company (or if it can be inferred that the employee is an employee of the Company), the poster must specifically state that the opinion expressed is the employee's personal opinion and not the Company's position. This is necessary to preserve the Company's goodwill in the marketplace.
- All rules regarding confidential business information apply in full to blogs and social networking sites. Confidential business information includes items such as trade secrets, technical or non-technical data, a formula, pattern, compilation, program, device, method, technique, drawing, process, financial data with the exception of non-confidential information regarding employee wages, benefits, and other terms and conditions of employment or list of actual or potential customers or suppliers.
- Be respectful of potential readers and colleagues. Please do not use discriminatory comments or make maliciously false statements when commenting about the Company, superiors, co-workers, or our competitors.
- Any conduct which is impermissible under the law if expressed in any other form or forum is impermissible if expressed through a social networking site. For example, posted material relating to the Company and its employees that is discriminatory, defamatory, libelous, or malicious is not permitted.
- The Company's policies prohibiting discrimination, retaliation, and/or harassment based on age, race, sex, religion, national origin/ancestry, and other protected categories, as well as the Company's Workplace Violence policies, apply equally to employee comments concerning the Company and its employees on social networking sites, even if done on nonworking time. Employees are encouraged to review those sections of the Handbook for further guidance.
- Employees are prohibited from misappropriating or using without permission the Company's intellectual property on any social networking site or another online forum. Employees are reminded that there are civil and criminal penalties for posting copyrighted material without authorization.

Be Respectful

Keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers or by utilizing our management's open-door policy than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage customers, members, employees, or suppliers, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, creed, color, sex, gender, pregnancy, pregnancy-related medical condition, perceived pregnancy, age, national origin (including possession of a driver's license issued under Vehicle Code section 12801.9), ancestry, religion, religious dress practices, religious grooming practices, physical or mental disability, sexual orientation, gender identity, gender expression, marital status, registered domestic partner status, genetic characteristics or genetic information, medical condition, military and/or veteran status, perceived membership in a category, association with an actual or perceived member of a category, and/or all other protected characteristics pursuant to applicable federal, state and local law.

Be Honest and Accurate

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Never post any information or rumors that you know to be false about the Company, fellow employees, clients, customers, suppliers, or individuals working on behalf of the Company or competitors.

Post Only Appropriate and Respectful Content

Maintain the confidentiality of the Company's trade secrets and confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how, technology, projects, client lists, or marketing plans. Do not post internal reports, policies, procedures or other internal business-related confidential communications. The Company's policy on social media is not intended to prohibit, restrict or interfere with employee rights under the National Labor Relations Act, including but not limited to discussing working conditions, terms of employment and wages, etc.

Respect financial disclosure laws. It is illegal to communicate or give a "tip" on inside information to others so that they may buy or sell stocks or securities.

Express only your personal opinions. Never represent yourself as a spokesperson for the Company. If the Company is a subject of the content you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of the Company, fellow employees, customers, clients, suppliers or people working on behalf of the Company. If you do publish a blog or post online related to the work you do or subjects associated with the Company, make it clear that you are not speaking on behalf of the Company. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of AMADOR COUNTY WINE HERITAGE DISTRICT."

Using Social Media at Work

Refrain from using social media during work time or on equipment we provide, unless it is work-related as authorized by your manager. Do not use your Company email addresses to register on social networks, blogs or other online tools utilized for personal use.

Retaliation is Prohibited

The Company prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to

disciplinary action, up to and including termination.

If you have questions or need further guidance, please contact your manager.

Blogging Policy

Employees are prohibited from engaging in blogging during work hours or while using Company-provided equipment, technology, smartphone, tablet device, or any other technology provided to the employee for use during the employee's employment. Employees personal blogging (including but not limited to use of Facebook, Snapchat, LinkedIn, Instagram, Blogger, Tumblr, or any other blog, app, or website of any kind whatsoever) while not on working time and while not using Company equipment should be aware that they must adhere to the Company's confidentiality policy and that they must avoid the disclosure of trade secrets or other confidential information regarding the Company. Nothing in this policy is designed to interfere with, restrain, or prevent employee communications regarding wages, hours, or other terms and conditions of employment. Where applicable law permits, the Company reserves the right to monitor employee use of any social media, and to take appropriate action with respect to inappropriate or unlawful postings. When you post something on the internet even after work hours, assume that everyone you know including the Company, its management, and your colleagues at work will view it. Use common sense and your professional judgment.

Further, when sharing information about the Company, you may be required to disclose you are an employee to comply with state and federal regulations.

Media Communication

Employees are not authorized to engage in any form of communication with members of the media or any publication on behalf of the Company regarding Company proprietary and/or confidential information. Employees are not to engage in providing any statements or information to members of the media or any other publication relating to disclosure of Company proprietary or confidential information. Only the General Manager of the Company is authorized to engage in such communication. Should an employee be asked to engage in such activity, they must refer the asking party to the General Manager of the Company. Nothing in this policy is designed to interfere with, restrain, or prevent employee communications regarding wages, hours, or other terms and conditions of employment.

AI (Artificial Intelligence) Policy

This policy outlines the acceptable use of artificial intelligence (AI) tools and technologies within Amador County Wine Heritage District. It aims to ensure compliance with California regulations and promote ethical and responsible AI use.

This policy applies to all employees, contractors, and third-party vendors who use AI tools in their work with Amador County Wine Heritage District

All AI tools and applications must comply with federal and state laws, including the California Fair Employment and Housing Act (FEHA) and any specific AI regulations.

Ethical Use: AI tools should be used ethically, ensuring they do not discriminate against any individual or group. This includes avoiding biases in hiring, promotions, and other employment decisions.

Data Privacy: Employees must not input personal, sensitive, or proprietary information into AI systems unless necessary and authorized. All data must be handled in accordance with our data privacy policies.

Transparency: Employees should be informed about the use of AI tools that may impact their work. Clear communication about how AI is used and its implications is essential.

Training and Awareness: Regular training sessions will be conducted to educate employees on the responsible use of AI, potential risks, and compliance requirements.

Monitoring and Reporting: The use of AI tools will be monitored to ensure compliance with this policy. Any suspected misuse or ethical concerns should be reported to Executive Director

Vendor Compliance: Third-party vendors providing AI tools must adhere to our AI usage standards and comply with relevant laws and regulations.

Consequences of Non-Compliance: Non-compliance with this policy may result in disciplinary action, up to and including termination of employment or contract.

Smoking (Including Electronic Cigarettes) and Use of Chewing Tobacco

The use of tobacco or non-tobacco, but related products, including cigarettes, chewing tobacco and vapor or e-cigarettes, is only permitted in authorized and designated locations outdoors. Employees are strictly prohibited from using these products while conducting work at a customer location or when otherwise in the presence of a customer.

Additional Standards of Conduct

Employees who violate any of the Company's rules or standards of conduct shall be subject to disciplinary action, including the possibility of employment termination.

It is impossible to list all examples of conduct which would be considered inappropriate in the workplace. Some of the general types of actions which are inappropriate are listed below. This list is not intended to be comprehensive and is by example only:

1. Falsification of employment records, employment information, or other Company records.
2. Recording the work time of another employee or allowing any other employee to record your work time, or allowing falsification of any time card, either your own or another's.
3. Theft or deliberate or careless damage of any Company property or the property of any employee or customer.
4. Provoking a fight, fighting, or threatening violence during working hours or on the Company's property.
5. Carrying firearms or any other dangerous weapons on the Company's premises at any time.
6. Being under the influence of alcohol and/or drugs during working hours or at any time on the Company's property, or possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace.
7. Deliberate destruction of any Company property or the property of any employee or client.
8. The use of abusive or threatening language towards anyone.
9. Excessive tardiness and/or absenteeism, or unreported absence from work.
10. Unauthorized use of Company equipment, time, materials, facilities, or the Company's name.
11. Sleeping on the job.
12. Failure to observe work schedules, including rest and lunch periods.
13. Engaging in criminal conduct whether or not related to job performance.
14. Failure to timely notify an available supervisor or manager when unable to report to work.

15. Failure to obtain permission to leave work for any reason during normal working hours.
16. Removing or borrowing the Company's property without prior authorization.
17. Failure to provide a physician's certificate when requested or required to do so.
18. Wearing extreme, unprofessional or inappropriate styles of dress while working.
19. Using abusive or profane language at any time on the Company's premises.
20. Violation of any safety, health, or security rule or any other Company rules.
21. Working overtime without authorization or refusing to work assigned overtime.
22. Committing a fraudulent act or a breach of trust under any circumstance.
23. Working for others during a leave of absence without advance written permission.
24. Sexual or other unlawful or unwelcome harassment of co-workers, customers, or visitors.
25. Unauthorized disclosure of Company trade secrets or confidential information.
26. Unsatisfactory performance or conduct.
27. Violation of any policy in this Handbook.

Discipline, up to and including termination will be administered for a violation of these rules. The Company reserves the right to utilize whatever disciplinary measures, including termination upon first offense, it deems appropriate under the circumstances. No statement in this list or elsewhere in the Employee Handbook is intended to or should be taken to affect the at-will employment relationship between the Company and its employees. Similarly, no policy, statement or other language contained in this policy or elsewhere in this handbook is intended to unlawfully restrict an employee's rights to communicate or work with others toward altering the terms and conditions of their employment, such as communications regarding wages, scheduling or other terms or conditions of employment.

Housekeeping

All employees are expected to keep their work areas clean and organized. The way in which you maintain Company property will be addressed during your performance review. Employees using common areas are expected to clean up after themselves. We appreciate the help of employees in maintaining the cleanliness of our facilities.

Company Driver, Drivers Licenses, and Driving Record

Employees in positions where the operation of a motor vehicle is an essential duty of the position must present and maintain a valid driver's license and acceptable driving record allowing for proper insurance coverage. Changes in your driving record must be reported to your manager immediately.

Employees are expected to abide by all motor vehicle rules and regulations, including the use of handheld devices. Parking and moving violations are the responsibility of the employee. Moving violations, parking tickets and accidents must be reported immediately.

Should an accident occur, employee is to get to a safe location and call any emergency personnel as necessary. The employee must obtain the other driver's information to include; name, address and insurance information. An employee must report the accident to their manager immediately, when appropriate, after an accident. A police report should be filed, and the employee must provide information provided by the enforcement agency to their manager.

Violations of this policy may result in immediate termination of your employment.

Policy Against Texting and/or Emailing While Driving

Regardless of the circumstances, employees whose job responsibilities include regular or occasional driving may not use, send, read or review text messages, e-mails, access the internet or perform any other activity on a handheld device while driving. Employees who are charged with traffic violations resulting from texting, e-mailing or other use of a handheld device while driving will be solely responsible for all liabilities that result from such actions. Violations of this policy will result in disciplinary action, up to and including termination of employment.

WORKPLACE SECURITY AND ANTI-VIOLENCE

Safety

The Company is firmly committed to maintaining a safe and healthy working environment. All employees of the Company are expected to be safety conscious on the job at all times and to comply with all safety and health requirements established by management or federal, state or local law. Managers are responsible for inspecting work areas, becoming familiar with all safety and health procedures, instructing employees in matters of health and safety, identifying unsafe conditions, and reporting any accidents.

Employees must report any concerns of unsafe conditions or hazards to a manager immediately, even if you believe you have corrected the problem. Employees must also immediately report any injuries in the workplace, regardless of how minor or insignificant the injury may appear. If you suspect a concealed danger is present on Company premises, or in a product, facility, piece of equipment, process or business practice for which the Company is responsible, bring it to the attention of a manager. The manager or designated individual will perform an assessment and arrange for the correction of any unsafe condition or concealed danger immediately.

To best protect the health and safety of our staff, employees are expected to stay at home when exhibiting any symptoms of illness. If an employee comes to work, and becomes ill, they are expected to inform their manager as soon as possible and make any necessary arrangements. The Company reserves the right to send home an employee who is exhibiting symptoms of illness, or has been confirmed to be ill, to protect the health and safety of others.

The Company has in place a written Injury and Illness Prevention Program (IIPP). If you have not reviewed a copy of this program, please contact your manager. It is your responsibility to read, understand and follow IIPP provisions applicable to your work assignment. The Company also will conduct periodic safety meetings. The Company also provides information to employees about workplace safety and health issues through training sessions, bulletin board postings, memoranda, and other written communications. The Company also maintains a written COVID-19 Prevention Program in compliance with California law, which is available for review by employees and/or authorized representatives.

All employees are encouraged to submit suggestions concerning safety and health matters. No employee will be discharged or discriminated against because of suggestions received. Employees who violate safety standards, cause hazardous or dangerous situations, or fail to report or, where appropriate, remedy such situations may be subject to disciplinary action, including termination of employment.

Workplace Violence

The Company is committed to providing and maintaining a workplace that is secure and free from acts or threats of violence. Security and safety in the workplace are each employee's responsibility. The security of our property and the welfare of our employees require that each employee be constantly aware of potential security risks.

All employees who are issued keys to the office are responsible for their safekeeping. The last employee, or a designated employee, who leaves the office at the end of the business day assumes the responsibility to ensure that all doors are securely locked, the alarm system is armed, thermostats are set on appropriate evening and/or weekend settings, and all appliances and lights are turned off with the exception of the lights normally left on for security purposes. Employees are not allowed to use Company property after hours without prior authorization from the Company.

In keeping with our commitment to provide a safe and secure workplace, the Company has established a Workplace Violence Prevention Program that provides "zero tolerance" for actual or threatened violence against co-workers, clients, visitors, and any other persons who are either on our premises or have contact with employees in the course of their duties. Compliance with this anti-violence policy is a condition of

employment and will be evaluated together with other aspects of an employee's performance. Due to the importance of this policy, employees who violate its terms, who engage in or contribute to violent behavior, or who threaten others with violence will be subject to disciplinary action, possibly including immediate termination from employment.

Please refer to the Company's Workplace Violence Prevention Program for more information regarding internal response and reporting procedures for the below circumstances.

Prohibited Behaviors:

The following examples of prohibited behavior(s) will not be tolerated and are grounds for disciplinary action up to and including termination:

- ✓ The carrying of firearms, explosive devices, knives or cutting devices other than those customarily used in the performance of an employee's job duties is prohibited
- ✓ Threats of physical harm, either implicit or implied, are prohibited.
- ✓ Intimidation which includes behavior designed to inspire fear in a reasonable person by an implied or direct threat of violence is prohibited.
- ✓ Acts of or threats of violence by any employee are strictly prohibited.
- ✓ Intimidation or threats intended to pressure a person not to report possible violations of this policy are also prohibited.

Similar acts or threats of violence by non-employees against employees of AMADOR COUNTY WINE HERITAGE DISTRICT, will not be tolerated and appropriate action will be taken.

Identifying Potentially Violent Situations

If you ever have concerns about a situation which may turn violent, alert any manager immediately. It is better to err on the side of safety than to risk having a situation escalate.

The following are warning indicators of potential workplace violence which must be reported to management:

- ✓ Intimidating, harassing, bullying, belligerent, or other inappropriate and aggressive behavior.
- ✓ Numerous conflicts with customers, co-workers, or managers.
- ✓ Bringing a weapon to the workplace (unless necessary for the job), making inappropriate references to guns, or making idle threats about using a weapon to harm someone.
- ✓ Statements showing fascination with incidents of workplace violence, statements indicating approval of the use of violence to resolve a problem, or statements indicating identification with perpetrators of workplace homicides.
- ✓ Statements indicating desperation (over family, financial, and other personal problems) to the point of contemplating suicide.
- ✓ Direct or veiled threats of harm.
- ✓ Substance abuse.
- ✓ Extreme changes in normal behaviors.

Reporting

Each verbal or physical threat of violence must be treated seriously and reported immediately to your manager. Where a violation of this policy is found, appropriate corrective action will be taken. In situations where you become aware of an imminent act of violence, a threat of imminent violence, or actual violence, emergency assistance should be sought immediately. Employees can report violations of this policy and raise any questions regarding their obligations under this policy without fear of reprisal of any kind.

- ✓ Please report any information related to the prohibited behavior listed above.

- ✓ Please report if you feel threatened or under threat by any other Company employee, vendor or customer.
- ✓ Please report if you have heard of or witnessed another employee feeling threatened or being threatened by any other Company employee, vendor or customer.
- ✓ Please report any work areas where you feel a lack of adequate lighting is a security concern.
- ✓ Please also report immediately if a perceived lack of security is preventing you from being able to do your job.

This policy is also intended to promote workplace security by addressing situations in which outsiders come onto the property. Be aware of persons loitering on the property for no apparent reason. Immediately notify your manager or the police department when unknown persons are acting in a suspicious manner on or around the property. Immediately notify your manager when any keys or security passes are lost or misplaced. Promptly report to your manager all incidents occurring on the property so that appropriate action can be taken.

Do not enter an area where you feel under threat or where lack of lighting causes you concern. Your security is paramount. Never put yourself in a dangerous situation. Report any security concerns you have to management.

If a security situation arises that causes you to feel that you, other employees or our customers are in imminent danger, call 911.

Recovery Periods

Employees working in outdoor temperatures shall take recovery periods and seek shade and water as necessary to avoid heat illness. Should you have any questions regarding recovery periods or heat illness, speak with your manager.

DRUG AND ALCOHOL POLICY

The purpose of this policy is to:

- Show our responsibility and commitment to ensure a safe and healthy workplace for all staff.
- Ensure that the staff at the Company can work in an environment free of alcohol and drug abuse.
- Outline the company's expectations and requirements surrounding alcohol consumption as an employee during and/or after work and at winery events for creating and maintaining a safe and responsible work environment, and for dealing with substance abuse in the workplace.
- Provide an opportunity to staff members with a substance use problem to get well rather than provide grounds to terminate the employment.
- To establish and maintain a safe, healthy working environment for all employees;
- To ensure the sound reputation of the Company and its employees within the community and the industry;
- To reduce the number of injuries to persons or property; and
- To reduce absenteeism and tardiness and to improve productivity.

This policy applies, at the workplace, to all staff members of the Company and includes visitors and subcontractors inside and outside of normal scheduled working hours.

All individuals working at the Company are expected to report fit for duty for scheduled work and be able to perform assigned duties safely and acceptably without any limitations due to the use or after-effects of alcohol, illicit drugs, non-prescription drugs, or prescribed medications or any other substance.

Off the job and on the job involvements with alcohol or drugs can have adverse effects upon the workplace, the integrity of our work product, the safety of other staff, the wellbeing of our staff families, and the ability to accomplish the goal of an alcohol and drug free work environment. The Company therefore wants to emphasize that it has zero tolerance for staff who arrive at work under the influence of alcohol or drugs, and/or whose ability to work is impaired in any way by the consumption of alcohol or drugs, or who consume alcohol or drugs on Company property.

From time to time, the Company may sponsor social or business-related events where alcohol may be served. This policy does not prohibit the use or consumption of alcohol at these events. However, if you choose to consume alcohol at such events, you must do so responsibly and maintain your obligation to conduct yourself properly and professionally at all times.

Staff Conduct Policy – Winery and Wine Industry Events

As representatives of the ACWHD, staff are expected to maintain a high standard of professionalism at all winery and wine industry events at both during work hours and while attending in a professional capacity outside of work.

1. Alcohol Consumption During Work and Events

Staff are not permitted to consume alcohol while working or representing the organization at off-site events. However, controlled, and minimal wine sampling is permitted strictly for professional purposes such as ensuring wine quality, confirming the wine is not corked, and accurately describing it to guests. This practice must be done discreetly and in moderation.

2. Conduct at Industry Events (Including After Hours)

Staff attending winery or industry events outside of scheduled work hours are expected to uphold the organization's reputation by behaving professionally, consuming alcohol responsibly, and following all event

rules and local laws. Excessive drinking, inappropriate conduct, or any behavior that may reflect poorly on the organization even off the clock may result in disciplinary action.

3. Open Bottle Policy

Staff are not permitted to remove opened wine bottles from events, regardless of whether the bottles are full or partially consumed, unless explicitly authorized by event management and in accordance with applicable laws and organizational procedures.

The Company strictly prohibits the use, making, sale, purchase, transfer, distribution, consumption, or possession of drugs or alcohol on company property on or off the clock. To this end, the Company reserves the right to conduct searches for drugs or alcohol, including, but not limited to, searches of lockers, desks,

AB 2188 – Marijuana Use

You may not consume or be under the influence of marijuana while on duty or at work.

The Company does not discriminate against employees solely on the basis of their off-duty use of marijuana, in accordance with AB 2188. The Company also does not discriminate against employees based on a drug test that finds the employee to have non-psychoactive cannabis metabolites in their hair, blood, urine, or other bodily fluids, in accordance with AB 2188.

The requirements of AB 2188 as outlined in this policy do not apply to any employee in the building and construction trades; applicants and/or employees whose positions require them to go through a federal background investigation or security clearance; or applicants and/or employees who under state or federal laws must be tested for controlled substances as a condition of employment, receiving federal funding or federal licensing, or entering into a federal contract.

Any drugs or alcohol found as a result of such a search will be confiscated and the occupant or user of the object searched will be subject to disciplinary action, up to and including termination of employment.

The Company strictly prohibits the use, making, sale, purchase, transfer, distribution, consumption, or possession of drugs on company property on or off the clock. To this end, the Company reserves the right to conduct searches for drugs or unauthorized alcohol, including, but not limited to, searches of lockers, desks, packages, etc. which are on Company property or in a Company facility. Any drugs or unauthorized alcohol found as a result of such a search will be confiscated and the occupant or user of the object searched will be subject to disciplinary action, up to and including termination of employment.

Roles & Responsibilities

It is the responsibility of all staff to identify concerns about an individual's immediate ability to perform their job and take appropriate steps. Where necessary, they will advise the Executive Director the Accounting Manager who will remove any staff member who is suspected of breaching this policy from Company premises, pending investigation and a decision on appropriate consequences including potential disciplinary action.

Here is some guidance on how to administer this policy; however, not every situation can be predicted.

1. If a staff member, visitor or contractor arrives at the workplace, (on company property) and you have reasonable cause to suspect that they are under the influence of alcohol or drugs, the supervisor shall immediately remove him/her from the work environment. If you have any doubt about whether they are, or are not impaired, you should err on the side of caution and remove him/her from the work environment.

2. Unexpected circumstances can arise when an off-duty staff member is requested to work. It is the staff member's responsibility to refuse the request and ask that the request be directed to another person if the member is under the influence of alcohol or other drugs.
3. Staff who are prescribed medication are expected to ask their doctor if the medication will have any potential negative effect on job performance. They are required to report to the Executive Director the Accounting Manager if there is any potential risk, limitation or restriction for whatever reason that may require modification of duties or temporary reassignment and provide appropriate medical verification on any restrictions in performance of their duties.
4. If a staff member or contractor believes an employee in a more senior position is in violation of this policy, they are encouraged to get a second opinion where possible. They are also expected to notify the Executive Director the Accounting Manager.
5. In support of those who may have developed or are developing the disease of chemical dependence, all employees and contractors are required to document and report any violations of this policy. Any staff member, co-worker, contractor or supervisor not complying with this is enabling the dependence. Enabling behavior leads to ongoing health and safety concerns for an addicted individual and those around him or her.

It is the intent of Amador County Wine Heritage District to promote a safe, healthy and productive work environment for all employees. The Company recognizes that the illegal and/or excessive use of drugs and/or alcohol is not conducive to safe working conditions. It is the objective of the Company to have a workforce that is free from the influence of controlled substances (illegal drugs) and abuse of alcohol during work hours / shift. The term "Company premises" includes all property, facilities, land, buildings, structures, automobiles, trucks and all other vehicles, whether owned, leased or used by the Company or its affiliates or subsidiaries.

Substance Abuse

The following rules represent the Company's policy concerning substance abuse:

- ✓ The unlawful possession, manufacturing, distribution, dispensation or use of any controlled substance is inconsistent with the Company's objective of operating in a safe and efficient manner and is strictly prohibited. Accordingly, no employee shall engage in the unlawful possession, manufacture, distribution, dispensation or use of any controlled substance (illegal drug) during working hours or at any time on Company premises. No employee shall report to work or continue to work while under the influence of any drug whose manufacture, sale, dispensation, distribution, use or possession is unlawful.
- ✓ No employee shall use or have in his or her possession on Company premises any prescription medication other than medications currently prescribed by a physician for the employee.
- ✓ The use of marijuana, with or without a prescription or recreational, on or in Company property, during working hours or reporting to work while under the influence of marijuana will not be tolerated.
- ✓ Lockers, desks, storage areas and Company vehicles are Company property and must be maintained according to Company standards. All such areas must be kept clean and are to be used only for work-related purposes. The Company reserves the right, at all times and without further notice, to have Company representatives conduct inspections of any or all employee lockers and other Company property for the purpose of determining if this Policy has been violated.
- ✓ All vehicles and containers, including bags, boxes, purses, lunch pails, brought onto Company premises are subject to Company inspection at any time a Company representative authorized by Company to make such a determination has a reasonable suspicion that a Company rule, policy

or regulation has been violated and such an inspection is reasonably necessary in the investigation of such violation(s). Such inspections will be conducted, to the extent reasonably possible, in a manner designed to preserve the dignity of the employee. Inspections will be done in a private area, and will be conducted by a member of the same sex. An employee who refuses to consent to such an inspection may be subject to disciplinary action up to and including termination.

END OF EMPLOYMENT

Resignations

Employees are encouraged to provide as much advance notice of their decision to resign as possible under the circumstances. Although employees have the same right as the Company to terminate the employment relationship at will, at any time, the Company would appreciate at least ten (10) work days' notice of an intention to resign wherever it is possible to do so, in order to prepare final documents and identify and train a replacement. Employees should understand, however, that circumstances may exist where the Company may exercise its right to accept a resignation immediately and to accelerate the final date of employment.

Final Pay

All employees terminated by the Company or who terminate their employment with 72 hours' previous notice of their intention to resign shall receive, at the time of termination, all wages due them, including pay for all accrued but unused vacation. Employees who voluntarily discontinue their employment without giving the Company advance notice of at least 72 hours will be paid all wages and vacation entitlement due to them as soon as possible and in no case later than 72 hours after the time of notice of termination. Employees who do not report to work or contact their direct manager for three (3) consecutive days on which they are scheduled to work will be considered to have abandoned their position with the Company and will be terminated. Final pay will be available to be picked up at the work location unless the employee requests in writing that the final paycheck be mailed to an address designated by the employee.

Exit Interview

The Company may schedule an exit interview with each employee who leaves the Company, regardless of the reason. At the time of the interview, employees are expected to return all Company property in their possession, including keys, vehicles, handbooks, uniforms, credit cards, tools and other equipment.

ACKNOWLEDGMENTS

Discrimination, Harassment and Retaliation Prevention Policy Acknowledgment

I, _____ [Employee], I have received my copy of the Company's Harassment, Discrimination and Retaliation Prevention Policy. I understand and agree that it is my responsibility to read and familiarize myself with this policy.

I understand that the Company is committed to providing a work environment that is free from harassment, discrimination and retaliation. My signature certifies that I understand that I must conform to and abide by the rules and requirements described in this policy.

I also acknowledge I have received the California Civil Rights Department's Sexual Harassment Fact Sheet ([CRD-185](#)).

Dated: _____ By: _____ Employee

Employee Handbook & Employment-At-Will Acknowledgement

This Employee Handbook was designed to help you understand the policies and procedures of the Company. We want you to enjoy a rewarding experience with us and your fellow employees. If you have any questions regarding anything about the Company, please feel free to contact the General Manager.

The material contained herein reflects the policies and practices in effect at the time this handbook was published. It replaces and supersedes all prior employee handbooks. You are expected to know and follow these policies and procedures. Please acknowledge your receipt of this handbook within five (5) working days by detaching this page and returning it signed to the Executive Director or the Accounting Manager.

I _____ (Print Your Name) have received, read, and understand the Company's Employee Handbook. I understand that my continued employment is contingent upon my adhering to the policies and procedures contained in the handbook. If I need clarification of these policies, I will contact my supervisor with my questions. I also understand that both the Company and I reserve the right to terminate my employment at will unless specifically modified by written agreement and signed by the President of the Company. This handbook is not intended to represent any binding employment contract. The Company specifically retains the right to depart from and/or modify these policies by written notice to its employees.

I further understand that nothing in this handbook is intended to unlawfully restrict my right to engage in any rights contained in Section 7 of the National Labor Relations Act as further addressed in the Employee Handbook policy contained in the Introduction section of this employee handbook.

Employee Signature

Date